

C F E E

CERTIFIED FESTIVAL AND EVENT EXECUTIVE



IFEAE CFEE CERTIFICATION CHECKLIST

Please use the below Checklist for your records. It is the responsibility of the CFEE Student to document and track when each CFEE Program component has been completed. This Checklist will be submitted to the IFEA Academy of Event Institution with your Final Assessment and along with documentation of completion of all CFEE Program components in order to receive your CFEE designation.

QUESTIONS:

- CFEE Program & Requirements: Contact Cindy Lerick CFEE at cindy@ifea.com
- CFEE Registration: Contact Kaye Campbell, CFEE at kaye@ifea.com
- CFEE Webinar Presentations, Webinar/Affinity Group Attendance, Publishable Article
- Contact Nia Hovde, CFEE at nia@ifea.com

CFEE STUDENT NAME _____

ENROLLMENT FEE: \$200.00 Date Paid: _____

FINAL CERTIFICATION FEE \$250.00 Date Paid: _____

PROGRAM REQUIREMENTS

1. EXPERIENCE

In order to graduate with a CFEE designation, a candidate must have five (5) years of paid, full-time, direct event-related experience at a professional level, with three (3) of those in a key leadership position, which can be achieved during the time that I am attaining the other certification requirements.

Resume Submitted: _____

2. IFEA MEMBER IN GOOD STANDING

All CFEE certification candidates will be required to be a current IFEA member in good standing before receiving their certification designation. Note: Continued membership with the IFEA, is required to maintain certification.

Join or Renewal Date: _____

3. PUBLICATION

Candidates must write a minimum of at least one publishable Festival & Event Industry related article of no less than 1800 words for inclusion in IFEA's "ie: the business of international events" magazine, other IFEA resource publications, or another comparable industry-recognized publication. Topic must be approved by the IFEA editorial committee prior to writing and will be deemed acceptable by the same. Copies of the publishable or published article(s) will serve as proof of this component.

Articles deemed less than acceptable for completion of the certification process will be returned to the candidate with specific comments and direction. In such a case the candidate(s) will be allowed to resubmit their article with changes within one year.

Article must be completed within one (1) year of CFEE Enrollment Date.

Article Title: _____

Date Completed: _____ Publication: _____

4. SPEAKING PRESENTATIONS

Candidates must complete a formal speaking presentation on a pre-approved topic at an IFEA Webinar (preferred speaking option), IFEA Annual Convention / Seminar; IFEA Global Affiliate / Alliance Partner (IAFE, OABA, IAVM, IAAPA) / State or Regional Affiliate conference; or another comparable professional industry organization conference / seminar. Presentation must result in a session / speaker evaluation rating of at least 3/5 or equivalent. This may include leading a roundtable session, participation on an industry panel, or moderating a professional affinity group session. The appropriate convention program coordinator must approve topics in advance and speaker evaluation follow-up letters will serve as proof of evaluation scores and completion. Non-IFEA affiliated conferences must be pre-approved by the IFEA in order to be accepted. If presentation does not meet evaluation requirement, candidate will have one year to re-present.

Speaking presentation must be completed within one (1) year of CFEE Enrollment Date.

Speaking Event: _____

Presentation Title: _____

Rating: _____ Date Completed: _____



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5. ELECTIVES

All participants are required to complete a total of four (4) (combined) elective courses from the following topical areas. Note: More than one elective course may come from a single topical area.

Writing Skills | Presentation Skills | Creativity/Innovation | Time Management | Leadership/Management Skills | Economic Impact | Branding | Current Industry Issues & Trends

Elective courses may include (pre-identified) sessions offered through IFEA Webinars or at the IFEA Annual Convention; at IFEA Global Affiliate / Alliance Partner (IAFE, OABA, IAVM, IAAPA) / State or Regional Affiliate conferences; and at global academic institutions offering recognized Event Management degree programs. Topically appropriate and approved IFEA and Association Alliance Partner webinars may also be counted toward the elective requirements. (Separate registration and fee required.)

IFEA works with multiple educational organizations and institutions to offer and / or acknowledge elective credits that may count towards meeting CFEE requirements. Courses / training from non-IFEA affiliated organizations / institutions must be approved by the IFEA in advance (unless part of a previously completed degree program) and proof of attendance provided.

