 AFP Greater New Orleans Chapter

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What is the CFRE?

The Certified Fund Raising Executive (CFRE) credential demonstrates an individual’s mastery of the standards set for core knowledge and skills required of fundraising executives ****after five years****of experience. This practice-based designation requires demonstration of having met these standards through both an application and a written examination.

The Certified Fund Raising Executive (CFRE) credential provides you with a recognizable demonstration of your personal and professional achievement and commitment.

Benefits of the CFRE Program

By becoming a CFRE, you are joining thousands of other dedicated professionals in enhancing the status and credibility of the profession.

**Certification…**

…grants you more credibility.

…can improve career opportunities and advancement.

…prepares you for greater on-the-job responsibilities.

…improves skills and knowledge.

…may provide for greater earnings potential.

…demonstrates your commitment to the fundraising profession.

…enhances the profession’s image.

…reflects achievement.

…builds self-esteem.

…offers greater recognition from peers.

Applying for Your CFRE

The CFRE International certification process has two parts:  1) a written application and 2) a written examination.  Candidates must meet the requirements of the written application before they are permitted to test. Visit <http://www.cfre.org/apply/new-applicant/> to create your **FREE My CFRE** account and get started on your written application.

**Step 1: Completing your online written application.**

Applications for Initial Certification require candidates to document information in three categories:  Education, Professional Practice and Professional Performance.  The application works on a point system.  Candidates must document a minimum number of points in each of the three categories in order to be approved to take the CFRE examination.  Your online application at **My CFRE** will automatically calculate points for you. For more detailed information on each section of the written application, review the [CFRE International Candidate Handbook](http://www.cfre.org/wp-content/uploads/2016/12/Candidate-Handbook-Final-2017.docx.pdf).

**EDUCATION:  80 points (must be within the past 5 years).** *Education includes continuing education on fundraising topics (including conference attendance), academic degrees, teaching on fundraising topics, authoring on fundraising topics and service learning through volunteer experience.  Points are awarded as follows:*

* **Continuing education:**  1 point for each hour spent *attending* educational conference sessions or workshops.  2 points for each hour spent *teaching* educational conference sessions or workshops using *previously developed*material.  3 points for each hour spent *teaching* educational conference sessions or workshops using *newly developed*material.
* **Authoring:** 5 points per published article (500 words or more; self-published material is ineligible).  15 points per book chapter.  30 points per book.
* **Academic degrees:** 5 points for an Associates degree.  10 points each for a Bachelor’s, Master’s, or Doctoral degree.  For Initial Certification, all academic degrees may be counted, even if the degree was earned more than 5 years ago.
* **Service Learning:**  2 points per year for each ongoing volunteer leadership role. 1 point per year for each instance of general volunteer service. (a maximum of 10 will be counted). Volunteer work must be separate from one’s employment or contractual obligations with a given organization.

**PROFESSIONAL PRACTICE:  36 points (must be within the past 5 years).**  *1 month of employment = 1 point.  Only 1 month will be awarded for any given month regardless of the number of employers or clients.*

* Candidates for the CFRE credential must be or have been employed full-time as a professional member of a fundraising staff or as a fundraising consultant to nonprofit organizations; at least 50% of their job duties and responsibilities must consist of fundraising activities, resource development, and/or the management of fund development which results in generation of philanthropic support.
* Candidates who are or have been employed half-time (defined by CFRE International as 50% FTE or greater) may also qualify, providing 100% of their  job duties and responsibilities consist of fundraising activities, resource development, and/or the management of fund development which results in generation of philanthropic support.
* Consultants must submit a client list for the time period claimed as a consultant.

*\*For professionals with less than 5 years (60 points) of employment in fundraising, completion of an academic degree in fundraising and/or an intensive certificate program in fundraising is highly recommended.*

**PROFESSIONAL PERFORMANCE:  55 points (must be within the past 5 years)**. *Candidates can earn points in any of the following three areas, or a combination thereof.  It is not necessary to document points in each of the categories.*

* **Actual funds raised:**  1 point = Equivalent raised in candidate’s local currency of USD 25,000. Fundraisers in non-OECD member countries will receive 1 additional point for each point of Actual Funds Raised.
* **Communications projects:**  5 points for each project with *outcomes* that had a *measurable impact* on the success of *fundraising* for the organization.
* **Management projects:** 5 points for each project with *outcomes* that had a *measurable impact* on the success of *fundraising* for the organization.

**Step 2: Submitting your online written application.**

1. Your application must be submitted online by the posted application deadline to be considered during that testing period. <http://www.cfre.org/apply/exam-schedule/>

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| **2017 Testing Windows** | **Testing Dates** | **Application Deadline** |
| #1 | January 15 – March 15 | January 5, 2017 |
| #2 | April 15 – June 15 | April 5, 2017 |
| #3 | July 15 – September 15 | July 5, 2017 |
| #4 | October 1 – November 30 | September 30, 2017 |
| **2018 Testing Windows** | **Testing Dates** | **Application Deadline** |
| #1 | January 15 – March 15 | January 15, 2018 |
| #2 | April 15 – June 15 | April 15, 2018 |
| #3 | July 15 – September 15 | July 15, 2018 |
| #4 | October 1 – November 30 | October 1, 2018 |

1. Once your application has been reviewed and approved, you will be sent information to schedule your exam within the requested testing window.
2. One in every 10 CFRE applications are randomly selected for audit to ensure the accuracy and validity of the data provided. *All CFRE candidates are strongly encouraged to retain copies of documentation which supports their application entries until notice of application approval has been granted by CFRE International, in the instance documentation is required.*

**Step 3: Taking the Written Examination**

The CFRE examination is a generalist, baseline exam and does not focus on any one area of fundraising. Rather, it expects that you will have a basic working knowledge of a variety of fundraising techniques and practices. The CFRE examination is 4 hours long and consists of 200 multiple choice questions.  (25 of these questions are pre-test items and do not affect a candidate’s score.) For more detailed information, review the full [Test Content Outline](http://www.cfre.org/wp-content/uploads/2013/08/2016-CFRE-Test-Content-Outline-For-Website.pdf).

1. Current and Prospective Donor Research (14% - 28 items)
2. Securing the Gift (23% - 46 items)
3. Relationship Building (26% - 52 items)
4. Volunteer Involvement (8% - 16 items)
5. Leadership and Management (19% - 38 items)
6. Ethics, Accountability and Professionalism (10% - 20 items)