



promoting the power
of facilitation worldwide

IAF Certification fees policies

<u>General</u>	
Membership	• IAF programs are only available to members • Fees do not include your IAF membership fee
Fee policy	• All fees are non-refundable and non-transferable • Fees are applied consistently around the world • If needed, travel and accommodation costs are the responsibility of the candidate • IAF does not negotiate application fees
Fee deadlines	• Fees are due according to published document deadlines and/or in correspondence from the office
Payment methods	• Online – a link will be provided to you upon receipt of your application • Wire transfer – bank details will be provided to you upon receipt of your application

<u>IAF Mentoring Program</u>	
Mentees	• Registration fee is \$125 USD
Mentors	• No registration fee is payable • We appreciate that mentors offer their time on a voluntary basis
Cancellation/withdrawal fees	• No refund is possible after you start your mentoring relationship

IAF Endorsed™ Facilitator

Application fee	• The application fee is \$600 USD • The fee is reduced to \$500 USD for applicants who have completed the Mentoring Program within two years prior to the date of the application
Cancellation/withdrawal Fees	• Applicants who decide to withdraw prior to the start of the online examination will be issued a refund of \$150* USD to defray administrative costs • No refunds will be possible after the completion of the online examination

IAF Certified™ Professional Facilitator (CPF)

Application fee for new candidates	• \$500 USD Stage 1 • \$2,000 USD Stage 2
CPF validity	• CPF is valid for four years after the date of successful completion, recertification is required to remain certified
Cancellation/withdrawal fees	• Should a candidate withdraw from a CPF event after Stage 2 the \$500 application fee is non-refundable/non-transferable • No shows: No refunds will be made for a candidate who registers for the CPF assessment but does not cancel or attend the Stage 2 assessment • In the case that IAF elects to cancel the certification event, IAF will provide the candidate with a full refund of their application fee
Postponement fee	• In rare circumstances, IAF may, at its discretion, approve a request to postpone assessment for a candidate before Stage 2; in such cases, the candidate may be charged a fee of \$350* USD for administrative costs • Candidates cannot postpone the assessment after the Stage 2 (part II & part III) document deadline

Application fee for incompleteness due to technical issues	The application fee for a candidate who started but did not complete their CPF assessment due to technical issues is \$850 USD for candidates who apply within 2 years from the date of the incomplete assessment
Appeals	- An individual wishing to appeal the result of an assessment will submit a Notice of Appeal to certification@iaf-world.org, within thirty (30) calendar days of receipt of the written feedback report Grounds for an appeal: An applicant can appeal the result of the assessment if they believe that the assessment process was conducted unfairly. It is the responsibility of the applicant to provide specific details to support their assertion that the assessment process was conducted unfairly. Merely disagreeing with the result is not grounds for an appeal. Appeal fee: The fee for lodging an appeal against the result of the assessment is \$850 USD. If the appeal is upheld in favour of the candidate, the \$850 USD will be refunded to the candidate. If the appeal is rejected the \$850 USD will not be refunded.

IAF Certified™ Professional Facilitator (CPF) Recertifications	
Validity of the CPF	CPF is valid for four years after the date of successful completion. Recertification is required to remain certified
Recertification at the same level	The recertification fee is \$400* USD
CPF recertification at Master or Emeritus level	The application fee is \$500 USD for both accreditations
Expired certifications	- If certification lapses, it is possible to re-apply and a fee of \$150 USD per year lapsed would be required in addition to the application fee - A brief explanation as to why the certification has expired would also be required - If the certification has been expired for more than four years, the member is required to start the certification process from the beginning

IAF Endorsed™ Facilitation Training Program	
Application Fee	• \$300 USD
Assessment Fee	• \$3200 USD (Comprehensive) • \$2800 USD (Focused)
Appeal Process fee	• \$1600 USD
Annual Fee	• \$500 USD
Enhanced promotional costs for six-week segments	• \$500-\$2000 USD based on visibility