

**INTERNATIONAL
ASSOCIATION OF
FAIRS AND
EXPOSITIONS**

iafe[®]
**THE
NETWORK!**

CERTIFIED FAIR EXECUTIVE

C F E

**CRITERIA AND APPLICATION FOR THE
IAFE CERTIFIED FAIR EXECUTIVE
DESIGNATION**

IAFE CFE Application Instructions

Thank you for your interest in the Certified Fair Executive designation. The following contains the official application form, qualifications, and requirements.

Applicants can download the IAFE Certification forms on the IAFE website www.fairsandexpos.com. Once the application is submitted to the IAFE it shall become the property thereof and will not be returned to the applicant. Material misrepresentations in the application will result in it not being considered.

Please note that all application(s), supporting information, and documents are to be submitted electronically. The application is a fillable pdf, and any supporting documents must be typewritten. Please submit your files by January 15 using the following:

1. In PDF format
2. Label File as CFE 22 – Last name (EX: CFE 22-Hart)
3. Please provide the application and supporting documents in one contiguous document beginning with the application and followed by the supporting documents.
4. Ensure documents are labeled identifying which section, of the application, they are supporting (Section number and item number)
5. If you scan supporting documents, please ensure the documents are positioned, in your pdf document, so they read correctly.
6. Application pages submitted are to be between 40-100 pages (total)
7. Send completed application and supporting items, via a file transfer program, to lhart@fairsandexpos.com (i.e., dropbox)

The application and application fee of \$75 must be received by January 15 of the year during which the designation is sought. The application fee may be paid by check payable to the IAFE and mailed to: IAFE, 3043 E. Cairo St., Springfield, MO 65802 or for your convenience you can make your payment online in the IAFE store www.fairsandexpos.com (My IAFE / Store) You will need to be logged in to gain access to the store. The application fee shall be returned should certification be denied for any reason.

To be considered for a CFE designation, you must meet the requirements set forth as described in the policies, qualifications, and requirements.

If you have any questions regarding the CFE designation process, please contact Lori Hart lhart@fairsandexpos.com or 800.516.0313.

**INTERNATIONAL ASSOCIATION OF FAIRS ANE EXPOSITIONS
CERTIFICATION PROGRAM (CFE)
POLICIES, QUALIFICATIONS AND REQUIREMENTS
2022**

1. PURPOSES

The purposes of the certification program are: a) to provide incentive for professional improvement in fair management; b) to recognize those who achieve the specific standards; and c) to develop professional status in the field of fair management. Certification also honors those members who have demonstrated their abilities through years of service to their fairs, fair associations, communities, and the Association.

2. DESIGNATION

Certification as a Certified Fair Executive is an individual accomplishment. Referenced by a certified executive to his or her certification and use of it shall indicate that such certification is an individual accomplishment.

The Association shall honor a certified executive by presenting the successful applicant with a plaque designating him or her as a Certified Fair Executive.

3. QUALIFICATIONS AND REQUIREMENTS

A. Membership – An applicant must be employed full-time in an executive position by a fair or state or provincial fair association that is an active member, in good standing, of the IAFE. Full-time status is defined as when one is employed in a compensated, non-volunteer capacity for more than 1,500 hours per year by a member fair or state or provincial fair association. Annual compensation must be at least the federal (U.S.) minimum hourly wage rate multiplied by 1,500 (minimum hours per year). Your position must fit one of the following:

Chief Executive Officer - Applicant must have been employed full-time for five or more years as the chief executive officer of a fair or state or provincial fair association. Full-time status is defined as when one is employed in a compensated, non-volunteer capacity for more than 1,500 hours per year by a member fair or state or provincial fair association. Annual compensation must be at least the federal (U.S.) minimum hourly wage rate multiplied by 1,500 (minimum hours per year) **OR**

Executive Staff Personnel – Applicant must have been employed full-time for five or more years in an executive staff position of a fair(s) or state or provincial fair association(s). The position(s) held must be verified by the Chief Executive Officer of the fair(s) or state or provincial fair association(s). Full-time status is defined as when one is employed in a compensated, non-volunteer capacity for more than 1,500 hours per year by a member fair or state or provincial fair association. Annual compensation must be at least the federal (U.S.) minimum hourly wage rate multiplied by 1,500 (minimum hours per year).

***Points in all sections will be given for experience, participation, and contributions that occur during the time when an applicant holds a full-time staff position. Points will not be awarded for forthcoming activities and event participation. Points will only be awarded for individual accomplishments, not those of the exposition at which the applicant is employed.

