

## **INDUSTRY CERTIFICATION PROGRAM PROCEDURES**

Industry Certification program is now available on line at:

[www.wfca-pro.org](http://www.wfca-pro.org)

### **Requirements**

- A minimum of 3 years industry experience
- Completing an application and experience form
- Subscribing to a Code of Conduct
- Successful completion and validation of Continuing Education
- Obtaining 2 Industry References
- Passing a written examination with a minimum score of 70%
- Payment of Certification fees

### **Getting Started**

Go to [www.wfca-pro.org](http://www.wfca-pro.org) and click on "Education", then select one of the three professional business certification designations:

- CFE – For Business Owners, Managers & Industry Executives
- CFS – For Sales Professionals
- CFP – For Cleaners, Inspectors and Installers

Once you have decided on the appropriate certification for you, select "click here for an application or to learn more".

### **Documents**

- "Application Form" - click on link, complete and submit application online. If preferred, application may be printed and mailed or faxed to the WFCA.
- Code of Conduct – print, sign and then fax or mail to WFCA
- Professional Development Record – print, complete, validate and then fax or mail to WFCA (CFE - 50 hrs, CFS & CFP - 30 hrs).
- Industry References - print or save file to your computer, and forward or e-mail to your references to complete. Be sure to follow up to ensure these are faxed or mailed back to the WFCA.

## **Certification Fees**

Certification fees are \$149 for WFCA members and \$249 for non-WFCA members. Fees may be paid by providing credit card information on the application form, or if preferred a check may be mailed to the WFCA.

Upon successful completion of all requirements and payment of fees, you will be notified by e-mail and provided a username and password, and a link to take the online examination.

## **Examination**

- Click on link provided in notification e-mail
- Log in using username and password provided
- Carefully read all instructions
- Begin exam when ready
- Upon completion, review your answers and click on "submit"
- You will receive your score immediately
- If you do not pass the examination, you will be able to retake the exam a second time at no charge
- Successful candidates will receive written confirmation, along with certificate, lapel pin and marketing materials

## **Re-Certification**

Certification is valid for a period of 2 years. Re-certification requires:

- Documenting a minimum of 10 new hours of industry-related continuing education
- Payment of \$50 renewal fee

For questions or assistance please call Jenny Ostad at 1-800-624-6880 or by e-mail [jostad@wfca.org](mailto:jostad@wfca.org)

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