



Certified Account Executive in Factoring

The Certified Account Executive in Factoring (CAEF) designation is the first professional certification of its kind that recognizes professionalism within the Factoring Industry.

2018 Continuing Education Guide



Questions?

Email: info@factoring.org
Phone: 805-773-0011 x 303
www.factoring.org

The Oversight Committee is continually seeking to improve the Certified Account Executive in Factoring Program and reserves the right to modify or amend the recertification requirements at any time.

About the CAEF Designation

The Certified Account Executive in Factoring (CAEF) designation is the first professional certification of its kind that recognizes professionalism within the Factoring Industry. This program is the gold standard of best practices in Factoring and Receivables Based Finance. This designation promotes and protects the factoring industry by providing recognition for those individuals that understand the complexities of general factoring and have demonstrated expertise in the management of factoring accounts.

The CAEF Oversight Committee

The CAEF Oversight Committee was formed to review and approve credit units for the CAEF Continuing Factoring Education. This panel includes five industry professionals that will assist in the development, compliance and improvement of the certification program and its continuing education requirements.

Members of the CAEF Oversight Committee include:

- Ivan Baker - United Capital Funding
- Lisa Hultz – Mazon Associates, Inc.
- Julie Regenold – TradeGate Finance, Inc.
- Jared Ullman - Ullman & Ullman, P.A.
- Andrea Wright – D & S Factors

CAEF Recertification Cycle

CAEFs are required to advance their professional development through ongoing continuing education. In order for the CAEF to maintain an active credentialed status, recertification is required every two (2) calendar years. The Certification Cycle begins on the first day of the calendar year (i.e. January 1st) following the CAEF's successful passage of the CAEF exam. New Certification Cycles automatically commence on the first day of the calendar year following the completion of the prior two year Certification Cycle. CAEF's failure to timely satisfy the minimum continuing education requirements shall result in automatic placement on inactive status. CAEF's may apply towards the current Certification Cycle CFE requirement, up to, but no more than, three (3) CFE units earned during the immediately preceding Certification Cycle in excess of the minimum 15 credit requirement.

Expired Credentials

A CAEF that has not completed the required continuing education requirements by December 31st of the expiring Certification Cycle will be placed on inactive status and can no longer use the CAEF designation. For a CAEF to qualify for an active status after becoming involuntarily inactive, the CAEF must complete five (5) units in addition to the fifteen (15) units being required within three (3) months following the expiration date in order to reinstate their active status. The CAEFs failure to obtain active status after the three (3) month grace period extension expires shall be placed on permanent inactive status and shall be required to retake the CAEF exam to obtain the certification. A CAEF shall be entitled to retake the CAEF Exam once every five (5) years to reinstate their credential.

Required Continuing Factoring Education (CFE) Units

The CAEF must complete a minimum of fifteen (15) CFE units per each two (2) year Certification Cycle in order to maintain an active credential. Seventy-five percent (75%) of that requirement must come from a formal program and the remaining 25% may come from in-house training and/or self-study.

| CAEF Credential Earned | CFE Units Required | Earn CFE Units | Submit By |
|------------------------|--------------------|-------------------------------|-------------|
| In 2016 | 15 units | Jan 1, 2017 – Dec 31, 2018 | Feb 1, 2019 |
| In 2017 | 15 units | Jan 1, 2018 – Dec 31, 2019 | Feb 1, 2020 |
| In 2018 | 15 units | Jan 1, 2019 – Dec 31, 2020 | Feb 1, 2021 |

Calculating Recertification Credits

Continuing Factoring Education (CFE) units are based on one CFE unit per instructional hour and does not include breaks or meal time. The minimum number of units given is one half (.5).

- 30 Instructional Minutes = .5 CFE Unit
- 60 Instructional Minutes = 1 CFE Unit
- 120 Instructional Minutes = 2 CFE Units

Eligible Programs for CAEF Credits

Formal Program

A minimum of seventy-five percent (75%) or 11.5 CFE units must come from formal programs. There are four elements that must be satisfied in order for a formal program to qualify as acceptable for CFE credit. These formal programs can be provided by professional industry associations, Universities or Business Schools, and approved independent education providers such as consultants or online programs. Acceptable formal programs must:

- Contribute to the professional competence of participants.
- State program objectives which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the program.
- Be developed by individuals qualified in the subject matter and instructional design.
- Have an outline or curriculum approved by the CAEF Oversight Committee. Any program may be submitted to the Oversight Committee for content review and approval (including University Courses).

Non-Formal Programs

A maximum of twenty-five percent (25%) or 3.5 CFE units can come from non-formal programs. Non-formal programs include both Self-Study and In-House Training.

