



CLFP REINSTATEMENT POLICY

CLFP Designation – Expired/Lapsed and Reinstatement

If your CLFP Designation “designation” has expired/lapsed, you may not represent yourself as having the designation in any way, including, but not limited to, listing the designation on:

- Business Cards
- Email Signatures
- Letterhead
- Resumes
- Website
- Any other form of business communication

Reinstatement for people who have been in the leasing industry since they let their certification lapse, and for those who have been out of the leasing industry for less than five years and have not used the designation:

The candidate will apply for reinstatement using a CLFP application to detail the candidate’s CLFP history and the candidate’s business experience since the certification lapsed. All candidates will undergo a background check.

The candidates for reinstatement will pay the current year’s dues, and a reinstatement fee of \$100.00. The cost of the background check will be included in the reinstatement fee.

Presently, annual dues are \$155.00 therefore, as an example reinstatement for this individual would currently cost \$255.00.

Reinstatement for people who have been OUT of the leasing industry for more than five years since they let their certification lapse:

Candidates will apply for reinstatement as above. All candidates will undergo a background check. These candidates will also be required to re-take the CLFP test.

These candidates will pay the then current year’s dues, a reinstatement fee of \$100.00 and the re-test fee (presently \$265.00). The cost of the background check will be included in the reinstatement fee.

As an example, the total amount (using today’s costs) would be \$520.

CLFP Designation – Reinstatement of Designation (for those who misrepresented themselves)

To reinstate an expired/lapsed designation, you must provide written request for reinstatement of your designation to the board including the following:

1. Name
2. Reason why you are seeking reinstatement.



3. Reason why you allowed your designation to expire/lapse.

The board will vote to either reinstate your designation or reject your application for reinstatement. If any representative of the CLFP Foundation (including its staff, board, or committee members) have reached out to you regarding an expired/lapsed designation and it has been found that you have continued to represent yourself as having the designation (as described above), your designation will be ineligible for reinstatement.

Upon board approval of your reinstatement application, you must submit a reinstatement fee according to the reinstatement policy (see above). Once the reinstatement fee has been received by the CLFP Foundation, and you have completed the current year's recertification and paid the annual dues, your designation is considered active and you may once again represent yourself as having the designation on business cards, e-mail signatures, letterhead, and any other form of business communication.