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International Association of Facilitators
Professional development fees policy

Relevant bylaws	4.01 General powers
Policy owner	Executive Director
Date approved	5 November 2026
Related documents	Certification appeals process, EFTP appeals policy, Incomplete due to technical issues policy, Endorsed™ Facilitation Training Program (EFTP) Service Agreement

Background

The International Association of Facilitators (IAF) offers credentials and formal learning programs on a fee-for-service basis. Fees are set on a cost recovery basis with a margin to fund growth of professional development program offerings and financial support programs in alignment with IAF strategic and financial sustainability goals.

Purpose

The purpose of this policy is to set out the fees and refund policies that apply for IAF professional development programs including:

- Mentoring Program
- Endorsed™ Facilitator
- Certified™ Professional Facilitator
- Certified™ Professional Facilitator Master
- Certified™ Professional Facilitator Emeritus, and
- Endorsed™ Facilitation Training Program.

Policy

IAF credentials and endorsements require the holder to pass assessments, pay assessment fees, follow policies and processes, and meet recertification requirements.

No person is authorised to discount or increase these fees without the prior approval of the Executive Director.

Certification and endorsement assessment fees are payable as follows.

Endorsed™ Facilitator and Certified™ Professional Facilitator fees

Individuals holding an IAF credential must maintain a valid IAF membership. Certification and endorsement assessment fees do not include the IAF membership fee.

All fees are non-refundable and non-transferable and are applied consistently around the world.

Travel and accommodations for in person assessments are the responsibility of the candidate.

Type	Fee	Duration	Note
IAF Mentoring Program – mentee registration	$125	6 months	Members may register more than once. This fee is for each mentoring relationship. If a mentee does not find an available mentor, fees are refundable.
IAF Endorsed™ Facilitator (EF) assessment	$500	4 years	Successful candidates may continue to CPF assessment within 2 years of receiving their Endorsed™ Facilitator credential.
IAF Endorsed™ Facilitator (EF) assessment after completing Mentoring Program	$400	4 years	This reduced application fee is available to candidates who have participated in the Mentoring Program in the past 2 years (or are currently in the program) Successful candidates may continue to CPF assessment within 2 years of receiving their Endorsed™ Facilitator credential.
IAF Endorsed™ Facilitator (EF) assessment after incompletion or deferral	$500	-	EF assessment following deferral has the same requirements and process as the initial application.
IAF Certified™ Professional Facilitator (CPF) assessment	$2000	4 years	Applicants must apply for CPF assessment within 2 years of receiving their EF credential or recertifying.
Administrative fee to postpone CPF assessment due to emergency/extenuating circumstances	$400	-	If a candidate cannot attend their CPF assessment event due to exceptional circumstances, IAF may approve a request to postpone their assessment. See details below.
IAF Certified™ Professional Facilitator (CPF) assessment **after deferral, or incompletion** due to technical issues	$850	-	Candidates must re- apply within 2 years from the date of deferral or incompletion due to technical issues. After 2 years, the application will be treated as a new applicant.

Type	Fee	Duration	Note
Appeal an EF or CPF assessment result	$850	-	Appeals must be submitted within 30 days of receiving the Candidate Feedback Report. If the appeal is successful, this fee is refunded in full. If the appeal is not successful, no refund is payable.

Recertification, CPF Master and CPF Emeritus fees

Type	Fee	Duration	Note
EF recertification assessment	$500	4 years	Non-refundable and non-transferable.
CPF recertification assessment	$400	4 years	Non-refundable and non-transferable.
CPF Master assessment	$500	6 years	Non-refundable and non-transferable.
CPF Master recertification assessment	$400	6 years	Non-refundable and non-transferable.
CPF Emeritus assessment (lifetime credential for retirees)	$500	Life*	Non-refundable and non-transferable. Must be retiring from active facilitation practice. CPF Emeritus who return to active facilitation practice must recertify as CPF Master.

CPF assessment cancellation or postponement by IAF:

IAF reserves the right to cancel or reschedule assessment events when needed based on availability of assessors, and meeting the minimum number of candidates required.

If IAF cancels or postpones a CPF assessment, IAF will provide the candidate with a full refund of their fees or reschedule their assessment on a mutually agreed date (subject to availability).

CPF assessment postponement or withdrawal by a candidate

Candidates are responsible for ensuring they are available on the assessment dates before registering. Once a candidate has paid the applicable fees and has been notified of their assigned assessor(s), the assessment date is considered confirmed. Once confirmed, requests to

change or postpone the assessment will only be considered in exceptional circumstances as defined in this policy.