Self-Study

CFE Credit may be earned through Self-Study. The Self-Study format includes the following types of exercises:

- Book review on relevant topics for CFE credit
- Authoring articles on relevant CFE topics for a Business Professional Publication
- Public speaking on industry related topics
- Reading industry publication

In-House Training or Employee Sponsored Educational Programs

CFE Credit may be earned through In-House Training or Sponsored Educational Programs offered by the CAEF's employer. Many Factoring Companies, Commercial Lenders and Banks have developed internal educational programs and require staff to complete some amount of ongoing education. In-House and Employee Sponsored Educational programs must be approved by the CAEF Oversight Committee to count towards the CFE requirements.

*Some In-House Training may be approved for Formal Program credit. Please submit your request

Approved CFE Units for 2018

Currently Approved IFA Formal Programs:

| 2018 IFA Training Classes | | | |
|--|--|---------------------------------|----------|
| Date | Event | Class Hours | |
| 1/25-1/26 | Presidents & Senior Executives Meeting Kohala Coast, Hawaii | 6 Hours Day 1 4 Hours Days 2 | 10 Units |
| 2/22-2/23 | Domestic Supply Chain Finance Training Course | 6 Hours per day (2 days) | 12 Units |
| 3/6 | NYIC & IFA Luncheon | 3 Hours | 3 Units |
| 6/18-6/19 | The Law and Business of Factoring | 6 Hours per day (2 days) | 12 Units |
| 6/21-6/22 | AE-LO Training Class | 6 Hours per day (2 days) | 12 Units |
| 7/12-7/13 | TBA | 6 Hours per day (2 days) | 12 Units |
| 9/13-9/14 | Transportation Meeting – Cleveland, Ohio | 5 Hours per day (2 days) | 10 Units |
| 10/19-10/20 | TBA | 6 Hours per day (2 days) | 12 Units |
| 10/26-10/27 | TBA | 6 Hours per day (2 days) | 12 Units |
| 10/30-10/31 | TBA | 6 Hours per day (2 days) | 12 Units |
| Documentation Required | | | |
| Certificants must retain the Certificate of Completion provided at each class. | | | |

| 2018 IFA Annual Factoring Conference Sessions | | | |
|--|---|-----------|-----------|
| 5/9 | Factoring Essentials Training Course | 6 Hours | 6 Units |
| 5/10 | IFA/AFA Update | .5 | .5 Units |
| 5/10 | Cooked: Leadership Lessons from a Hustler: Jeff Henderson | 1.5 Hours | 1.5 Units |
| 5/10 | Lessons from the Front Line: Robert Stephens | 1.5 Hours | 1.5 Units |
| 5/10 | The Tech Behind Fintech | 1.5 Hours | 1.5 Units |
| 5/10 | Detect Deception | 1.5 Hours | 1.5 Units |
| 5/10 | Factoring 101 | 1.5 Hours | 1.5 Units |
| 5/10 | Roundtable for Women | 1.5 Hours | 1.5 Units |
| 5/10 | Latin America | 1.5 Hours | 1.5 Units |

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|------|---|---------------|---------------|
| 5/10 | Ideas to Rejuvenate & Modernize Your Operations | 1.5 Hours | 1.5 Units |
| 5/10 | Roundtable for Young Professionals | 1.5 Hours | 1.5Units |
| 5/10 | Roundtable for Senior Executives | 1.5 Hours | 1.5 Units |
| 5/10 | Factoring Niche Industries 101 | 1.5 Hours | 1.5 Units |
| 5/10 | Cross Border Transfers | 1.5 Hours | 1.5 Units |
| 5/11 | IFA Legal Counsel Update | .5 Hours | .5 Units |
| 5/11 | Senator Joe Donnelly | .5 Hours | .5 Units |
| 5/11 | Economy – Jason Schenker | 1.5 Hours | 1.5 Units |
| 5/11 | Report from the Courts | 1.5 Hours | 1.5 Units |
| 5/11 | Canadian Legal Update | 1.5 Hours | 1.5 Units |
| 5/11 | Blockchain | 1.5 Hours | 1.5 Units |
| 5/11 | Boost Innovation and Collaboration | 3 Hours | 3 Units |
| 5/11 | Changing of the Guard | 1.5 Hours | 1.5 Units |
| 5/11 | Transportation Factoring | 1.5 Hours | 1.5 Units |
| 5/1 | Roundtable for Operation Issues | 1.5 Hours | 1.5 Units |
| 5/11 | Supply Chain Finance | 1.5 Hours | 1.5 Units |
| 5/11 | Legal Panel | 1.5 Hours | 1.5 Units |
| 5/11 | Roundtable for Small Factors | 1.5 Hours | 1.5 Units |
| 5/11 | Canadian Banking System | 1.5 Hours | 1.5 Units |
| 5/12 | Idea Exchange | Up to 3 Hours | Up to 3 Units |
| | | | |

Documentation Required

Certificants must complete and retain the Session Verification Form provided at the 2018 International Factoring Conference for their records.

