

Guideline D

Mandatory Continuing Professional Education

Purpose

Continuing Professional Education (CPE) plays a vital role in advancing and improving the fleet management profession. For this reason, all CAFM designees are required* to complete a minimum number of hours of continuing education annually, ensuring ongoing professional development and competency among fleet management practitioners who hold the designation. CPE enables designees to maintain the CAFM standard of proficiency over time, evolving their skills in a rapidly changing market and providing sustained value to their clients and employers throughout their fleet and mobility industry career.

Requirement

As explained in [Policy 10 of the CAFM Handbook](#), every CAFM designee (including CAFS) is required to recertify every five years to retain the credential. Recertification is completed by application and includes updating personal information, affirming awareness of current program policies, acceptance of a code of professionalism, documentation of required continuing professional education, and payment of required application fees. This guideline provides an explanation of CPE credit eligibility, outlining the types of activities that qualify for credit, and explaining the approved method for calculating CPE credit.

These guidelines adhere to the National Commission for Certifying Agencies (NCCA) standards to ensure quality and consistency in the accreditation process.

Eligibility for CPE Credit

1. To be eligible for CPE credit, activities must meet the following criteria:
 - a. **Relevance:** Activities should be directly related to the professional responsibilities of fleet management or related specialties.
 - b. **Quality:** Activities should be designed and delivered by qualified individuals or organizations with expertise in the subject matter who are qualified and competent.
 - c. **Objectives:** Activities should have clearly defined learning objectives that align with the professional knowledge areas in the [CAFM Exam Competency Framework](#), and must improve or expand the existing base of knowledge or skills of the certified CAFM.
 - d. **Interaction:** Activities should provide opportunities for active participation, engagement, and interaction with the material or with peers and experts.
 - e. **Documentation:** For any continuing education activity, participants must obtain evidence of completion or attendance in order to claim CPE credit.

*Inclusive of CAFS designees, as credential that is subsumed by the broader CAFM credential.

Documentation may include certificates of completion, letters of verification, official transcripts, or similar forms of documentation. Confirmation of payment or registration are not acceptable. Designees can use the CAFM continuing education credit verification form for activities that do not provide other acceptable documentation.

Qualifying CE activities, sessions, or offerings that repeat can be submitted only once during a 5-year certification term.

Timeline for earning CPE

CAFM designees are required to earn eighty (80) Continuing Professional Education (CPE) hours during each renewal reporting period. CAFS designees are required to earn fifty (50) Continuing Professional Education (CPE) hours during each renewal reporting period.

Qualifying Activities for CPE Credit

There are many ways to earn continuing education credit for CAFM recertification, and any of the following activities will qualify for CPE credit:

1. Courses, Workshops and Seminars: Formal structured courses offered by accredited educational institutions, professional associations, employers, or recognized training providers.
2. Conferences and Symposia: Professional events featuring presentations, panel discussions, structured peer-to-peer social learning relevant to the field.
3. Webinars and Online Courses: Web-based presentations or interactive courses facilitated by experts in the field, allowing for remote participation.
4. Self-Study Programs: Independent learning activities, such as reading textbooks, articles, or research papers, and completing online modules or tutorials.
5. Professional Presentations: Delivering educational presentations, workshops, or training sessions at conferences, seminars, or within an organization.
6. Mentoring and Coaching: Engaging in structured mentorship or coaching relationships that contribute to your professional growth and development.
7. Research and Publications: Conducting research, publishing scholarly articles, or contributing to professional publications that advance the field's knowledge base.
8. Volunteer Service: Participating in volunteer service roles that contribute to the development and advancement of practices within the fleet profession.

The following are not eligible for CPE credit:

1. General software/training courses
2. Expo hall hours
3. Ride and drive experiences

4. Meals and networking receptions
5. Breaks between educational sessions
6. Product-specific (promotional) courses or training
7. Job duties

Determination of CPE credit eligibility does not imply endorsement, accreditation, or assessment of education quality by NAFA or the CAFM Commission.

