**CERTIFICATION ELIGIBILITY CRITERIA**

IBFCSM does not discriminate on basis of age, gender, race, religion, ethnicity, nationality, marital status, or disability. Applicants for all credentials must meet the following eligibility requirements:

Candidates must document relevant experience and/or education to equal eight (8) years. Candidates must have at least 2 years of experience regardless of education. Associate Candidates must document four (4) years of relevant experience and/or education with at least 1 year of experience.

Each Candidate must complete an on-line application process that requires an electronic signature and pay all fees before taking the exam. A candidate’s signature provides IBFCSM with permission to verify information provided. A signature attests to applicant’s acceptance of the Ethical Code of Conduct and verification of accurate information.

Candidates must have two persons aware of their fitness for certification to submit online Reference Evaluations. Refer to the IBFCSM website for the current Application and Exam Fees.

Candidates can pay by credit card at the Secure E-Pay Portal at www.ibfcsm.org. When paying by check please remit to: IBFCSM, P.O. Box 515, Helena, Alabama 35080-0515. Please contact us by email at: info@ibfcsm.org or by phone at: 205-664-8412 with questions about qualifications, applications, or fee payments.

**ANNUAL MAINTENANCE FEES & RECERTIFICATION**

Certifications are issued and managed on a Calendar-Year basis with all certifications expiring on December 31. Candidates earning their credential can use the appropriate designation on letterheads, business cards, and forms of address. Certification is for individuals only and may not be used to imply that an organization is certified in some manner.

As a not-for-profit organization, operating revenue comes solely from our fees. Credential holders with a current address should receive their Annual Maintenance Fee Invoice by November 1. The fee invoiced is for the following calendar year and is considered late of received after December 31. Failure to pay the annual fees can result in Credential Suspension or Revocation.

**RECERTIFICATION**

CHCM holders must also Recertify every five years counting from the year of initial certification. IBFCSM Board requires 10 hours of Continuing Education each year or 50 clock hours for each the five (5) year period. To meet certification requirements each member must submit a Recertification Summary Report and pay the required fee.

Maintenance Fees are an annual requirement. The recertification process is required every five years. Certified individuals must submit a Summary Report that documents their continuing education.