



CERTIFICATION PROGRAM

CCE
Certified Cemetery Executive

CCFE
Certified Cemetery Funeral Executive

CCrE
Certified Cremation Executive

CFuE
Certified Funeral Executive

CSE
Certified Supplier Executive

OVERVIEW

The International Cemetery, Cremation and Funeral Association has designed a certification program to honor those persons who have achieved the highest level of achievement within the memorialization industry. We are pleased to be able to honor five certifications: Certified Cemetery Executive (CCE), Certified Funeral Executive (CFuE), Certified Cremation Executive (CCrE), Certified Cemetery Funeral Executive (CCFE) and Certified Supplier Executive (CSE).

Acquiring one or more of the certifications listed above benefits executives in a variety of ways including increased self-esteem and respect within the industry. It also strengthens a person's ability to compete in the job market. By acquiring a CCE, CFuE, CCrE, CCFE and/or CSE designation, you set yourself apart from other memorialization industry managers and demonstrate that you have achieved a superior level of management expertise.

The requirements for consideration for an ICCFA designation include submission of documented evidence of successful industry management skills, participation in continuing education programs and demonstration of leadership in industry and community activities.

All of the certifications incorporate in its process recognition and credit for a candidate's work experience and other accomplishments. It acknowledges the candidate's contributions to the overall betterment of the interment and memorialization industry.

OBJECTIVES

- To raise the standards of those engaged in memorialization industry management.
- To improve memorialization industry management by encouraging individuals to participate in a program of continuing educational development.
- To encourage self-assessment by offering guidelines for achievement in memorialization industry management.
- To identify persons with acceptable knowledge of the principles and practices of memorialization industry management, related disciplines and laws governing the memorialization industry.
- To award special recognition to those executives who have demonstrated a high level of competence and ethical fitness for memorialization industry management.

ELIGIBILITY

Individuals meeting the following pre-requirements are eligible to apply for any of ICCFA's Certification Programs:

1. Be currently employed by a memorialization industry company on a full-time basis.

2. Have been employed in the memorialization industry at least five years.
3. Acceptable character, ability and reputation.
4. Pledge in writing to adhere to the ICCFA Obligations of Membership.
5. Be a member in good standing of the ICCFA.

Applicants are to complete the Personal Data Form, submit it with the \$150 fee and two letters of reference.

ADMINISTRATION

ICCFA's Certification Program is administered by a five-member Certification Board, appointed by the President of the International Cemetery, Cremation and Funeral Association, with approval of the ICCFA Board of Directors. Certification Board members serve a three-year term.

The Certification Board has no intention whatsoever to determine who shall engage in memorialization industry management. That a person is not certified does not indicate the person is unqualified to be employed by a memorialization industry company in a management position or otherwise.

Noncertification only means that a person has not fulfilled the requirements or applied for recognition within ICCFA's Certification Program.

All details pertaining to an applicant's request for certification are kept confidential by all involved in the certification process prior to the final notification of certification.

APPLICATION PROCEDURES

An applicant for ICCFA's Certification Program must complete the enclosed Personal Data Form and mail it to ICCFA's Headquarter Office along with two letters of reference before the applicant will be evaluated for certification. Applicants have two opportunities each year to apply for certification. The dead-line for submission of the completed Personal Data Form is thirty (30) days prior to the ICCFA's Annual Convention and the Fall Management Conference. ICCFA's Certification Board has the authority to revise this deadline without prior notice.

PERSONAL DATA FORM

The Personal Data Form is an organized method for documenting work experience and educational background and achievement. The applicant should list all pertinent information on the Personal Data Form. The minimum qualifying score is based on the range of scores achieved by each group of applicants during a given year.

SELECTION PROCESS

The Certification Board meets at ICCFA's Annual Convention and Fall Management Conference each year to review applications. Letters of acceptance or rejection will be mailed to each applicant at the adjournment of the Certification Board's meeting. Those qualifying for certification will be recognized at a special ceremony during ICCFA's Annual Convention, which is held in the spring of each year. Candidates approved at the Fall Management Conference will be recognized at the ICCFA's Annual Convention. Each successful candidate will receive a certificate and pin.

If a candidate has failed to attain sufficient points to qualify for certification, the candidate may resubmit an updated Personal Data Form at no additional charge. There is no limit to the number of times an applicant can resubmit their Personal Data Form. The application will be reviewed at the next meeting of the Certification Board, which is either the ICCFA's Annual Convention or Fall Management Conference.

USE OF CERTIFICATION

As a successful certification candidate, the executive may use the CCE, CFuE, CCRÉ, CCFE or CSE designation with his/her name on letterheads, business cards and in all forms of address. Since certification is for individuals only, the designation cannot be used to imply that a cemetery or funeral home is certified.

RE-CERTIFICATION

Individuals may apply for multiple certifications through re-certification (Example: A Certified Cemetery Executive [CCE] may apply for a Certified Funeral Executive [CFuE] by resubmitting a Personal Data Form). A new Personal Data Form, along with the two letters of reference, are required thirty (30) days prior to ICCFA's Annual Convention or Fall Management Conference. The minimum qualifying score is based on the range of scores achieved by each group of applicants during a given year.

