

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.

CMF®-认证专家级引导师®+CSF®认证技能引导师®+CCF® 认证资深引导师®

INIFAC，国际引导学院，是一直致力于评估、持续发展和推广引导的专业认证机构。INIFAC CMF®认证是引导领域的卓越标志。要获得此认证，您将根据一系列经过公认行业领导者同行评审的严格标准和能力进行评估。以我们全球公认的认证标准，您的认证将向您的客户和利益相关者保证，您可以有效地将内容知识、当前理论和研究转化为可操作的结果，使您能够实现预期的目标。

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.
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谁应该申请此认证并持续认证？

- 专注于以过程为导向的引导（而不是教育引导或领导力技能），拥有丰富的经验、各种引导技巧和客户成果领域的经验丰富的引导者。
- 所有期望向客户证明他们有卓越的引导知识和经验的引导者。
- 至于 **CMF®**，希望获得引导行业最高认证水平的人。

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.

继续认证的目的：

持续认证是保持能力和专业知识的标志。以下是 **INIFAC** 持续认证计划的**三个关键原因**：

- 1.随着引导行业的不断变化，展示熟练的新技能和知识；
- 2.确保 **CMF®**、**CSF®**或 **CCF®**继续有效应用，及发展他们的引导技能。
- 3.保护 **INIFAC** 认证者的凭证和权威性。

Competency Areas:

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

能力领域: A 引导师状态 B. 评估 C. 沟通 D. 把控 E. 一致性 F. 参与

Certification 认证	Certification Requirements 认证要求	Recertification Requirements Overview 重新认证要求概述	Recertification Requirements Details 重新认证要求详情
<p>CMF®- Certified Master Facilitator® 认证专家级引导师®</p>	<p>Fee - Facilitated Engagements 认证费 - \$2,350.00 美元</p> <p>Sessions - 30 sessions over the prior 3 years 过去 3 年曾引导过 30 场引导会议</p> <ul style="list-style-type: none"> - Minimum of 5 organizations and 10 sponsors - 最少 5 个组织机构及 10 个会议发起人 - 10 session credit for CSF®, CCF® and CPFs. - CSF®, CCF® 与 CPF 免 10 场引导会议 <p>References 参考资料 – 5 client reference letters written by the clients. 由客户提供的 5 封不同的客户推荐信</p> <p>Written 文字测评 - 30 questions 30 个问题</p>	<p>Annual Recertification Fee 认证年费 – 500.00 美元</p> <p>Recertification for those certified after October 2025 适用于 2025 年 10 月之后获得认证的引导师的资格重新认证:</p> <p>"Pay Forward Fee" details 费用详情- \$200.00 – if an INIFAC-certified person agrees to be a guest on INIFAC's podcast before the time of recertification. 200.00 美元 – 如果 INIFAC 认证引导师同意在重新认证之前成为 INIFAC 播客的嘉宾。</p> <p>Recertification for those certified before October 2025 适用于 2025 年 10 月之前获得认证的引导师的资格重新认证 Lifetime certification remains valid with no further requirements, and it cannot be renewed once forfeited.</p>	

