APPA Regional Discount Coupon Policy

APPA regional discount coupons are available from each region and can only be used once per person and may not be transferred. To be eligible the school/institution/organization must be an active member of both APPA International and the region. Once a coupon is used when registering for the CEFP course, the coupon is considered USED or VOID and cannot be transferred or refunded/credited back to APPA, the region or the member.

When a regional discount coupon is used, the CEFP registrant commits to take the CEFP exam within 30 days after the course concludes. Each regional discount coupon includes a ‘Second Chance’ option which must be used within 30 days of the exam fail date.

Second Chance Policy (after testing)

Every registrant has a FREE ‘Second Chance’ option which allows participants to attend the CEFP course and test again free of charge provided they contact APPA’s Credentialing Coordinator, Kelly Ostergrant, within 30 days of the first exam fail date. Failure to contact Kelly will require the CEFP registrant to purchase the course again at the full price.

If the CEFP registrant does not pass on their second attempt at the exam, additional exam voucher codes can be purchased at $150.00 each. There is a maximum of four (4) additional voucher codes that can be purchased. With each additional exam voucher code purchase, you will receive 30 days of access to the CIL Platform to review for your exam. (Note: Live Webinars will not be available during the 30 days)

If a CEFP registrant wishes to attend the full 90 day credentialing course again, please contact Kelly Ostergrant at kelly@appa.org.

Second Chance Policy (failure to test, but completed the course)

If no attempt is made to take and pass the CEFP exam during the 30 day window after the course concludes, the time spent in the course or CIL platform will count as the first attempt at the exam and the participant will have the 'Second Chance' option remaining to return to the course but must do so withing 30 days of completing the course.

Examination Fee Policy

If you need to cancel or change your scheduled exam date or time, you must give at least an advance 72 hour notice to Kelly Ostergrant at kelly@appa.org or you will incur a fee of $150.00. Also, any missed or no show exams will be assessed a $150.00 fee. Payment for missed or canceled exams must be made before you can receive a new exam voucher code.
CEFP Recertification

Once someone passes the CEFP exam, they are certified for a period of four (4) years and will need to earn a total of 120 points to renew their certification. All points are due four (4) years from the day/month/year certification was earned or four (4) years from the day/month year last re certified.

Points can be earned from four (4) categories; employment, education, leadership, and research/publications. A minimum of 40 points must be earned within the educational category. The cost for recertification is $350.00, payable by credit card. It is the responsibility of the CEFP recipient to maintain their APPA profile and account.

If a CEFP recipient reaches the required 120 points before the end of their 4 year cycle, they may elect to re-certify early. By doing so, they will pay the same recertification fee of $350.00 and restart their new four (4) year term early. Points earned over the 120 requirement can not be carried over. The new four (4) year cycle will begin when payment is received by APPA.

The CEFP recipient must ensure that their demographic information and points are kept current at all times. Failure to update either this information could cause their CEFP credential to lapse.

To reactivate a lapsed CEFP credential, one must re-take and pass the CEFP exam. This will require the purchase of the CEFP course and exam at the full price.

CIL Facilitators Policy

All CIL facilitators must be CEFP certified and in good standing. To be considered in good standing, a facilitator must lead at least one (1) cohort group over a period of 24 months (2 years). Facilitators will represent APPA while on the webinars, and remain knowledgeable of the Body of Knowledge (BOK) content for which they are presenting. They will be prepared for the scheduled calls and if unable to lead the scheduled webinar, he/she must provide an alternate facilitator.

New facilitators, also known as Assistant CIL Facilitators, will serve a probationary period during which time they will assist a lead facilitator on live webinars. Once they demonstrate the skills and knowledge to host the calls on their own, they may be promoted to lead CIL Facilitator. CIL Facilitators can earn one (2) points for every live webinar they lead, for a combined total of up to eight (8) points for each cohort group.

Master CIL Facilitators are recognized when a Lead CIL Facilitator has performed over 20 live webinars and demonstrates superior knowledge of APPA’s BOK. Master CIL facilitators must demonstrate their ability to manage difficult situations on live webinars, must be able to answer questions from course participants competently.

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