

Continuing Education Renewal

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CONTINUING EDUCATION RENEWAL APPLICATION



MAINTAINING ACCREDITATION

Continual professional development activities are essential in enabling professional floral designers to demonstrate their creative abilities and talent. Therefore, to maintain accreditation as a member of the American Institute of Floral Designers, or to retain the coveted CFD designation, floral designers must accumulate 25 points of continuing education or floral industry leadership every three (3) years and submit a completed Continuing Education Renewal Report form. Please note: AIFD accredited members must report a minimum of five (5) leadership/services/educator/presenter units as part of their 25 unit report.

AIFD AND CFD MUST RENEW AT THREE-YEAR INTERVALS

Continuing education points for renewal of AIFD Accreditation or CFD designation can be earned from the date immediately following the National Symposium in which an AIFD member was inducted or in which a CFD designer obtained their CFD designation, until the final date of a National Symposium three years later; then, in a similar pattern for each of the next three year periods.

AIFD Accredited members, upon reaching 21 years of continuous Accredited Membership, shall be waived from needing to meet further continuing education requirements provided that he or she maintains his or her membership in good standing with the Institute. Also, should an AIFD member reach the age of 65 and be fully retired from the floral industry, the requirement of continuing education shall be waived. **There is no 21 year waiver for CFD designers.**

PROCEDURES

Approximately twelve months prior to the expiration of any three year continuing education renewal cycle, AIFD will mail reminder notices of the continuing education renewal cycle to all AIFD Accredited Members and CFD Designers. Your CE Renewal Report will be kept on file by AIFD. Renewal forms are retained for three (3) years by the Institute's Accreditation Department. If you plan to complete your 25 CE credits by attending the next Symposium, please indicate such and AIFD will verify your attendance.

FEES

There is NO fee requirement when submitting a CE maintenance report. Reporting forms are due by June 15 of your CE Renewal Year. If you are unsure of your renewal year, please contact AIFD Headquarters.

The Board of Directors of the American Institute of Floral Designers and its Accreditation and Certified Floral Designer Evaluation Committees have set the following policy to address the loss of Accreditation/Certification due to failure to meet the renewal requirement:

A floral designer who has not acquired sufficient continuing education points for renewal on the scheduled renewal date will be notified in writing that his or her Accreditation or Certification is suspended and that he/she is prohibited from using the AIFD/CFD designation and will no longer be listed as an AIFD Accredited Member or Certified Floral Designer until the floral designer:

- 1. Resubmits to the Professional Floral Design Evaluation (PFDE) process and successfully meets the criteria for Accreditation/Certification; or*
- 2. Accumulates and reports a total of 25 continuing education units within one year of his or her date of suspension.*

Should an AIFD Accredited Member or CFD Designer fail to comply with either of the above or fail to submit his or her annual membership or certification dues within 12 months, he or she will lose his or her Accreditation/Certification with AIFD and shall have no alternative but to resubmit to the PFDE process and successfully meet the appropriate criteria.



ACCREDITATION/CERTIFICATION CE RENEWAL REPORT FORM



Name _____ Year of AIFD Induction or Year CFD Obtained _____

Date of Last Renewal (if applicable) _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ Email _____

This form must be postmarked no later than June 15 prior to your renewal date.* AIFD Accredited Members and CFD Designers must report their continuing education points every three years. AIFD Accredited Members are waived of this requirement after 21 years of Accredited membership.

* Attendance to the National Symposium immediately following the June 15th deadline will count toward your continuing education renewal. If it is your intention to attend this Symposium in order to fulfill your continuing education requirement, please complete this form and indicate on it that you WILL attend the upcoming Symposium. Then mail, email or complete online your continuing education renewal report to AIFD so that it is received by the June 15th deadline. AIFD staff will verify that you did attend the Symposium.

TO REPORT CONTINUING EDUCATION

- A minimum of 25 points of continuing education is required. (See the chart on the following page for an outline of how to earn continuing education units.) **AIFD members must report a minimum of five (5) of their 25 units as leadership/services/educator/presenter units.**
- All activities that you list must only be activities performed since the end of the Symposium in which you were inducted or the year you earned your CFD designation, or the last day of the Symposium which began your present continuing education renewal cycle.
- It is important that all relevant information is provided on the form, and appropriate attachments included as requested. Incomplete applications may be returned for additional information. (Please note, the June 15th reporting deadline will remain in effect.)
- You may reproduce this form on your word processor. If needed, you may add supplemental pages to this form.
- You must review and sign a statement agreeing that you will continue to adhere to the AIFD Code of Ethics.
- You may also submit this form online at www.aifd.org.

I certify that the attached information is complete and accurate to the best of my knowledge.

I understand that AIFD reserves the right to revise or update the renewal requirements, Code of Ethics, and other material, and that it is my responsibility to be aware of AIFD's current requirements. I further understand that I am obligated to inform AIFD of changed circumstances that may materially affect my renewal application.

I understand and agree AIFD Accreditation or CFD Certification does not constitute AIFD's warranty or guarantee of my fitness or competency to provide artistic professional floral design. I authorize AIFD to include my name in a list of Accredited Members/CFD Designers and agree to use the related AIFD trade names, trademarks, and logos only as permitted by AIFD policy. I further understand and agree that AIFD may also use anonymous and aggregate application and examination data for statistical and research purposes.

Signature

Date



ACCEPTABLE PROFESSIONAL POINTS FOR AIFD/CFD CONTINUING EDUCATION



The AIFD Accreditation Committee has identified several areas of education and leadership endeavors through which renewal may be maintained. They are listed below. The Committee and the AIFD Board of Directors will continuously review other options to identify those activities which, in their judgement, merit inclusion. To report the continuing education units you have earned in the past three years, simply note in the right hand column below those areas for which you should be awarded CEUs.