	<p>Video 视频测评 – 25-35 minutes, 115 minutes if using a translator 英或中文 25-35 分钟；如需翻译可用时 115 分钟</p> <p>Scoring 分值 – 4.0 or above in each of the six competency areas 在六大能力项中，每项能达 4 分或以上</p>	<p>终身认证专家级引导师仍然有效，没有进一步的要求，同时一旦被没收，就不能再续期。</p> <p>Recertification Timeframe 资格重新认证时间周期 - Annually 每年</p> <p>Virtual Meeting 线上会议 – 20 minutes 20 分钟 <在 20 分钟的线上会议中，我们想多了解你引导的案例，并澄清你对这三个问题的回答。></p> <p>Education/Activity Hours 教育、活动时间： – 20 hours 20 小时</p> <p>Documentation Required 需求的文件 - brief explanation (2-3 sentences) of 10 facilitated engagements and projects over the year where CMF® competencies were used to accomplish a desired outcome. 简要说明（2-3 句话）一年中 10 个引导活动和项目，其中包括为实现预期效果所应用的 CMF® 能力。</p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connection and community. 20 分钟线上会议是为了建立链接和社群 2. CMF® credential holders are allowed to choose from among several options that total 20 hours. These options include CMF®认证专家级引导可以从总共 20 小时的多选项中进行选择。这些选项包括： <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). 付费或免费活动（例如志愿服务、出版书籍、博客，以及利用您作为引导师的技能）。 • In-person conferences or courses related to furthering your facilitation skills. Examples might include strategic planning courses if you facilitate strategic planning, any
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Certification 认证	Certification Requirements 认证要求	Recertification Requirements Overview 重新认证要求概述	Recertification Requirements Details 重新认证要求详情
<p>CSF® Certified Skilled Facilitator® 认证技能引导师</p> <p>Or</p> <p>CCF® Certified Competent Facilitator® 认证资深引导师</p>	<p>Fee 费用 - \$1,000.00 美元</p> <p>Sessions 案例 - 7 sessions over the prior 3 years 过去 3 年内 7 次案例</p> <ul style="list-style-type: none"> - Minimum of 5 organizations and 10 sponsors 最少涵盖 5 个组织和 10 个发起人 - 10 session credit for CSF®, CCF® and CPFs - CSF®, CCF® 与 CPFs 免 10 场引导会议 <p>References 推荐 - 3 client reference letters written by the clients. 3 封客户写的客户推荐信</p> <p>Written 笔试 - 30 questions 30 个问题</p> <p>Video 视频考试 - 25-35 minutes, 115 minutes if using a translator 英或中 25-35 分钟, 如果使用翻译, 则为 115 分钟</p>	<p>Recertification Fee (every 2 years) 重新认证费 (每两年一次) - \$150 美元</p> <p>Recertification for those certified after October 2025 适用于 2025 年 10 月之后获得认证的引导师的资格重新认证</p> <p>Recertification Timeframe 资格重新认证时间周期 - Every two years 每两年</p> <p>Virtual Meeting 线上会议 - 20 minutes 20 分钟 <在 20 分钟的线上会议中, 我们想多了解你引导的案例, 并澄清你对这三个问题的回答。></p> <p>Education/Activity Hours 教育、活动时间: - 10 hours 10 小时</p>	<ol style="list-style-type: none"> 1. A 20-minute virtual meeting is for the purpose of building connections and community. 20 分钟线上会议是为了建立链接和社群 2. CSF® or CCF® credential holders are allowed to choose from among several options that total 10 hours. These options include

Scoring 分值– 2.5 or above in each of the six competency areas
在六大能力项中，每项能达 2.5 分或以上

CSF® 或 **CCF®**认证引导师可以从总共 **10** 小时的多个选项中进行选择。这些选项包括

- Cost and no-cost activities (such as volunteering, publishing a book or blog, and using your skills as a facilitator).
- **付费或免费活动（例如志愿服务、出版书籍、博客，以及利用您作为引导师的技能）。**
- In-person conferences or courses related to enhancing your facilitation skills. Examples might include strategic planning courses if you facilitate strategic planning, as well as any facilitation-focused courses and related work.
与提高引导技能相关的面对面会议或课程。如果您引导战略规划，示例可能包括战略规划课程，以及任何以引导为核心内容的课程及相关工作
- New certifications that improve your skills as a facilitator, such as the CMLF®, the CLF®, or others.
提高您作为引导师技能的新

		<p>Documentation Required 需求的文件- brief explanation (2-3 sentences) of 5 facilitated engagements and projects over the past 2 years where the CSF® or CCF® competencies were used to accomplish a desired outcome. 简要说明（2-3 句话）过去 2 年中 5 个引导活动或项目，其中包括为实现预期效果所应用的 CSF® 或 CCF® 的能力。</p> <p>Questions/Essays to Answer 问题/论文答辩- Briefly (in 500 words or fewer), answering 3 questions. 简要（不超过 500 字），回答 3 个问题。</p>	<p>认证，例如 CMLF® CLF® 或其他。</p> <ul style="list-style-type: none"> Virtual training options (such as asynchronous courses and webinars). Note: this option can only apply to 5 of the 10 required hours. 线上培训选项（例如异步课程和网络研讨会）。注意：此选项仅适用于必需时项 10 小时中的 5 小时。 <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. 在 2 年内使用 CSF®/CCF® 能力实现预期结果的 5 个参与式引导项目的文件和简要说明（2-3 句话）。</p> <p>4. Briefly (in 500 words or fewer) answer the following questions. 简要（不超过 500 字）回答以下问题</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?
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