

INIFAC's Continued Certification Requirements



CMF® - Certified Master Facilitator® + CSF® Certified Skilled Facilitator® + CCF® Certified Competent Facilitator®

INIFAC – International Institute for Facilitation – is committed to the evaluation, continued development, and promotion of our certified body. The INIFAC CMF® certification is a mark of excellence in the field of facilitation. To achieve this certification, you will be assessed against a rigorous set of standards and competencies that have been peer-reviewed by recognized industry leaders. With our globally recognized certification standards, your certification will assure your clients and stakeholders that you can effectively transfer content knowledge, current theories, and research into actionable results, enabling you to achieve the desired outcomes.

Who should apply for this certification and continue the certification?

- Experienced facilitator who focuses on process-oriented facilitation (as opposed to educational or leadership facilitation skills) who has a depth of experience, a variety of facilitation techniques, and client outcome areas.
- Anyone who wants to use their certification as confirmation to their clients that they have a track record of exceptional facilitation knowledge and experience.
- For CMF®, someone who wants to achieve the highest certification level in the facilitation industry.

Purpose of Continued Certification:

Maintenance of certification is a hallmark of ongoing competence and expertise. The following are three key reasons INIFAC has a continued certification program.

1. Demonstrate new skills and knowledge practiced competently as the facilitation industry changes over time
2. Ensures the CMF®, CSF®, or CCF® continues to use and grow their facilitation skills.
3. Protect the credentials and certified recipients as designated by INIFAC.

Competency Areas:

A. Presence B. Assessment C. Communication D. Control E. Consistency F. Engagement

Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
CMF®- Certified Master Facilitator®	<p>Fee - Facilitated Engagements - USD2,350.00</p> <p>Sessions - 30 sessions over the prior 3 years</p> <ul style="list-style-type: none"> - Minimum of 5 organizations and 10 sponsors - 10 session credit for CSF®, CCF® and CPFs <p>References – 5 client reference letters written by the clients.</p> <p>Written - 30 questions</p> <p>Video – 25-35 minutes, 115 minutes if using a translator</p> <p>Scoring – 4.0 or above in each of the six competency areas</p>	<p>Annual Recertification Fee – USD500.00</p> <p>Recertification for those certified <u>after October 2025</u> "Pay Forward Fee" details - USD200.00 – if an INIFAC-certified person agrees to be a guest on INIFAC's podcast before the time of recertification.</p> <p>Recertification for those certified <u>before October 2025</u> Lifetime certification remains valid with no further requirements, and it cannot be renewed once forfeited</p> <p>Recertification Timeframe - Annually</p> <p>Virtual Meeting – 20 minutes</p> <p>Education/Activity Hours – 20 hours</p> <p>Documentation Required - <u>brief</u> explanation (2-3 sentences) of 10 facilitated engagements and projects over the year where CMF® competencies were used to accomplish a desired outcome.</p> <p>Questions/Essays to Answer - Briefly (in 500 words or fewer), answering 3 questions.</p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connection and community. 2. CMF® credential holders are allowed to choose from among several options that total 20 hours. These options include <ul style="list-style-type: none"> • Cost and no-cost activities (such as volunteering, publishing a book or blog, and using your skills as a facilitator). • In-person conferences or courses related to furthering your facilitation skills. Examples might include strategic planning courses if you facilitate strategic planning, any facilitation-focused courses, and related work. • New certifications that improve your skills as a facilitator, such as the CMLF®, the CLF®, or others. • Virtual training options (such as asynchronous courses and webinars). Note: This option can only apply to 10 of the 20 required hours. 3. Documentation and a <u>brief</u> explanation (2-3 sentences) of 10 facilitated engagements and projects over the past year where CMF® competencies