- A. Education – A record of formal education including high school, college, post-graduate courses, or equivalent continuing educational work from an accredited adult education courses, correspondence, business, IFM* or other accredited courses. *IFM courses may only be used for credit one time on the application.
- B. Participation in IAFE Activities – Attendance at and participation in annual conventions, management conferences, zone meetings, or seminars at non-convention/conferences, and IAFE sponsored meetings, special symposiums, CyberSeminars, Institute of Fair Management Summits, and judging assignments.
- C. Contributions to the Association – Committee activity, conference program participation, papers presented, offices held, and other service to the Association.
- D. Contributions to the Fair Sector – Committee activity, conference program participation, papers presented, offices held, and other service to the Association.
- E. Evidence of Management Skills – Evidence indicating management skills of the individual applicant, i.e., completion of the IAFE Institute of Fair Management program, advertising brochures, special promotions and programs planned and executed, sector – related reports and presentation, financial statements, etc.
- F. Community Activities – Evidence of participation in significant community leadership activities outside the fair or state or provincial fair association management field, i.e., Chamber of Commerce, United Way, 4-H, Boy/Girl Scouts, church, service clubs, fraternal organizations, etc.
- G. Management Philosophy - Applicant from a fair shall compose and submit a written statement of not less than 150 words on his/her personal philosophy of management as it relates to the production and presentation of fairs. This may be published in Fairs & Expos magazine. State or provincial fair association managers shall compose and submit a written personal philosophy of management as it relates to the production and presentation of fair related meetings/conventions.
- H. References – Each candidate for certification shall provide at least three letters of recommendation addressed to the Certification Committee relative to association with and management of the applicant’s fair or state or provincial fair association and his/her community’s attitude with regard for his/her management skills. One letter must be from a person not associated with a fair or state or provincial fair association; one letter must be from a person associated with the applicant’s fair or state or provincial fair association; and one letter from a person associated with a fair or state or provincial association but not the applicant’s fair or state or provincial fair association.

5. ADMINISTRATION OF CERTIFICATION

Certification shall be administered by the IAFE through its Board of Directors. The IAFE Chair shall appoint a Certification Committee consisting of four members serving staggered terms not exceeding four years each. Panel members must be Certificate Fair Executives.

The Panel may develop its own internal operating procedures. The Panel shall report, at least annually, any recommendations for changes to the program. Such suggested changes shall be presented to the Board of Directors for review and approval.

6. CERTIFICATION PROCESSING

The IAFE staff will review the application form to assure that all information is complete and that there is evidence of participation and experience to meet the basic criteria and minimum point standards. After the application has been reviewed, the staff of the IAFE shall turn the application over to the Certification Committee for review.

The Certification Committee will then be responsible for recommending certification of candidates to the IAFE Board of Directors which shall have the right of final review and approval before granting certification. Announcement of the members approved by the Board shall be communicated to each applicant and presentation of certification shall be made by the IAFE.

7. RIGHT OF APPEAL

If the Certification Committee does not approve an applicant for certification, it shall provide the applicant with an explanation of the reason(s) the applicant was not approved. Applicants may appeal the decision of the Certification Committee by appealing the decision in writing to the IAFE Board of Directors. The written appeal shall be submitted to the IAFE Board of Directors by sending said appeal to the executive offices of the IAFE within thirty (30) days after the applicant has been notified of the Certification Committee's decision. The appeal shall specifically state what portion of the Certification Committee's decision is considered to be in error by the applicant. The applicant may submit any supporting documents with his or her appeal which he or she believes appropriate. The Board of Directors shall consider the appeal at a regular or special meeting of the Board of Directors. If any member of the Board of Directors is also a member of the Certification Committee, then such member shall excuse himself or herself from deliberation of the appeal. The Board's decision regarding the appeal shall be communicated in writing to the applicant within ten (10) days of the Board's decision.

8. EQUIVALENCIES

The Certification Committee, with the approval of the Board of Directors, shall have the right to assign a relative number of points in any category for what it judges to be equivalent combinations of training, experience, Association, fair sector, or community participation to those outlined in the criteria. These points shall not be indiscriminately granted but shall be reserved for those special circumstances which could not be covered or

anticipated in the general guidelines.

9. CONFIDENTIAL INFORMATION

All information relative to an applicant's scoring shall be kept confidential. The existence of an application shall be considered confidential except to those directly concerned. Only approvals for certification shall be publicly announced.