Persons who receive one of ICCFA's certifications must re-certify for that specific designation every five years. Re-certification will be based on activity within the industry during

the past five years. Re-certification will not be required after an individual has re-certified three times or has documented evidence of having spent twenty years in the memorialization industry. Twenty years was determined to show tenure and continued participation in the industry. ICCFA will revoke each certification that is not re-certified every five years.

Re-certification is requested for anyone currently holding a Certification designation prior to January 1997. A letter will be sent to these individuals requesting that they submit a Personal Data Form. Two reminder notes will be sent within one year's time of mailing the initial letter of request. That person's name will be removed from the active ICCFA Certification list if there is no response at the end of that year.

Persons who have retired from the industry prior to January 1997 and wish to maintain their Certification must submit a Personal Data Form plus two letters of reference showing at least twenty years of involvement within the memorialization industry. The Certification Board will accept or reject a lifetime certification designation based on information submitted during the re-certification process.

CERTIFICATION SUSPENSION OR REVOCATION

Failure to abide by the ICCFA Obligations of Membership may be cause for revoking certification provided the executive is offered a hearing by the Certification Board and is notified at least thirty days in advance of the views of the complainant and the date and location of the hearing.

REINSTATEMENT OF CERTIFICATION

A decertified executive may re-qualify by resubmitting to the certification process and successfully meeting the criteria for certification.

FEES

Application Fee: ICCFA Member	\$150
Re-Certification Fee:	\$75 for a five-year cycle; \$150 to apply for lifetime status

APPLICATION INSTRUCTIONS

1. Pre-qualification guidelines. In order for your application to be considered you must meet the following pre-qualifications:
 - a. Be currently employed by a cemetery, funeral home or crematory on a full-time basis.
 - b. Have been employed in the cemetery/funeral/cremation industry for at least five years.
 - c. Acceptable character, ability and reputation.
 - d. Pledge in writing to adhere to the ICCFA Obligations of Membership.

2. Complete the Personal Data Form.
3. Mail form (original and one copy) with appropriate application fee (\$150.00) and two letters of reference to:
Certification Coordinator
International Cemetery, Cremation & Funeral Association
107 Carpenter Drive, Suite 100
Sterling, VA 20164
800.645.7700
Fax: 703.391.8416



PERSONAL DATA FORM

International Cemetery, Cremation and Funeral Association • 107 Carpenter Drive, Suite 100 • Sterling, VA 20164

PLEASE TYPE APPLICATION

Applications are due at ICCFA thirty (30) days prior to ICCFA's Annual Convention or Fall Management Conference

Date of Application

Name

Title of present position

Company

Office address

Office telephone number ()

Email

Home address

Total number of years in cemetery/funeral management

I am applying for the following certification:

- Certified Cemetery Executive (CCE)
- Certified Funeral Executive (CFuE)
- Certified Cremation Executive (CCrE)
- Certified Cemetery Funeral Executive (CCFE)
- Certified Supplier Executive (CSE)

I currently hold the following certifications:

- Certified Cemetery Executive (CCE)
- Certified Funeral Executive (CFuE)
- Certified Cremation Executive (CCrE)
- Certified Cemetery Funeral Executive (CCFE)
- Certified Supplier Executive (CSE)

OFFICIAL USE ONLY

Date Received:

Applicant Code #:

Applicant Code # _____

MANAGEMENT EXPERTISE/EXPERIENCE

Memorialization industry management positions held.

Must be full-time positions.

Current company

Offices or positions held

Dates of employment

Description of responsibilities

Current company

Offices or positions held

Dates of employment

Description of responsibilities

Current company

Offices or positions held

Dates of employment

Description of responsibilities

SCORING GUIDE

MAX. POINTS = 175

President or CEO: 10 points per year

Staff: 5 points per year

points

points

points

Total points this page

MANAGEMENT EXPERIENCE

Other than memorialization industry (Explain how each position contributed to abilities in cemetery/funeral/cremation management—please be specific).

Current company _____

Offices or positions held _____

Dates of employment _____

Description of responsibilities _____

Current company _____

Offices or positions held _____

Dates of employment _____

Description of responsibilities _____

Current company _____

Offices or positions held _____

Dates of employment _____

Description of responsibilities _____

Current company _____

Offices or positions held _____

Dates of employment _____

Description of responsibilities _____

EDUCATION

Higher Education (beyond high school) Degrees or credits earned from degree-granting colleges.

Institutions	Dates	Degree earned	Major	If no degree, list semester credit hours earned

MAX. POINTS = 75

5 points per year

points

points

points

points

MAX. POINTS = 100

Non-degree 1 point per hour earned for a max. of 20 points

Bachelors: 25 points
 Master/LLB: 25 points
 Doctorate/JD: 50 points

points

points

points

points

points

points

Total points this page

INDUSTRY EDUCATION PROGRAM ATTENDANCE

including the following:

1. Attendance at state, regional or national level Annual Convention and Spring Conferences (as of 1998 Spring Conference is now the Fall Management Conference) earn 15 points per meeting.