		<p>Note: Failing to recertify on time results in the loss of certification.</p>	<p>were used to accomplish a desired outcome.</p> <p>4. Briefly (in 500 words or fewer) answer the following questions.</p> <ol style="list-style-type: none"> 1. What challenges have you faced in the facilitation field, and how have you addressed or overcome those challenges? 2. What 3-5 emerging trends have you found occurring in the facilitation field? 3. What 3-5 facilitation skills would you like to improve to benefit the groups you work with?
Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
<p>CSF® Certified Skilled Facilitator®</p> <p style="text-align: center;">Or</p> <p>CCF® Certified Competent Facilitator®</p>	<p>Fee - USD1,000.00</p> <p>Sessions - 7 sessions over the prior 3 years</p> <ul style="list-style-type: none"> - Minimum of 5 organizations and 10 sponsors - 10 session credit for CSF®, CCF® and CPFs <p>References – 3 client reference letters written by the clients.</p> <p>Written - 30 questions</p> <p>Video – 25-35 minutes, 115 minutes if using a translator</p>	<p>Recertification Fee (every 2 years) – USD150</p> <p>Recertification for those certified <u>after October 2025</u></p> <p>Recertification Timeframe – <u>Every two years</u></p> <p>Virtual Meeting – 20 minutes</p> <p>Education/Activity Hours – 10 hours</p> <p>Documentation Required - <u>brief</u> explanation (2-3 sentences) of 5</p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connections and community. 2. CSF® or CCF® credential holders are allowed to choose from among several options that total 10 hours. These options include <ul style="list-style-type: none"> • Cost and no-cost activities (such as volunteering, publishing a book or blog, and using your skills as a facilitator). • In-person conferences or courses related to enhancing your facilitation skills. Examples might include strategic planning courses

	<p>Scoring – 2.5 or above in each of the six competency areas</p>	<p>facilitated engagements and projects over the past 2 years where the CSF® or CCF® competencies were used to accomplish a desired outcome.</p> <p>Questions/Essays to Answer - Briefly (in 500 words or fewer), answering 3 questions.</p> <p>Note: <i>Failing to recertify on time results in the loss of certification.</i></p>	<p>if you facilitate strategic planning, as well as any facilitation-focused courses and related work.</p> <ul style="list-style-type: none"> • New certifications that improve your skills as a facilitator, such as the CMLF®, the CLF®, or others. • Virtual training options (such as asynchronous courses and webinars). Note: this option can only apply to 5 of the 10 required hours. <p>3. Documentation and a <u>brief</u> explanation (2-3 sentences) of 5 facilitated engagements and projects over the 2 years where CSF® competencies were used to accomplish a desired outcome.</p> <p>4. Briefly (in 500 words or fewer) answer the following questions.</p> <ol style="list-style-type: none"> 1. What challenges have you faced in the facilitation field, and how have you addressed or overcome those challenges? 2. What 3-5 emerging trends have you found occurring in the facilitation field? 3. What 3-5 facilitation skills would you like to improve to benefit the groups you work with?
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INIFAC's Continued Certification Requirements



CMLF® - Certified Master Learning Facilitator® + CLF® Certified Learning Facilitator®

INIFAC – International Institute for Facilitation – is committed to the evaluation, continued development, and promotion of our certified body. The INIFAC CMLF® certification is a mark of excellence in the field of facilitation. To achieve this certification, you will be assessed against a rigorous set of standards and competencies that have been peer-reviewed by recognized industry leaders. With our globally recognized certification standards, your certification will assure your clients and stakeholders that you can effectively transfer content knowledge, current theories, and research into actionable results, enabling you to achieve the desired outcomes.

Who should apply for this certification and continue the certification?

- The person who is highly experienced in a variety of facilitation learning techniques and client outcome areas.
- Anyone who wants to use their certification as confirmation to their clients that they have a track record of exceptional facilitation knowledge and experience to lead a training program.
- Someone who wants to achieve the highest certification level in the learning facilitation industry.

Purpose of Continued Certification:

Maintenance of certification is a hallmark of ongoing competence and expertise. The following are three key reasons INIFAC has a continued certification program.

1. Demonstrate new skills and knowledge practiced competently as the facilitative leader develops over time
2. Ensures the CMLF® continues to use and grow their learning facilitation skills.
3. Protect the credentials and certified recipients as designated by INIFAC.