If a candidate is unable to attend their scheduled assessment due to unforeseen and exceptional circumstances beyond their reasonable control, IAF may, at its discretion, approve a request to postpone the candidate's assessment to a future assessment event, subject to availability.

Examples of circumstances that may be considered include:

- Serious illness or injury of the candidate;
- Serious illness, injury, or death of an immediate family member;
- Medical emergencies involving a dependent;
- Jury duty, military deployment, or other mandatory government obligations that arise after registration;
- Natural disasters, severe weather events, major transportation disruptions, or other events that prevent attendance; or
- Other circumstances deemed by IAF to be of comparable severity.

The following circumstances are not considered grounds for postponement:

- Employment, business, or workplace scheduling conflicts;
- Personal or business travel;
- Failure to obtain approval for leave from an employer; or
- Other scheduling conflicts that were foreseeable at the time of registration.

Requesting a Postponement

To request a postponement after assessors have been assigned, the candidate must:

- Submit a written request as soon as reasonably possible after becoming aware of the circumstances;
- Provide supporting documentation if requested by IAF; and
- Receive written approval from IAF before assuming that a postponement has been granted.

Approved Postponements

If a postponement is approved, IAF may:

- Transfer the candidate to a future assessment event, subject to availability;
- Charge a postponement fee of up to USD $400 to offset administrative and assessor costs; and
- Limit postponements to one occurrence per application.

No refunds will be provided in lieu of a postponement.

Candidates who do not attend their assessment or withdraw

No refunds will be provided to a candidate who is absent on their assessment date(s) or who cancels their assessment without an approved postponement due to an exceptional circumstance (as defined above).

Candidates are welcomed to register for a future event but will be required to pay the assessment fee again.

Late recertification fees

Late fees are applied in addition to the recertification fees above when a member does not recertify by their expiry date. These fees are non-refundable.

At staff discretion late recertification fees can be waived for up to 1-year due to extenuating circumstances such as health or leave of absence.

Late fee type	Fee	Note
CPF or CPF Master certification expired:		This fee is an addition to the recertification fee. For example, to recertify 13 months after your CPF has expired, the fee would be $400 (to recertify) plus $350 (late recertification fee for more than 1 year) for a total of $750. If CPF certification has expired for more than 4 years, the member must complete EF and CPF assessments to become recertified. IF CPF M has expired for more than 4 years, the member must complete a new CPF Master assessment to become recertified.
For 1 year or less	$0-175*	
For 1 to 2 years	$350	
For 2 to 3 years	$525	
For 3 to 4 years	$700	
For more than 4 years	ineligible	

Endorsed™ Facilitation Training Program Fees

Type	Fee	Duration	Note
Apply for IAF Endorsed™ Facilitation Training Program status	$300	-	Non-refundable and non-transferable.
IAF Endorsed™ Facilitation Training Program assessment fee for **Comprehensive programs**	$3200	1 or 3- years	Non-refundable and non-transferable
IAF Endorsed™ Facilitation Training Program assessment fee for **Focused programs**	$2800	1 or 3- years	Non-refundable and non-transferable.
IAF Endorsed™ Facilitation Training Program annual fee	$500	1 year	Due by 31 December each year that no assessment is completed.
Appeal Administrative Fee for IAF Endorsed™ Facilitation Training Program assessments	$1600		If the appeal succeeds and the decision is amended, this fee is refunded. If the appeal fails and the decision is upheld, this fee is not refunded.

Maintaining IAF endorsement

To maintain IAF endorsement, EFTP programs re-apply for assessment before their decision expires. The application fee and assessment fee are as described above.

Facilitation training organisations with multiple programs

Facilitation training organisations seeking IAF Endorsement for multiple programs may qualify for assessment discounts. Please contact certification staff for more information.

Endorsed™ Facilitation Training Program fee refunds

If IAF cancels or postpones an EFTP assessment, IAF will provide the facilitation training program with a full refund of their fees or reschedule the assessment event on a mutually agreed date (subject to availability).

No refunds will be provided to a facilitation training program that cancels their assessment.

EFTP Postponement fee

If a facilitation training program cannot complete its assessment on the agreed date due to exceptional circumstances, IAF may allow the assessment to be postponed to a later date, subject to availability. IAF may charge a postponement fee to cover administrative costs. Postponement fees will be calculated as required to offset IAF costs but will not exceed the original assessment fee. The postponement fee will depend on the circumstances and how much notice is given.

To request a postponement, the facilitation training program must submit a written request explaining the reasons for the request.

Change History

Date	What changed	Approved by
23 Aug. 2022	-	Director of Professional Development
5 Nov. 2026	Clarification and updates to match changes in EF/CPF pathway. No change in any fee amounts.	Executive Director