2018 Additional IFA Training Opportunities

| | | |
|--|--------|--------|
| IFA Webinars/Teleconferences | 1 Hour | 1 Unit |
| IFA Chapter Training Sessions/Meetings | 1 Hour | 1 Unit |

Documentation Required

Certificants must retain a statement of credit or Certificate of Completion for their records.

Industry Association Approved Events

Industry Association events will count towards CFE units. Credits are based on one CFE unit per instructional hour. For events not listed, please call 805-773-0011 x 303 for specific course approvals.

2018 Industry Association Events

| | | | |
|--------------------------------|--|----------------|----------------------------|
| BCR Publishing | Supply Chain Finance Summit | Jan 31 – Feb 1 | Frankfurt, Germany |
| BCR Publishing | Receivables Finance International Convention | Mar 15-16 | London, UK |
| Factors Chain International | 50th Annual Meeting | June 10-14 | Amsterdam, The Netherlands |
| Commercial Finance Association | 74th Annual Convention | Nov | San Diego, CA |

Documentation Required

Certificants must retain a statement of Credit or Certificate of Completion for their records.

Industry Training Approved Events

Approved Industry Training events will count towards CFE credit. Units are based on one CFE unit per instructional hour. For events not listed, please call 805-773-0011 x 303 for specific course approvals.

| 2018 Approved Webinar Training | | |
|---|---------------|-----------------|
| Tax Guard | 2018 Webinars | 1 Unit per Hour |
| Credit2B | 2018 Webinars | 1 Unit Per Hour |
| First Corporate Solutions | 2018 Webinars | 1 Unit Per Hour |
| Documentation Required Certificants must retain a statement of Credit or Certificate of Completion for their records. | | |

Self- Study Approved Units

Approved Self-Study activities will count towards CFE units. Credits are based on one CFE unit per instructional hour. For events not listed, please call 805-773-0011 x 303 for specific course approvals.

| Public speaking on industry related topics at any of the following industry association events |
|---|
| <ul style="list-style-type: none">• International Factoring Association• BCR Publishing• Factors Chain International• Commercial Factoring Expertise Committee of China• Commercial Finance Association• ABF Journal |
| Documentation Required Certificants must retain a transcript or agenda showing the program provider, the CAEFs name and the program date. |

| Reading industry publications from any of the following industry associations |
|---|
| <ul style="list-style-type: none">• International Factoring Association• BCR Publishing• Factors Chain International• Commercial Factoring Expertise Committee of China• Commercial Finance Association |
| Documentation Required Certificants must retain a copy of the publication's cover including the date. |

College Course Work

Industry related college course work will count toward CFE units upon successful completion of the course with a passing grade. Credits are based on one CFE unit per semester credit hour.

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| Documentation Required Certificants must retain an official transcript and a passing grade report for their records. |
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Continuing Education Unit Approval

Formal Programs

The CAEF may apply for CFE credit if they attend any program which meets the acceptable formal program requirements. A review of the program content, instructor qualifications and length of study time will be analyzed and an appropriate number of CFE units will be assigned by the CAEF Oversight Committee.

In order to have a formal program qualify for CFE Credit, the CAEF will need to submit a copy of the agenda or curriculum with the CFE Credit Request Form for consideration. The CFE Credit Request Form must be submitted for approval no later than one hundred and twenty (120) days following the conclusion of the event and prior to the last day of a CAEF's recertification cycle.

In-House Training

In order to have In-House Training qualify for CFE Credit, the CAEF will need to submit a copy of the agenda or curriculum with the CFE Credit Request Form for consideration. The CFE Credit Request Form must be submitted for approval no later than one hundred and twenty (120) days following the conclusion of the event and prior to the last day of a CAEF's recertification cycle.

***Some In-House Training may qualify for Formal Program credit. Please submit your CFE request for approval.**

Self- Study

In order to have a Self-Study exercise qualify for CFE Credit, the CAEF will need to submit the CFE Credit Request Form for consideration. The CFE Credit Request Form must be submitted for approval no later than one hundred and twenty (120) days following the conclusion of the event and prior to the last day of a CAEF's recertification cycle.

Recertification Submission Requirements

A CAEF is required to submit a CFE Reporting Form verifying the completion of all CFE Units to info@factoring.org no later than the first (1st) day of February following the recertification cycle. A CAEF that does not meet the deadline will be placed on inactive status. CAEFs are required to keep their contact information up to date to ensure any news or updates that pertain to their certification is received.

Continuing Education Records

The CAEF is required to maintain complete records of their units earned for three (3) years following their recertification cycle. The Oversight Committee shall conduct random audits to verify that the recertification requirements have been met. A CAEF may be asked at any time during the three (3) year period following a Certification Cycle to provide complete records of their earned continuing education units. CAEFs that fail to provide adequate documentation will lose their credential and must retake the CAEF exam to reinstate their designation.