Competency Areas:

- A. Program Design B. Delivery Methods C. Communication D. Program Evaluation Methods E. Professional Standards and Ethics
F. Engagement**

Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
CMLF®- Certified Master Learning Facilitator®	<p>Fee - Facilitated Engagements – USD2,350.00</p> <p>Sessions - 30 sessions over the prior 3 years - Minimum of 5 organizations and 10 sponsors</p> <p>References – 5 client reference letters written by the clients.</p> <p>Written - 30 questions</p> <p>Video – 50-80 minutes, 145 minutes if using a translator</p> <p>Scoring – 4.0 or above in each of the six competency areas</p>	<p>Annual Recertification Fee – USD500.00</p> <p>Recertification for those certified <u>after October 2025</u> "Pay Forward Fee" details - USD200.00 – if an INIFAC-certified person agrees to be a guest on INIFAC’s podcast before the time of recertification.</p> <p>Recertification for those certified <u>before October 2025</u> Lifetime certification remains valid with no further requirements, and it cannot be renewed once forfeited</p> <p>Recertification Timeframe - Annually</p> <p>Virtual Meeting – 20 minutes</p> <p>Professional Development Hours – 20 hours</p> <p>Documentation Required - <u>brief</u> explanation (2-3 sentences) of 10 facilitated engagements and projects over the year where CMLF® competencies were used to accomplish the desired outcome.</p>	<ol style="list-style-type: none"> 20-minute virtual meeting is for the purpose of building connection, and community. CMLF® credential holders are allowed to choose from among a number of options that total 20 hours. These options include <ul style="list-style-type: none"> Cost and no-cost activities (such as volunteering, publishing a book or blog, and using your skills as a facilitative leader). In-person conferences or courses related to furthering your facilitation skills. Examples might include strategic planning courses if you facilitate strategic planning, any facilitation-focused courses, and related work. New certifications that improve your skills as a facilitator, such as the CMF®, the CSF®, or others. Virtual training options (such as asynchronous courses and webinars). Note: This option can only apply to 10 of the 20 required hours. Documentation and a <u>brief</u> explanation (2-3 sentences) of 10 facilitated learning engagements and projects over the past year where CMLF® competencies were used to accomplish a desired outcome.

		<p>Questions/Essays to Answer - Briefly (in 500 words or fewer), answering 3 questions.</p>	<p>4. Briefly (in 500 words or less) answer the following questions.</p> <ol style="list-style-type: none"> 1. What challenges have you faced in the facilitative learning field? 2. What 3-5 emerging trends have you found occurring in the facilitative learning field? 3. What 3-5 facilitative learning skills would you like to improve to benefit the groups you work with?
Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
<p>CLF®- Certified Learning Facilitator®</p>	<p>Fee - USD1,000.00</p> <p>Sessions - 7 sessions over the prior 3 years</p> <ul style="list-style-type: none"> - Minimum of 5 organizations and 10 sponsors - 10 session credit for CSF®, CCF® and CPFs <p>References – 3 client reference letters written by the clients.</p> <p>Written - 30 questions</p> <p>Video – 50-80 minutes, 145 minutes if using a translator</p> <p>Scoring – 2.5 or above in each of the six competency areas</p>	<p>Recertification Fee (every 2 years)– USD150</p> <p>Recertification for those certified <u>after October 2025</u></p> <p>Recertification Timeframe – <u>Every two years</u></p> <p>Virtual Meeting – 20 minutes</p> <p>Education/Activity Hours – 10 hours</p> <p>Documentation Required - <u>brief</u> explanation (2-3 sentences) of 5 facilitated engagements and projects over the past 2 years where the CLF® competencies were used to accomplish a desired outcome.</p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connection and community. 2. CLF® credential holders are allowed to choose from among a number of options that total 10 hours. These options include <ul style="list-style-type: none"> • Cost and no-cost activities (such as volunteering, publishing, and delivering facilitation sessions). • Virtual options (such as asynchronous courses and webinars). However, since there are no formal educational requirements included in eligibility requirements for this credential, a minimum of 5-10 of the 10 hours must be classified as “interactive education,” which requires the individual’s active involvement in the learning activity. • New certifications that improve your skills as a facilitator, such as the CMLF®, the CSF®, or others.

