

# AIFD

## Accredited In Floral Design Continuing Education Renewal

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**For additional information contact:**

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## MAINTAINING ACCREDITATION

Continual professional development activities are essential in enabling professional floral designers to demonstrate their creative abilities and talent. Therefore, to retain the coveted Accredited In Floral Design designation, an AIFD Accredited Member must accumulate 25 points of continuing education or floral industry leadership every three years for the first 21 years of his or her Accreditation and submit a completed Accreditation Renewal Report form.

## AIFD MUST RENEW AT THREE-YEAR INTERVALS

Continued education points for renewal of AIFD Accreditation can be earned from the date immediately following the National Symposium in which a member was inducted, until the final date of a National Symposium three years later. Then, in a similar pattern for each of the next three year periods until the member has reached 21 years of membership.

Upon reaching 21 years of continuous Accredited Membership, the member 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 a member have reached the age of 65 and be fully retired from the floral industry, the requirement of continuing education shall be waived.

## PROCEDURES

AIFD will mail reminder notices to all AIFD Accredited Members of the continuing education maintenance requirement six months prior to the expiration of any three year continuing education renewal cycle. A report on maintenance points can be submitted at any time the AIFD Accredited Members has earned the total 25 continuing education units. This report will be kept in a member personnel file. You may reproduce this report form on your word processor or include additional pages as necessary. 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 return this form now. AIFD will verify your attendance.

## FEES

For each three-year reporting cycle, starting in 2007, there is no fee requirement. Still, reporting forms are due by June 15.

The Board of Directors of the American Institute of Floral Designers and its Accreditation Evaluation Committee have set the following policy to address the loss of Accreditation due to failure to meet the renewal requirement: *AIFD members who have not acquired sufficient continuing education points for renewal on the scheduled renewal date will be notified in writing that their Accreditation is suspended and they are prohibited from using the AIFD designation and will no longer be listed as an AIFD Accredited Member until the floral designer:*

- 1. Resubmits to the Accreditation process and successfully meets the criteria for Accreditation; 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 fail to comply with either of the above or fail to renew his or her annual membership in AIFD within 12 months, he or she will be terminated from membership and shall have no alternative but to resubmit to the Accreditation process and successfully meet the criteria for Accreditation.



# AIFD ACCREDITATION RENEWAL REPORT FORM

## American Institute of Floral Designers



Name \_\_\_\_\_ Year of Induction \_\_\_\_\_

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 must report their continuing education points for each three year cycle until they have attained 21 years of membership. All renewals are effective with the final date of the National Symposium.

\* 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 in with your continuing education renewal fee to AIFD so that it is received by the June 15th deadline. AIFD staff will verify that you do attend the Symposium.

### TO REPORT CONTINUING EDUCATION

- A minimum of 25 points of continuing education is required. (See the chart to the right, or visit [www.aifd.org](http://www.aifd.org) for an outline of how to earn continuing education units.)
- All activities that you list must only be activities performed since the end of the Symposium in which you were inducted, 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 15<sup>TH</sup> 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 find this form online at [www.aifd.org](http://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 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 and agree to use the AIFD Designation and 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 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)

<u>CE/Leadership Activities</u>	<u>CEUs Earned</u>	<u>When &amp; Where</u>	<u>CEU Points</u>
<b>National Symposium</b>			
Attendance to all educational programs	20 (or 5 per full day)	_____	_____
Stage or Program presentation	25	_____	_____
<b>Regional Symposium</b>			
Attendance	10	_____	_____
Stage Presentation	15	_____	_____
Other Program	10	_____	_____
<b>In Step with AIFD or AIFD Connection</b>			
Attendance	10	_____	_____
Presenter	15	_____	_____
<b>Allied Design Program</b>			
Attendance	3 (Maximum 9 pts)	_____	_____
Design Program Presenter	5	_____	_____
<b>State Conventions</b>			
Attendance	5	_____	_____
Design Program Presenter	10	_____	_____
<b>Wholesale Design Program</b>			
Attendance	3 (Maximum 9 pts)	_____	_____
Design Program Presenter	5	_____	_____
<b>Educator</b>			
University Instructor	10/for 3 years	_____	_____
Floral Design School Instructor	5/for 3 years	_____	_____
<b>Public Presentations</b>			
Presenter	2 (Maximum 10)	_____	_____
Attendee	1 (Maximum 5)	_____	_____
<b>Design Articles in National Floral Publication</b>			
Writer	5 (Maximum 10)	_____	_____
Designer - No Ads	5 (Maximum 10)	_____	_____
<b>Design Articles in State/Local industry Publication</b>			
Writer	2 (Maximum 10)	_____	_____

# ACCEPTABLE PROFESSIONAL POINTS FOR AIFD CONTINUING EDUCATION

## *continued*

### 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** \_\_\_\_\_



## SCHEDULE FOR REPORTING CEU'S



AIFD is demonstrating leadership in floral design education by asking that its members earn 25 units of continuing education and/or industry leadership every three years. Below is the schedule of when members will need to report their education/leadership accomplishments based on their year of induction.

<u>Year of Induction</u>	<u>Years When CE report due</u>
1985 or earlier	Not Required
1986 - 1988	2007
1989 - 1991	2007 & 2010
1992 - 1994	2007, 2010 & 2013
1995 - 1997	2007, 2010, 2013 & 2016
1998 - 2000	2007, 2010, 2013, 2016 & 2019
2001 -	2007, 2010, 2013, 2016, 2019 & 2022
2002 -	2008, 2011, 2014, 2017, 2020 & 2023
2003 -	2009, 2012, 2015, 2018, 2021 & 2024
2004 -	2007, 2010, 2013, 2016, 2019, 2022 & 2025
2005 -	2008, 2011, 2014, 2017, 2020, 2023 & 2026
2006 -	2009, 2012, 2015, 2018, 2021, 2024 & 2027

# 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 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, simply go to [www.AIFD.org](http://www.AIFD.org).



**ACCREDITED IN FLORAL DESIGN**