List years attended Annual Conventions and Spring Conference/Fall Management Conference

2. Attendance at ICCFA University or the Bromwoods/Washington University (1979, 80, 81, 82), professional development programs earn 80 points per year. (Attendance at other association equivalent programs can earn points as assigned by the Certification Board.)

List years attended ICCFA University, Bromwoods/Washington University or similar programs.

3. Attendance at education workshops, seminars and conference earn 1 point per hour or program attendance up to a maximum of 18 points. To receive points for attendance at education programs, attach the program brochure. **Coursework must be related to the memorialization industry.**

SEMINARS/WORKSHOPS

Program title

Date Number of hours

Sponsoring organization

Program title

Date Number of hours

Sponsoring organization

Program title

Date Number of hours

Sponsoring organization

Program title

Date Number of hours

Sponsoring organization

Program title

Date Number of hours

Sponsoring organization

MAX. POINTS = 75

15 points per meeting

points

MAX. POINTS = 400

80 points per meeting

points

MAX. POINTS = 100

1 point per hour up to 18 points per seminar

points

points

points

points

points

Total points this page

CONTRIBUTIONS TO THE INDUSTRY AND ASSOCIATION

Position held as an officer, board member, committee chairman, committee member.

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

Organization _____

Office or position held _____

Committee name _____ Date of service _____

MAX. POINTS = 125

Officer: 20 pts per year
Board Member: 15 pts per year
Committee Chairman: 10 pts per year
Committee Member: 3 pts per year

_____ points

_____ points

_____ points

_____ points

_____ points

_____ points

_____ points

Total points this page

INSTRUCTOR AT EDUCATION PROGRAMS

(seminars, workshops, conferences, ICCFA University or equivalent). Points are given only for hours taught.

Program	Number of hours
Subject	Date
Location	

Program	Number of hours
Subject	Date
Location	

Program	Number of hours
Subject	Date
Location	

Program	Number of hours
Subject	Date
Location	

Program	Number of hours
Subject	Date
Location	

Program	Number of hours
Subject	Date
Location	

MAX. POINTS = 45

10 points per hour taught

points

points

points

points

points

points

PROGRAM CHAIRMAN AT EDUCATION PROGRAMS

(seminars, workshops, conferences, ICCFA University and/or the Annual Convention and Exposition.)

Meeting	No. of Days
Location	Date

Meeting	No. of Days
Location	Date

Meeting	No. of Days
Location	Date

Meeting	No. of Days
Location	Date

MAX. POINTS = 125

25 points per day

points

points

points

points

Total points this page

ARTICLES WRITTEN AND PUBLISHED IN ICCFA MAGAZINE

and other industry publications. Contributions made to books, manuals, etc. published by ICCFA and other allied associations.

Title _____	Date _____
Periodical or Publication Name _____	
Title _____	Date _____
Periodical or Publication Name _____	
Title _____	Date _____
Periodical or Publication Name _____	
Title _____	Date _____
Periodical or Publication Name _____	
Title _____	Date _____
Periodical or Publication Name _____	

MAX. POINTS = 100

20 points per article

_____	points
_____	points
_____	points
_____	points
_____	points

COMMUNITY/PUBLIC SERVICE

Leadership positions in community, social service or political organizations. Membership alone does not earn points. Must indicate leadership and direct involvement.

Organizations	Position/Title	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MAX. POINTS = 50

5 points per year

_____	points
_____	points
_____	points
_____	points

SERVICE/APPOINTMENTS

to state, local or federal agencies, commissions, boards.

Organizations	Position/Title	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MAX. POINTS = 100

_____	points
_____	points
_____	points
_____	points

Total points this page

ICCFA OBLIGATIONS OF MEMBERSHIP

Members of the ICCFA recognize that we have special obligations to the families and public we serve. As Guardians of a Nation's Heritage we pledge:

- To care for the remains of those entrusted to us with dignity, respect, and professional skill, whether at a funeral home, crematory or cemetery.
- To honor the wishes of the deceased and their family and to serve all families with respect, understanding and confidentiality.
- To administer and safeguard all advance planning and permanent maintenance funds for their lawful and intended purpose.
- To protect and preserve all interment sites and relevant historical data entrusted to us.
- To be guided by the spirit and letter of all applicable laws and regulations set by governing bodies with jurisdiction over our activities in the ownership, management and operation of a funeral home, crematory, cemetery or related endeavor.

Approved by ICCFA Board of Directors, March 28, 2008.

In making this application, I subscribe to the ICCFA Obligations of Membership with the knowledge that any false statement or misrepresentation that I may make in the course of applying for an ICCFA certification may result in revocation of this application. I hereby acknowledge that the information on this form is accurate.

My check for \$150.00 is enclosed to cover the filing fee and examination.

Signature of applicant

Date