		<p>Questions/Essays to Answer - Briefly (in 500 words or fewer) answering 3 questions.</p> <p>Note: <i>Failing to recertify on time results in the loss of certification.</i></p>	<p>3. Documentation and a <u>brief</u> explanation (2-3 sentences) of 5 facilitated engagements and projects over the past 2 years where CLF® competencies were used to accomplish a desired outcome.</p> <p>4. Briefly (in 500 words or less) answer the following questions.</p> <ol style="list-style-type: none"> 1. What challenges have you faced in the facilitative learning field? 2. What 3-5 emerging trends have you found occurring in the facilitative learning field? 3. What 3-5 facilitative learning skills would you like to improve to benefit the groups you work with?
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INIFAC's Continued Certification Requirements



CFL™ - Certified Facilitative Leader

INIFAC – International Institute for Facilitation – is committed to the evaluation, continued development, and promotion of our certified body. The INIFAC CFL™ certification is a mark of excellence in the field of facilitation. To achieve this certification, you will be assessed against a rigorous set of standards and competencies that have been peer-reviewed by recognized industry leaders. With our globally recognized certification standards, your certification will assure your clients and stakeholders that you can effectively transfer content knowledge, current theories, and research into actionable results, enabling you to achieve the desired outcomes.

Who should apply for this certification and continue the certification?

- A leader who wants to upskill and ensure they have the essential leadership competencies to influence others in a collaborative, cross-functional way to achieve the mission, purpose, and calling in the work they do.
- A leader who creates a culture of commitment and accountability. They use interactive dialogue to tap into the talents of each group member and influence the team without micromanaging.
- Someone who wants to expand their leadership competencies and create a sustainable impact on results with the team and stakeholders.

Purpose of Continued Certification:

Maintenance of certification is a hallmark of ongoing competence and expertise. The following are three key reasons INIFAC has a continued certification program.

1. Demonstrate new skills and knowledge practiced competently as the role of a facilitative leader changes over time.
2. Ensures the CFL® continues to use and grow their facilitative leadership skills.
3. Protect the credentials and certified recipients as designated by INIFAC.

Competency Areas:

A. Presence **B.** Development **C.** Communication **D.** Collaboration **E.** Professional Standards and Ethics **F.** Results-oriented

Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
CFL™ - Certified Facilitative Leader™	<p>Fee - USD2,350.00</p> <p>References – 5 client reference letters written by the clients.</p> <p>Curriculum Vitae - (an INIFAC form) i) team size ii) challenges ii) results ii) 10 leadership experiences.</p> <p>Written - 30 questions</p> <p>Interview – 60-90 minutes video that will be recorded</p> <p>Scoring – 4.0 or above in each of the six competency areas</p>	<p>Annual Recertification Fee – USD500.00</p> <p>Recertification for those certified <u>after October 2025</u> "Pay Forward Fee" details - USD200.00 – if an INIFAC-certified person agrees to be a guest on INIFAC's podcast before the time of recertification.</p> <p>Recertification for those certified <u>before October 2025</u> Lifetime certification remains valid with no further requirements, and it cannot be renewed once forfeited</p> <p>Recertification Timeframe - Annually</p> <p>Virtual Meeting – 20 minutes</p> <p>Professional Development – 10 hours</p> <p>Questions/Essays to Answer - Briefly (in 500 words or fewer), answering 3 questions.</p> <p>Note: <i>Failing to recertify on time results in the loss of certification.</i></p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connections and community. 2. CFL™ credential holders are allowed to choose from among a number of options that total 10 hours. These options include from among several options that total 10 hours. These options include <ul style="list-style-type: none"> • Cost and no-cost activities (such as volunteering, publishing a book) that upskill your facilitative leadership skills. • In-person conferences or courses related to furthering your facilitation skills. Examples might include strategic planning courses, leadership development programs, or any leadership-focused courses, and related work. • New certifications that improve your skills as a facilitator, such as the CMLF®, the CMF®, or PMP Certification. • Virtual training options (such as asynchronous courses and webinars). 3. Documentation and a <u>brief</u> explanation (2-3 sentences) of 10 facilitated engagements and projects over the past year where CFL™

			<p>competencies were used to accomplish desired outcomes.</p> <p>4. Briefly (in 500 words or fewer) answer the following questions.</p> <ol style="list-style-type: none">1. What challenges have you faced in the facilitative leadership field, and how have you addressed or overcome those challenges?2. What 3-5 emerging trends have you found occurring in the facilitative leader field?3. What 3-5 facilitative leader skills would you like to improve to benefit the groups you work with?
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INIFAC's Continued Certification Requirements



CAVF® - Certified Advanced Virtual Facilitator® + CVF® Certified Virtual Facilitator®

INIFAC – International Institute for Facilitation – is committed to the evaluation, continued development, and promotion of our certified body. The INIFAC CAVF® certification is a mark of excellence in the field of facilitation. To achieve this certification, you will be assessed against a rigorous set of standards and competencies that have been peer-reviewed by recognized industry leaders. With our globally recognized certification standards, your certification will assure your clients and stakeholders that you can effectively transfer content knowledge, current theories, and research into actionable results, enabling you to achieve the desired outcomes.

