



ARE YOU READY?

ONE-MINUTE CFE TRACKING CHECKLIST

If you are interested in becoming a Certified Facilities Executive (CFE), complete this “One-Minute Personal Data Form” to determine if you might have enough public assembly facility management experience to apply for the Certified Facilities Executive program.

	Points
Education: Bachelor’s degree = 30 or Master’s degree = 40	_____
Public assembly facility management experience: Enter 12 points per year of experience in the top two levels of management of a public assembly facility. (Minimum: seven years required or 84 points).	_____
Continuing education programs: Enter 5 points for attendance to IAAM conferences and 5 points for attendance to other public assembly facility management industry conferences and seminars. (Maximum: 70 points).	_____
Intensive continuing education programs: Add 20 points per year for attending Public Assembly Facility Management School at Oglebay, Academy for Venue Safety and Security, Graduate Institute or the Senior Executive Symposium. (Maximum: 100 points).	_____
Teaching and program participation: Speaker, instructor or program committee member in a continuing education program. Add 5 points per program; 15 for Oglebay instructors or Regents per year. (Maximum: 50 points).	_____
Publications: Add 3 points per article and 50 points per book for publications in the public assembly facility management industry. (Maximum: 50 points).	_____
Professional and community activities: Add 2 points per year for service on a volunteer community or professional association board or committee. (Maximum: 40 points).	_____
Total	_____

Results: If you scored **300** points, you may have enough points to be eligible to apply for the CFE designation. Please contact IAAM for an official application.

If you scored less than **300** points, begin tracking your progress in the areas listed and continue to reassess your readiness for the CFE program each year.