



International Festivals & Events Association

# CFEE Recertification Report Form

You may submit this form at any time. Please attach the following required documentation: a copy of your current job description, proof of attendance at conventions, seminars or conferences; and certificates of accomplishment from education events. A confirmation letter will be mailed to you upon verification that the requirements above have been met. Call if you have any questions.

Send to: CFEE Program  
International Festivals and Events Association  
2603 Eastover Terrace  
Boise, ID 83706  
Phone: 208-433-0950 ext. 8 Fax: 208-433-9812  
E-mail: [julie@ifea.com](mailto:julie@ifea.com)

## 1. Applicant Information

Name \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip Code/Country \_\_\_\_\_

Title of Present Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Office Address: \_\_\_\_\_

City/State/Zip Code/Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

**2. IFEA Convention Attendance** - All CFEE recertification applicants must attend a minimum of two (2) IFEA annual or affiliate conventions within the three years prior to recertification.

Convention/Seminar attended \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Convention/Seminar attended \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**3. IFEA Course Completion** - All CFEE recertification applicants must complete a minimum of three (3) Advanced Professionals Programs or other approved classes.

Course \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Course \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Course \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_