Please include below the Elective Course Title, Where Completed & Date of Completion.

Elective 1: _____

Elective 2: _____

Elective 3: _____

Elective 4: _____

6. CONVENTION ATTENDANCE OR VIRTUAL EDUCATIONAL ATTENDANCE

To encourage and ensure global networking, exchange and awareness, CFEE candidates must attend either:

A minimum of two (2) IFEA World Annual Conventions or IFEA Global Affiliate / Alliance Partner (IAFE, OABA, IAVM, IAAPA) / State or Regional Affiliate Conferences within the three (3) years prior to final certification. Certificates of Attendance will be available for proof of this component. In situations where convention attendance is prohibited by competing professional commitments or travel/budget limitations, other IFEA approved seminars / conferences may be substituted, as approved by the IFEA. (Separate registration and fee is required for each convention)

Convention / Conference #1, Location & Date Attended: _____

Convention / Conference #2, Location & Date Attended: _____

OR

A combination of LIVE virtual attendance at 20 IFEA Webinar Presentations or IFEA Virtual Affinity Groups. (Separate registration and fee is required. See CFEE Application Form for details.)

(Note: It is the responsibility of the CFEE Student to collect and provide proof of attendance at all 20 functions.)

Please List the Course Title, How Completed & Date of Completion:

Attendance 1: _____

Attendance 2: _____

Attendance 3: _____

Attendance 4: _____

Attendance 5: _____

Attendance 6: _____

Attendance 7: _____

Attendance 8: _____

Attendance 9: _____

Attendance 10: _____

More can be listed on the next page.



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Attendance 11: _____

Attendance 12: _____

Attendance 13: _____

Attendance 14: _____

Attendance 15: _____

Attendance 16: _____

Attendance 17: _____

Attendance 18: _____

Attendance 19: _____

Attendance 20: _____

7. CORE CURRICULUM CLASSES

Please list the location and completion date for the following six core curriculum classes. Participants will receive certificates of achievement for each course as proof of completion. These certificates should be attached to the application when it is sent to IFEA for final certification.

Marketing & Media Relations _____

Administration & Management _____

Sponsorship & Sponsorship Service _____

Project Management _____

Non-Sponsorship Revenue Programs _____

Operations & Risk Management _____

Note: In addition to attending the IFEA CFEE Core Classes Virtually or In-Person at the IFEA Annual Convention, the above educational curriculum components of the CFEE program can also be fulfilled by completing both years of the IFEA/NRPA Event Management School or the complete curriculum of the IFEA/TFEA Texas Event Management Institute. Proof of completion will be required. (Separate registration and fee required for each.)

8. FINAL ASSESSMENT

The final component in the certification process is the Final Assessment. It is designed to show a direct link between information received and its actual usability as it pertains to a professional career.

This process will require each candidate to submit two case studies that demonstrate and explain how he/she has applied information covered in two of the six required core curriculum courses in the actual performance of his/her job. The case studies must be submitted electronically to the IFEA Academy of Event Education assessment committee, giving them ample time to disseminate and review each one.

The CFEE certification designation will then be awarded. Case studies deemed less than acceptable for completion of the certification process will be returned to the candidate with specific comments and direction. In such a case the candidate(s) will be allowed to resubmit their Case Studies, with changes, for consideration.

Case Study #1 Title: _____

Date Completed: _____

Case Study #2 Title: _____

Date Completed: _____

KALIFF INSURANCE, SPONSOR OF THE CFEE PROGRAM

Kaliff believes that certified professionals are the cornerstone of a safe and successful festival and events industry. Founded in 1917, Kaliff Insurance has served the insurance needs of the business and amusement industry for the past 86 years. In response to numerous requests for Midway Liability insurance, Kaliff Insurance established its Carnival Division in 1955. They have earned success from their clients, carriers, the community and their associates by treating them with the professionalism and respect that they deserve. Their experience and dedication to the industry will benefit your organization by providing you with service designed to take the mystery out of insurance including risk management assistance to reduce your exposure to loss and control future insurance related costs. For more details on Kaliff Insurance, go to: www.kaliff.com.