



# CERTIFICATION PROGRAMS

## 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 honor the following 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 within the ICCFA and demonstration of leadership in industry and community activities.

If a candidate doesn't qualify to attain sufficient points for certification, the candidate may resubmit an updated Personal Data Form at no additional charge. To be considered for a CSE, you must have at least 650 points and 750 points for all other certifications. **At least 50% of the total points must be ICCFA related.** Point system weighs heavily on ICCFA participation. Points awarded in each section is at the discretion of the certification committee.

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 60 days prior to the ICCFA's Annual Convention and the ICCFA Fall Leadership Summit. 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 Leadership Summit each year to review applications. Letters of acceptance or rejection will be e-mailed to each applicant upon the completion of Certification Committee's review. 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 ICCFA Fall Leadership Summit will be recognized at the Annual Convention. Each successful candidate will receive a certificate and pin.

## USE OF CERTIFICATION

As a successful certification candidate, the executive may use the CCE, CFuE, CCrE, 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 60 days prior to ICCFA's Annual Convention or Fall Leadership Summit. 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:

- a. Be an ICCFA member in good standing.
- b. Be employed in the memorialization profession on a full-time basis.
- c. Have been employed in the memorialization profession for at least 5 years.
- d. Acceptable character, ability and reputation.
- e. 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:

ICCFA Membership  
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 60 days prior to ICCFA's Annual Convention or Fall Leadership Summit

Date of Application

Name

Title of present position

Company

Office address

Office telephone number

Email

Total number of years in deathcare profession

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)

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)

## OFFICIAL USE ONLY

Date Received:

Applicant Code #:

--	--

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

## EXPERTISE/EXPERIENCE

Memorialization management positions held.

Must be full-time positions.

### 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

### Current company

#### Offices or positions held

### Dates of employment

### Description of responsibilities

points

### Current company

Offices or positions held

#### Dates of employment

### Description of responsibilities

points

---

### Total points this page

## PRIOR EXPERIENCE (OUTSIDE OF DEATHCARE)

Explain how each position contributed to your abilities in the deathcare profession

### 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	points

MAX. POINTS = 75

5 points per year

Total points this page





## CONTRIBUTIONS TO THE ICCFA

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**

## NON-ICCFA CONTRIBUTIONS TO THE INDUSTRY

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 = 65**

Officer: 15 pts per year

Board Member: 5 pts per year

Committee Chairman: 5 pts per year

Committee Member: 3 pts per year

points

points

points

points

points

points

points

**Total points this page**

## INSTRUCTOR AT ICCFA EDUCATION PROGRAMS

Seminars, workshops, conferences, ICCFA University or equivalent. Points are given only for hours taught.

Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		
Program	Number of hours	points
Subject	Date	
Location		

## CHAIRMAN AT ICCFA EDUCATION PROGRAMS

Seminars, workshops, conferences, ICCFA University and/or the Annual Convention and Exposition

Meeting	No. of Days	points
Location	Date	
Meeting	No. of Days	
Location	Date	points
Meeting	No. of Days	
Location	Date	
Meeting	No. of Days	points
Location	Date	
Meeting	No. of Days	
Location	Date	points
Meeting	No. of Days	
Location	Date	

**MAX. POINTS = 45**

10 points per hour taught

**Total points this page**

## INSTRUCTOR AT NON-ICCFA EDUCATION PROGRAMS

Seminars, workshops, conferences. Points are given only for hours taught.

Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points
Program	Number of hours	
Subject	Date	
Location		points

## CHAIRMAN AT NON-ICCFA EDUCATION PROGRAMS

Seminars, workshops, conferences, and/or the Annual Convention and Exposition

Meeting	No. of Days	
Location	Date	
Meeting	No. of Days	
Location	Date	points
Meeting	No. of Days	
Location	Date	
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 = 25**

5 points per hour taught

**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 \_\_\_\_\_

points \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Periodical or Publication Name \_\_\_\_\_

points \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Periodical or Publication Name \_\_\_\_\_

points \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Periodical or Publication Name \_\_\_\_\_

points \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Periodical or Publication Name \_\_\_\_\_

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 \_\_\_\_\_

points \_\_\_\_\_

points \_\_\_\_\_

points \_\_\_\_\_

points \_\_\_\_\_

## SERVICE/APPOINTMENTS

State, local or federal agencies, commissions, boards.

Organizations \_\_\_\_\_ Position/Title \_\_\_\_\_ Dates \_\_\_\_\_

points \_\_\_\_\_

points \_\_\_\_\_

points \_\_\_\_\_

**Total points this page**

**MAX. POINTS = 100**

20 points per article

## DESCRIBE WHAT YOU BELIEVE TO BE YOUR PRINCIPLE CONTRIBUTIONS TO THE PROFESSION AND TO THE ICCFA

Explain to the committee about the principle contributions you have made to the deathcare profession at large and to the deathcare companies that have employed you. Please type.

MAX. POINTS = 25

Points based on judgment of  
Certification board

## **CERTIFIED PET LOSS PROFESSIONAL APPLICANTS ONLY**

If you currently run a pet cemetery or pet crematory, please submit at least one photo or brochure of your facility.

MAX. POINTS = 25

Points based on judgment of  
Certification board

points

---

**GRAND TOTAL POINTS**

# 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