



# CERTIFICATION PROGRAM



## 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 cemetery, funeral, cremation memorialization and pet loss 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), Certified Supplier Executive (CSE) and **Certified Pet Loss Provider (CPLP)**.

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, CSE and/or **CPLP** 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 deadline for submission of the completed Personal Data Form is thirty (30) days prior to the ICCFA's Annual Convention and the **Fall ICCFA Board of Directors Meeting**. 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 ICCFA Board of Directors Meeting** 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 ICCFA Board of Directors Meeting 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 ICCFA Board of Directors Meeting**.

## USE OF CERTIFICATION

As a successful certification candidate, the executive may use the CCE, CFuE, CCRé, CCFE, CSE or **CPLP** 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 ICCFA Board of Directors Meeting**. 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 (30) 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:

- Be currently employed by a cemetery, funeral home or crematory on a full-time basis.
- Have been employed in the cemetery/funeral/cremation industry for at least five years.
- Acceptable character, ability and reputation.
- 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 ICCFA Board of Director Meeting

Date of Application

Name

Title of present position

Company

Office address

Office telephone number

Email

Home address

Total number of years in deathcare industry

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)
- Certified Pet Loss Professional (CPLP)

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)
- Certified Pet Loss Professional (CPLP)

### OFFICIAL USE ONLY

Date Received:

Applicant Code #:

Applicant Code # \_\_\_\_\_

**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**

## PRIOR EXPERIENCE

Other than deathcare profession. Explain how each position contributed to abilities in the deathcare profession—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

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

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

Industry publications and 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	
_____	

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

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.

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Signature of applicant

Date