Maintaining Your AIFD Accreditation (How to Earn Your 25 CE/Service Units Every 3 Years)

**AIFD Accredited Members must have 5 of their 25 CE points consisting of leadership/services/educator/presenter units*

| CE/LEADERSHIP ACTIVITIES | CEUS EARNED | WHEN & WHERE | CEU POINTS |
|--|------------------------|--------------|------------|
| National Symposium | | | |
| Attendance to all educational programs | 20 (or 5 per full day) | _____ | _____ |
| *Stage or Program presentation | 25 | _____ | _____ |
| Full set of DVDs and Test | 10 | _____ | _____ |
| Regional Symposium | | | |
| Attendance | 10 | _____ | _____ |
| *Stage Presentation | 15 | _____ | _____ |
| Other Program | 10 | _____ | _____ |
| Education Partner Programs | | | |
| Attendance (8 hours) | 5 (Maximum 10 pts) | _____ | _____ |
| AIFD Hands-on Workshops | | | |
| Attendance | 5 (Maximum 10 pts) | _____ | _____ |
| AIFD Online Classes | | | |
| One Course | 3 (Maximum 5 classes) | _____ | _____ |
| State Conventions | | | |
| Attendance | 5 | _____ | _____ |
| *Design Program Presenter | 10 | _____ | _____ |
| Wholesale Design Program | | | |
| Attendance | 3 (Maximum 9 pts) | _____ | _____ |
| *Design Program Presenter | 5 | _____ | _____ |
| Educator | | | |
| *University Instructor | 10/for 3 years | _____ | _____ |
| *Floral Design School Instructor | 5/for 3 years | _____ | _____ |
| Public Presentations | | | |
| *Presenter | 2 (Maximum 10) | _____ | _____ |
| Attendee | 1 (Maximum 5) | _____ | _____ |

Continued on next page



ACCEPTABLE PROFESSIONAL POINTS FOR AIFD/CFD CONTINUING EDUCATION



continued

Design Articles in National Floral Publication

| | | | |
|-------------------|----------------|-------|-------|
| Writer | 5 (Maximum 10) | _____ | _____ |
| Designer - No Ads | 5 (Maximum 10) | _____ | _____ |

Design Articles in State/Local Industry Publication

| | | | |
|--------|----------------|-------|-------|
| Writer | 2 (Maximum 10) | _____ | _____ |
|--------|----------------|-------|-------|

*Leadership Service

| | | | |
|--|------------|-------|-------|
| Officer AIFD National | 4 per year | _____ | _____ |
| Director AIFD National | 3 per year | _____ | _____ |
| Officer/Director AIFD Regional Chapter | 2 per year | _____ | _____ |
| Officer/Director Other National Floral Org | 1 per year | _____ | _____ |
| Officer/Director State/Local Organization | 1 per year | _____ | _____ |
| Committee Chairperson AIFD | 2 per year | _____ | _____ |
| Committee Chairperson National Floral Org | 2 per year | _____ | _____ |
| Committee Chair State/Local Floral Org | 1 per year | _____ | _____ |
| Membership Committee AIFD | 2 per year | _____ | _____ |
| Committee Member AIFD | 1 per year | _____ | _____ |
| Committee Member National Floral Org | 1 per year | _____ | _____ |
| Committee Member State/Local Floral Org | 1 per year | _____ | _____ |

Total CEUs Granted _____
Of which _____ **are leadership units.**
(For AIFD Accredited Members Only)

*AIFD Accredited Members must accumulate a minimum of five (5) units of **leadership/services/educator/presenter units**.



SCHEDULE FOR REPORTING CEU'S



AIFD is demonstrating leadership in floral design education by asking that its Accredited Members and CFD Designers obtain 25 continuing education and industry leadership accomplishments based on their year of AIFD induction or the year that they obtained their CFD Designation. ****AIFD Accredited Members must have 5 of their 25 CE points consisting of leadership/services/educator/presenter units.*** If you are unsure of your renewal year, please contact AIFD Headquarters.

AMERICAN INSTITUTE OF FLORAL DESIGNERS

Established in 1965, the American Institute of Floral Designers is today the floral industry's leading non-profit organization dedicated to establishing, maintaining and recognizing the highest standard of professional floral design. AIFD and its worldwide Accredited Members are in the forefront of the industry in presenting educational design programs and in designing flowers for such renown events as the Tournament of Roses Parade, Academy Awards, and Presidential Inaugurations. They are an extraordinary group of talents artists.

Accredited membership in AIFD is extremely selective and can be obtained only after a candidate has effectively demonstrated advance professional ability of his or her floral artistry. Members proudly wear the **AIFD** addendum on their name to recognize that their peers have found them to be "Accredited In Floral Design." They must continue to demonstrate their "cutting edge" art through a continuing education requirement.

Each July, AIFD presents its acclaimed National Symposium. Considered to be the most important design education event in the floral industry, this dynamic conclave attracts designers, educators and interested individuals from all corners of the world.

In the U.S., AIFD Accredited Members participate in six regional chapters that each host activities for the education of the floral industry as well as for the floral consumer market. AIFD supports student chapters located on the campuses of major colleges and universities.

Through its Foundation, the Institute also offers scholarships to talented young designers. AIFD Partners Members, as manufacturers and distributors of products and services to the floral industry, are also an important part of the Institute as they help fund numerous design education events.

Accredited Members of AIFD as well as CFD Designers in your area are uniquely qualified to help you create the floral and decorating accents that express your individual style. To locate an Accredited Member of AIFD or a CFD Designer, simply go to www.AIFD.org.

