

# Applying for CFE Credit

## When

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All organizations should apply prior to the execution of the event, even if some speakers/topics are yet to be determined. Tentative approval of credit hours can be issued and then revised once the program is finalized. Organizations may apply NO LATER than one week after execution of the event.

For organizations that do not have prior CFE approval, appropriate documentation will have to be issued to all attendees after the event. If organizations do not apply for approval within one week after execution of the event, attendees will have to apply directly to the Certification Review Board (CRB) for CFE credit and provide appropriate documentation of attendance at the event.

Please check the CF Program handbook or with a state board of licensure for approved documentation.

## Who

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There are two ways to request CFE credits for an educational event.

- Through a CFE coordinator in the state where the activity will be offered
- Through the Certification Review Board (CRB) via the SAF National Office

Depending on the format of the event and if it's a one-time or multiple event, programs can be evaluated by the CRB via the SAF National Office or a CFE coordinator. A one-time event is held on one specific date and at one specific location. Multiple events occur when the same program is repeated at a different date and different location.

Please review the following chart to determine the appropriate approving body:

	Workshops/seminars Conferences, Lectures, Field Trips, Videoconferences (live)	Online Self-study Subscription Self-study Self-directed Professional Development Activity
One-Time Event	CFE coordinator	CRB
<b>Multiple Event</b>		
One-State	CFE coordinator	CRB
Multi State	CRB	CRB

Regardless whether it's a subscription or through the internet, all self-study and self-directed activities must be evaluated by the CRB. The CRB can direct the national office staff to evaluate programs on behalf of the CRB.

## Contact Information:

### CRB:

CFE Approval  
Society of American Foresters  
5400 Grosvenor Lane  
Bethesda, MD 20814  
Phone: 866 897-8720  
Fax: 301 897-3690

### CFE coordinators:

Please visit the SAF website for coordinators listed in your state. If there is no coordinator for your state, please submit the request to the CRB via the SAF National Office.  
<http://www.safnet.org/education/cfecordinators.cfm>

## How

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All organizations must complete an application for CFE credit including the following information:

- A complete agenda including times for presentations, breaks, meals
- Names and titles of presenters
- Brief description of individual presentations
- Field Trips: length of time at each stop

Any incomplete application will be returned to the provider.

## After Evaluation

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The meeting evaluator (CFE coordinator or national office staff) will enter the meeting information into the national database used for CFE program announcements.

After the evaluation, meeting providers will receive the following SAF sanctioned documents:

- (1) sign-in sheet
- (2) certificate templates

Please see the section titled “Provider Responsibilities” regarding usage of the above documents. All providers must follow guidelines in the section titled “Provider Responsibilities”.

## Provider Appeals

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A provider can appeal the CFE credit hours evaluated for an event.

The process is as follows:

- (1) A provider must contact the Continuing Education Committee (CEC) of the CRB via the SAF National Office within 14 days of receiving notification of evaluated CFE credit hours.
- (2) The CEC will contact the meeting evaluator (CFE coordinator or national office staff) for a copy of the CFE request form, agenda, and supporting materials.
- (3) The CEC will review the information and render a decision.
- (4) The provider may appeal the CEC decision to the Certification Review Board. Appeal procedures will follow Section D of the *Administrative Rules of the Certification Review Board*.

Decisions made by the CRB regarding the appeal are final.