

Recertification Committee Charter

Role of the Committee

The Recertification Committee (the “Committee”) is responsible for overseeing the annual CLFP recertification process. They conduct research and write the recertification articles, as well as draft the questions and answers for the recertification quizzes. Through their diligent efforts, the Committee ensures that CLFP members remain informed about the latest advancements in the equipment leasing and finance industry. This also provides members with the chance to refresh their existing knowledge, thereby upholding the high standards and credibility of the CLFP designation. The CLFP Foundation Staff will be responsible for identifying CLFP members who need recertification and administering the recertification quiz, working closely with the Committee throughout this process.

Membership

The Committee will include at least one CLFP Foundation Board member, who is likely (but not required) to serve as the Chairperson. Other CLFP Foundation Board members are encouraged to participate in the Committee. The size and composition of the Committee may vary, but it should consist of at least four members, all of whom have their CLFP designation.

Chairperson

The Chairperson will be appointed by the Board of Directors for a one-year term, with the possibility of renewal. A Co-Chair or Vice Chair may be designated to step in if the Chairperson is unavailable.

Activities, Duties, and Responsibilities

Highlights of the Committee include:

- Identify and select relevant topics for the recertification articles, ensuring they cover essential and timely information for CLFP members.
- Write comprehensive and informative articles to educate and update members.
- Draft insightful questions and answers for the recertification quizzes, designed to assess members' understanding of the content.
- Rigorously review all materials to ensure the information presented is both fair and accurate, maintaining the integrity of the recertification process.
- Provide a summary report of the recertification process and outcome to the CLFP Board of Directors.

Delegation of Authority

None at this time.

Standard Committee Procedures/Schedule

- The annual recertification period for CLFP members is typically scheduled for September 1 – November 30 each year. This timing can be reviewed annually and changed at the discretion of the CLFP Board.
- The Recertification Committee convenes in or around early April to decide on the content for the recertification process. Typically, three to four topics for articles are identified, and each Committee member is assigned a specific topic to write about, with each article expected to be no more than 500 words.
- The initial drafts of the recertification articles are due for Committee review in or around early July.
- Finalized articles and quizzes must be completed by early August. Generally, there are five multiple choice questions for each article.
- Additional meetings may be scheduled on an ad hoc basis as needed.

Formalities

Author: Molly Simon . Last Revised: 1.30.25