Who should apply for this certification and continue the certification?

- The person who is highly experienced in a variety of virtual facilitation techniques and client outcome areas.
- Anyone who wants to use their certification as confirmation to their clients that they have a track record of exceptional virtual facilitation knowledge and experience.
- Someone who wants to achieve the highest certification level in the virtual facilitation industry.

Purpose of Continued Certification:

Maintenance of certification is a hallmark of ongoing competence and expertise. The following are three key reasons INIFAC has a continued certification program.

1. Demonstrate new skills and knowledge practiced competently as the facilitation industry changes over time
2. Ensures the CAVF® is continuing to use and grow their facilitation skills.
3. Protect the credentials and certified recipients as designated by INIFAC.

Competency Areas:

A. Presence B. Assessment C. Communication D. Control E. Consistency F. Engagement

Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
CAVF®- Certified Advanced Facilitator®	<p>Fee – USD1,000.00</p> <p>Sessions - 30 sessions over the prior 3 years - Minimum of 5 organizations and 10 sponsors</p> <p>References – 5 client reference letters written by the clients.</p> <p>Written - 30 questions</p> <p>Video – 25-35 minutes, 115 minutes if using a translator</p> <p>Scoring – 4.0 or above in each of the six competency areas</p>	<p>Annual Recertification Fee – USD500.00</p> <p>Recertification for those certified after October 2025 "Pay Forward Fee" details - USD200.00 – if an INIFAC-certified person agrees be a guest on INIFAC’s podcast before the time of recertification.</p> <p>Recertification Timeframe - Annually</p> <p>Virtual Meeting – 20 minutes</p> <p>Education/Activity Hours – 10 hours</p> <p>Documentation Required - <u>brief</u> explanation (2-3 sentences) of 5 facilitated engagements and projects over the past year where CAVF® competencies were used to accomplish a desired outcome.</p> <p>Questions/Essays to Answer - Briefly (in 500 words or fewer) answering 3 questions.</p>	<ol style="list-style-type: none"> 20-minute virtual meeting is for the purpose of building connection, and community. CAVF® credential holders are allowed to choose from among a number of options that total 10 hours. These options include <ul style="list-style-type: none"> Cost and no-cost activities (such as volunteering, publishing, and delivering virtual facilitation sessions). Virtual options (such as asynchronous courses and webinars). However, since there are no formal educational requirements included in eligibility requirements for this credential, a minimum of 5-10 of the 10 hours must be classified as “interactive education,” which requires the individual’s active involvement in the learning activity. New certifications that improve your skills as a facilitator, such as the CMF®, the CMLF®, or others. Documentation and a <u>brief</u> explanation (2-3 sentences) of 5 facilitated engagements and projects over the

		<p>Note: Failing to recertify on time results in the loss of certification.</p>	<p>year where the CAVF™ competencies were used to accomplish a desired outcome.</p> <p>4. Briefly answer the following questions.</p> <ol style="list-style-type: none"> 1. What challenges have you faced in the virtual facilitation field? 2. What 3-5 emerging trends have you found occurring in the virtual facilitation field? 3. What 3-5 virtual facilitation skills would you like to improve to benefit the groups you work with?
Certification	Certification Requirements	Recertification Requirements Overview	Recertification Requirements Details
<p>CVF®- Certified Virtual Facilitator®</p>	<p>Fee - USD198.00</p> <p>Interview – 30-45 minute interview</p> <p>Scoring – Score 57/69 over the accumulation of all competency areas.</p>	<p>NO RENEWAL</p>	<ol style="list-style-type: none"> 1. 20-minute virtual meeting is for the purpose of building connection, and community.