

Becoming a Certified Professional Facilitator (CPF)

(Extract from the IAF Website 08th January 2019)

Stage 1: The CPF Application & Documentation

- Check the calendar of [upcoming CPF Assessments](#). The deadlines to submit the required application and related materials are dependent on the assessment date.
- Contact the CPF [Programme Administrator](#) (Gerardo de Luzenberger: Director of Professional Development) to request the CPF Information and Application package.
- Complete your application and return it to the [CPF Programme Administrator](#) with the application fee*. You will be provided with further information about the documentation required during Stage 1 of the assessment.
- Assessors' evaluation based on the IAF core competencies
- Successful candidates from the Stage 1 documentation assessment are invited to a Stage 2 Assessment Day for further demonstration of their facilitation competencies

Application forms:

- App part I: Candidate information (Contacts and payment mode)
- App part II: Candidate's career resume (Curriculum vitae)
- App part III: Statement of qualification and experience. This includes
 - A. RELEVANT TRAINING & QUALIFICATIONS:
 - B. FACILITATION EXPERIENCE: *(Please identify **seven workshops** you have facilitated **within the last three years** that illustrate your range of expertise. The term "workshop" should be taken to mean any group session that you facilitated in order to help the group achieve a defined purpose and deliverable.)*
 - C. VERIFICATION OF TRAINING AND FACILITATION EXPERIENCE:
 - D. EVENT SUMMARY: *Please provide a summary (between 1500 to 2500 words in length) of one of the facilitated sessions (workshops) indicated above in Part C. The purpose of this summary is to illustrate your application of the Facilitator Core Competencies*

Certification fee policies

The cost of IAF Certified™ Professional Facilitator accreditation is **\$2400.00* USD** plus **IAF Membership**.

NOTE: All funds are non-refundable/non-transferable.

Travel and accommodations are the responsibility of the candidate.

Postponement Fee: In rare circumstances, IAF may, at its discretion, approve a request to postpone assessment for a candidate. In such cases, the candidate may be charged a fee of \$250* USD to defray administrative costs.

Cancellation/ Withdraw Fees: In the event the candidate elects to withdraw prior to the Stage 2 document deadline, candidates will be provided a refund less \$250* USD to defray administrative costs. Should a candidate withdraw from a CPF event after the Stage 2 document deadline, the application fee is non-refundable/non-transferable. No Shows: No refunds will be made for a candidate who registers for the CPF assessment but does not cancel or attend the Stage 2 assessment.

Fee Deadlines: The deadlines for fees payment are included in the Certification events calendar

Payment Methods

- Online – a link will be provided to you upon receipt of your application.
- By mail – Payment may be made by mail if paying by check or money order.
- Wire transfer – bank details will be provided to you upon receipt of your application.

Stage 2: The CPF Assessment Event

Prior to the CPF Assessment, candidates will receive detailed instructions on how best to prepare for the event. One of the assessors assigned to a candidate will be designated as the candidate's 'client' for the purposes of planning for the Assessment Day workshop.

Something important that you will not see on the Website:

You will be given three or four subjects for you to select one. These subjects are workshops that you will prepare for and facilitate on the assessment day. You will then start the preparation through an interaction with your "Client" and end up with a proposal in terms of Agenda, Methodology and material you will be using (Candidates are responsible for providing special material as IAF will just provide the room, the tables, chairs and Flip chart easels)

During the Assessment Day, you will be:

- Be interviewed in person by your assigned assessors to further explore demonstration of the IAF Core Competencies;
- Facilitate a workshop, the focus of which has been agreed in advance with the 'client' assessor;
- Act as a participant for each of the other candidates' workshops;
- Undertake a final interview with your assigned assessors in which you are informed of the outcome of your application for certification.

The final evaluation is determined at the conclusion of the Stage 2 Assessment Day. At this time, a candidate is either given a "pass" or "defer".

The term "defer" is chosen carefully. It is not a politically correct alternative to "fail". It means that, after the documentary review, interviews, and practical demonstrations, the Assessors have been unable to gather enough evidence to award the designation and the candidate may return at a later date for another attempt.

Assessors give detailed feedback to deferred candidates on the competencies that were not demonstrated during the assessment. Deferred candidates can reapply within 6 months at a reduced fee. All candidates are given written feedback following the assessment and have the option of receiving verbal feedback on the assessment day.

The entire process, from application to completion, typically spans a period of three to four months.

Recertification

- **Certification Expiration:** Certification is valid for three years after the date of successful completion. A renewal of certificate is required to remain certified.

- **Recertification process:** It includes an application and payment of a renewal fee of \$350* USD.