Calculating CPE credits

CPE credits are determined based on the concept of “contact hours”. A contact hour refers to the amount of time in minutes that participants spend directly engaged in the learning activity. These contact hours, or parts thereof, are used to determine the CPE credit earned for completing the activity. Calculating contact hours is often straightforward and time-based such as with traditional live or in-person education, where 1 hour of learning = 1 credit. For other types of learning activities a conversion factor may apply, giving consideration of the duration along with other factors such as the intensity and educational merit of the activity.

The calculation of CPE credit hours should be based on the following approved principles:

- **Minimum Unit:** Credit shall be approved in units of no less than 0.5 hours to facilitate accurate reporting and documentation.
- **Time-Based Approach:** Credit may be awarded for the actual time spent engaged in the activity, excluding breaks, meals, and unrelated discussions.
 - a. Live courses that have a predetermined duration, including face-to-face, programs or sessions, synchronous (live) audio or videoconference programs, and all live instructor-led online courses, offer CPE credit for actual clock time of qualifying education, up to a maximum of eight CPE credits per day. (Example: a live 3-hour workshop = 3 CPE credits.)
 - b. Live conferences, whether in-person or live-online, follow the same rules as Live courses. It is important to note, however, conference credit is based on actual session attendance, not total credit available. This means that requests must detail the specific sessions attended and credit cannot be awarded for concurrent activities.
- **Conversion Factors:** These activity types require varying conversion factors to account for different levels of engagement.
 1. **College or university courses:** Courses taken for academic credit from accredited academic institutions qualify for CPE credit, with a conversion factor that is linked to the schedule of that institution.
 - 15 CPE credits per academic credit (semester schedule)
 - 14 CPE credits per academic credit (trimester schedule)
 - 10 CPE credits per academic credit (quarter schedule)

Example: A semester course worth 3 academic credits qualify for 45 CPE credits (15 CPE x 3).

2. Self-Study Activities: Self-study activities involve independent learning, such as reading textbooks, articles, or research papers, and completing online modules, tutorials, and assessments. Contact hours for self-study activities are therefore calculated based on the estimated time it takes to complete the entire activity. This may be determined based on the sum of the activity's components, where some components like have a predetermined duration and others require conversion such as reading time (calculated at 250 words per minute based on the average adult reading speed).

Example: Video 1 (3 hours 36 minutes)
Video 2 (1 hour 24 minutes)
Reading Time for 56,435 words (3 hours 45 minutes)
Note-Taking and Reflection (1 hour)
Practical application and practice (4 hours)
Assessment exam (1 hour 15 minutes)
Total: 15 CPE

3. Teaching or Presenting: Teaching or presenting a new (to you) qualifying course or session is eligible for 3 CPE credits for every 1 contact hour for the first time the program is presented, and is inclusive of the significant time faculty spend researching and preparing course content. Credit is also available for subsequent offerings based on actual clock time of the qualifying education alone.
4. Mentorship and Coaching: Applicants for recertification receiving structured mentoring or coaching specifically focused on the field of fleet management and representative of knowledge or skills that build upon the CAFM exam competency framework are eligible 1 credit for every 2 contact hours. The CAFM Mentoring Form must be completed.

Example: 5 hours = 2.5 CPE credits
10 hours = 5 CAE credits
15 hours = 7.5 CPE credits
20 hours = 10 CPE credits

5. Publication of articles and other writing activity: Authoring an article for a formal publication, website or other medium that is relevant to fleet industry management, systems, and practices and advances the profession may qualify for CPE credit. The publication or website must be recognized as media commonly read by industry peers. CPE contact hours may be claimed for the hours required to research (up to a maximum of 2 hours) in addition to 1 CPE credit for every 500 words of content.

Example: A 5 page report that is 2500 words and involved 5 hours of research qualifies for 7 CPE credits.