

# Certification Enforcement Task Force Charter

## Role of the Task Force

The Certification Enforcement Task Force (“CETF”) monitors usage of the Certified Lease & Finance Professional designation (“Credential”) and appropriately follows up with any individuals who are improperly using the Credential in professional or social media circumstances. The CETF exists to protect the Credential as the preeminent designation worldwide for professionals who have demonstrated mastery of the CLFP Body of Knowledge, exceptional competency, and a commitment to exemplary ethics through their business practices, continuing education, and dedication to the industry. It is the expectation that the Credential be used only by CLFPs in good standing.

## Membership

The CETF Task Force will have at least one CLFP Foundation Board member who may (although not required) serve as the Chairperson. Other CLFP Foundation Board members are strongly encouraged to serve on the CETF Task Force, too. The size and composition of the CETF can vary depending on the tasks that need to be specifically accomplished for each year.

## Chairperson

The Chairperson will be selected by the Board of Directors and serve for one year, subject to renewal. A co-chair or vice chair will be acceptable in case the Task Force chair can’t attend a meeting or presentation.

## Activities, Duties, and Responsibilities

Highlights of the CETF Task Force include:

1. Annual review of non-renewing CLFPs
  - a. Review publicly available business and applicable social media information for improper use of the Credential.
  - b. Appropriate follow-up is needed to minimize improper use of the Credential.
2. Investigate and, if needed, act on any reports of improper usage of the Credential.
3. Develop and maintain mitigation processes, including correspondence templates and escalation criteria.
4. Present, at a minimum, quarterly findings to the CLFP Board.
5. Update the Board of Directors of the CLFP Foundation as needed.

## Delegation of Authority

None at this time

## Standard Task Force Procedures/Schedule

Based on the current foundation timelines, the CETF will be most active in the first half of the calendar year. The initial kickoff meeting with the CLFP Foundation’s Chief Executive Officer, the Chair of the CETF, and the entire CETF will occur during the first quarter. The scope of work for the CETF will be

outlined and agreed upon at that meeting. CLFP Foundation will provide a list of non-renewing CLFPs to the CETF in the first quarter. CETF will review the list and determine which, if any, individuals require mitigation efforts in the first quarter and will begin such efforts no later than the second quarter. Additional meeting frequency is to be determined via workload.

### Formalities

Author: Andrew Berkovitz

2-1-2025