

## **Frequently Asked Questions:**

**Q:** By enrolling in the CBFA certification program do I automatically become a member of the Business Financial Association (BFA)?

**A:** Yes. While membership in the BFA is FREE, all candidates that enroll in the CBFA certification program will also receive FREE access to all the strategy implementation guides located in the "PRODUCT" section of the BusinessFinancialAssociation.com website.

**Q:** Is there an annual CBFA certification renewal fee?

**A:** Yes. The certification renewal fee is \$300 per year.

**Q:** How do I pay my CBFA certification renewal fee?

**A:** The certification renewal fee is an annual fee and must be paid on-line each year to keep your certification active. If the certification renewal fee is not paid within 60 days, your CBFA certification will become inactive. If your certification is left inactive for more than one year, the annual CBFA continuing education requirements must be met and the CBFA tests must be re-taken and passed to reactivate your CBFA certification.

**Q:** What else is required to keep my CBFA certification active?

**A:** All CBFA Designees are required to complete 24 hours of CE credit per year and must adhere to the CBFA Code of Ethics to keep their CBFA Certification active.

**Q:** How many hours of CBFA CE credit do I need per year?

**A:** The CBFA CE credit requirement is 24 hours per year. The year runs from January 1st through December 31, beginning the year after you've passed the CBFA test.

**Q:** How do I record my CBFA CE credit hours?

**A:** You personally keep track of your CE records and make them available if requested under audit.

**Q:** Where can I find out more about the CBFA Code of Ethics?

**A:** All CBFA Candidates and Designees are required to be familiar with and strictly adhere to the CBFA Code of Ethics: <http://www.BusinessFinancialAssociation.com/codeofethics>