



## CFE Verification Reporting Form

This form must be completed in its entirety and submitted no later than the first (1st) day of February following the CAEF's Recertification Cycle. Renewal of certification requires that a CAEF completes fifteen (15) CFE Units during the two (2) year Recertification Cycle. A CAEF that fails to complete 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. The CAEF is required to maintain complete records of their units earned for three (3) years following their recertification cycle.

Name	Phone Number	Email Address
Address	Employer's Name	
City, State & Zip	Current Certification Cycle Dates	

Date of Activity	Program Provider	Program Location	Program Title	Total Credit Earned	Source
TOTAL CFE UNITS					

The CAEF is required to submit a CFE Reporting Form verifying the completion of all CFE Units to [info@factoring.org](mailto:info@factoring.org) no later than the first (1st) day of February following the recertification cycle. A maximum of three (3) CFE Credits can be carried over from the previous Certification Cycle.

Use the following Source Codes in the column above:  
**Formal Program (FP)**  
**Self-Study (SS)**  
**In-House Training (IHT)**

Signature	Date
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By signing and dating above, I am certifying that the information I am submitting is true and correct to the best of my knowledge.

**For questions, please contact the Board Office at:**  
**Phone: 805-773-0011 x 303**  
**Email: [Info@factoring.org](mailto:Info@factoring.org)**  
**Website: [www.certifiedfactor.com](http://www.certifiedfactor.com)**