CAFM Recertification

Included in this document are suggestions for obtaining Continuing Professional Education points. Please note, documents submitted must include date of completion, sponsoring organization, course or program title, number of hours completed and your name.

For more details, please see the [Continuing Education Professional Guide](#).

Courses, Workshops, and Seminars

- Certificate of completion

- Course transcript

- Registration confirmation

- Program brochure or outline

Conferences and Symposia

- Attendance certificate

- Event agenda

- Badge or registration receipt
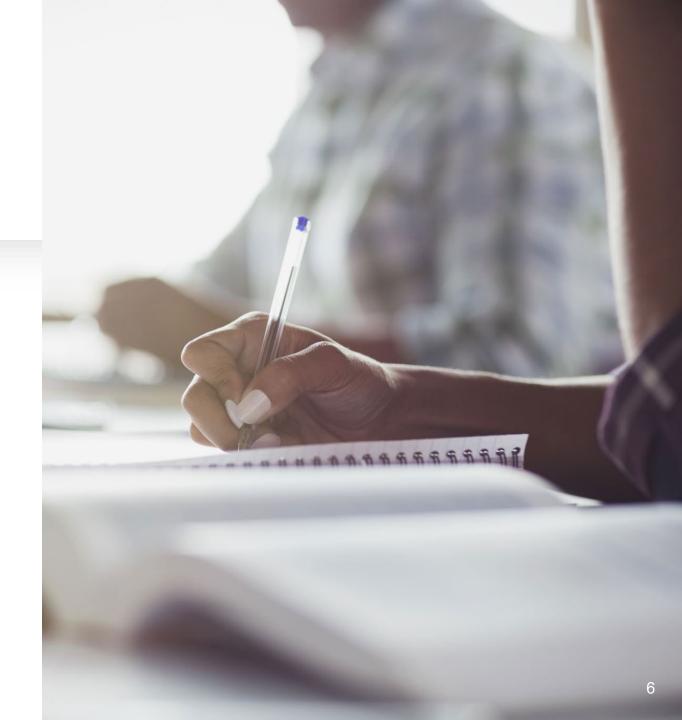
- Session notes or summaries

Webinars and Online Courses

- Completion certificate

- Screenshot of participation

- Access confirmation or login records

- Course syllabus or objectives

Self-Study Programs

- Certificate of completion

- Summary of study materials

- Proof of purchase or registration for the program

- Self-assessment results or progress reports

Professional Presentations

- Presentation slides

- Event program

- Confirmation from organizer

- Recorded video or transcript of the presentation

- Feedback forms or evaluations from attendees

Mentoring and Coaching

- Mentorship agreement

- Activity logs

- Testimonial letters

- Meeting minutes or agendas

- Goal-setting and achievement records

Professional Committee Participation

- Meeting minutes

- Confirmation letter from committee chair

- List of contributions or deliverables

Teaching or Training Activities

- Course syllabus

- Class rosters or attendance records

- Feedback forms from participants

- Training material or curriculum provided

Development of Educational Materials

- Drafts or final versions of materials

- Approval or usage confirmation from the organization

- Peer reviews or feedback from users

Volunteer Services within Fleet Profession

- Verification letter

- Activity log

- Photos or documentation of activities

- Reports or deliverables produced during service

Questions?

✉ certification@nafa.org