10. CONDITIONS GOVERNING CERTIFICATION DESIGNATION AND USE

- A. The designation "CFE" may be used following the executive's name on correspondence, letterheads, business cards, and other printed matter where it may appear.
- B. Once an applicant has been certified, said designation shall remain with him/her permanently, providing any re-certification requirements which may be prescribed by the IAFE Board of Directors are met or unless de-certified by the IAFE Board of Directors.
- C. The CFE designation should be used only so long as the person is active within the fair sector and any re-certification requirements which may be prescribed by the IAFE Board of Directors have been met. Certified individuals who have not met the re-certification requirements which may be prescribed by the IAFE Board of Directors will lose CFE designation and use thereof.
- D. Honorary certification may be granted by the IAFE Board of Directors. Honorary members should continue to use the CFE designation, if they desire to, and will not be required to meet any re-certification requirements.

**INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS
APPLICATION FOR CERTIFIED FAIR EXECUTIVE DESIGNATION**

2022

Date:

Applicant:
(Used as name on CFE plaque)

Position:

Employed by:
(Name of Fair, State or Provincial Association)

Organization Address:
(Street - P.O. Box)

City: State or Providence: Zip Code:

Phone: Fax:

Email:

I certify that the following information is true and accurate, to the best of my knowledge.
(To sign a PDF document you can type, draw, or insert an image of your handwritten signature. When you save the document, the signature and text become part of the PDF)

Applicant's signature:

Chief Executive Officer's signature*:

Applicants must attain the minimum number of points in **EACH** of the following eight categories to qualify. Points will not be awarded for forthcoming activities and event participation and points will only be awarded for individual accomplishments, not those of the fair and/or exposition or state or provincial association at which the applicant is employed.

Credit for each activity, accomplishment, contribution, etc. will only be given in a single area, except for Institute of Fair Management graduates. IFM Graduates receive credit in the Education and Evidence of Management Skills categories. Except for IFM do not list the same item in two separate sections of the application.

Have you previously applied for the CFE and been denied? Yes: No: If yes, what year?

Why was your application denied?

I. EXPERIENCE AS AN EXECUTIVE OF AN IAFE MEMBER FAIR OR IAFE MEMBER STATE OR PROVINCIAL FAIR ASSOC.

(Minimum of 15 points)

Position(s) Held	Fair	Employment Dates	Number of Years	Applicants	
				Use	IAFE
1)					
2)					
3)					
4)					
(3) Three points for each of the first five years and (1) point for each additional year					

YR:
 YR:
 YR:
 YR:
 YR:

D. Zone Meetings or Seminars at Non-Convention/Convention times. Indicate specific years attended. (2 points each meeting, each year) 1)

2) YR:
 3) YR:
 4) YR:
 5) YR:
 YR:

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E. CyberSeminars: Series
 (Indicate title, month and year of each seminar attended. (1 point for each two (2) seminars)

1) YR:
 2) YR:
 3) YR:
 4) YR:
 5) YR:
 6) YR:

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F. IAFE sponsored events or meetings
 (Includes other recognized Association meetings, special symposiums, special IAFE judging assignments, and State and Provincial Executive Summit. Indicate events/ meetings attended and specific years for each) (1 point each event, each year)

1)
 2)
 3)
 4)
 5)

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III Total

IV. CONTRIBUTIONS TO THE ASSOCIATION

(Minimum of 15 points)

A. IAFE Committee Member (1 point each committee, each year) Years Served
 Committee: YR:
 Committee: YR:
 Committee: YR:
 Committee: YR:

Provide summary (50 word minimum) of your involvement for each year served.

IX. REFERENCES

Provide at least three letters of recommendation address to the Certification Committee relative to association, with and management of the applicant's fair or state or provincial fair association and his/her community's attitude with regard for his/her management skills. **1)** One letter must be from a person not associated with a fair or state or provincial fair association; **2)** one letter must be from a person associated with the applicant's fair or state or provincial fair association; **3)** one letter from a person associated with a fair or state or provincial association but not the applicant's fair or state or provincial fair association.

The following letters have been attached.

Author: Organization:

- 1)
- 2)
- 3)

FOR IAFE USE ONLY	
FEE RECEIVED:	FOP:
PROCESSED:	
TOTAL MINIMUM POINTS ACHIEVED:	
CATEGORIES MINIMUM POINTS NOT ACHIEVED:	
APPLICATION APPROVAL - CERTIFICATION PANEL:	
APPLICATION APPROVAL - IAFE BOARD	