

CAFM Introduction and Application Process

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Topics Covered

- Purpose
- Eligibility
- Enrollment
- CAFM Curriculum
- Examination
- Certification
- Recertification
- Cost
- How to Register

Purpose

- The CAFAM program fosters professional education through a curriculum that features the important elements of effective automotive fleet management.
- The program also identifies people with an exceptional knowledge of the principals and practices necessary for effective management of an automotive fleet.

Eligibility

- At least one year experience as a fleet manager, assistant fleet manager or fleet service provider or as part of a university program.

Program Enrollment

- Enrollment includes study materials.
- Participants will have 3 years to complete the CAFM program, starting from the date of the welcome letter.

CAFM Curriculum

- Asset Management
- Business Management
- Fleet Information Management
- Financial Management
- Maintenance Management
- Risk Management
- Vehicle Fuel Management
- Professional Development

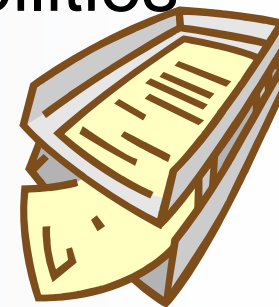
Asset Management

- AM1: Vehicle Selection & Acquisition
- AM2: Vehicle Remarketing & Disposal



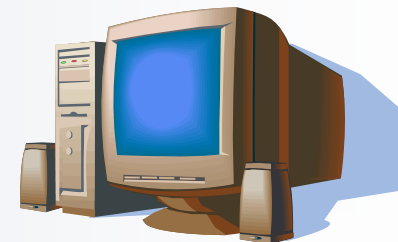
Business Management

- BM1: Regulations & Legislation
- BM2: Business Law
- BM3: Fleet Policies & Procedures
- BM4: Fleet Organization & Responsibilities
- BM5: Staffing & Employee Relations
- BM6: Request for Proposals
- BM7: Emergency Preparedness
- BM8: Negligence



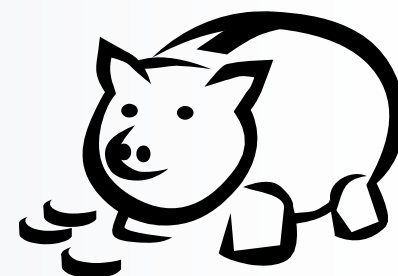
Fleet Information Management

- FIM1: Information Infrastructure
- FIM2: Information Systems Selection & Implementation
- FIM3: Data Collection & Processing
- FIM4: Fleet Communications



Financial Management

- FM1: Personal Use
- FM2: Vehicle Leasing
- FM3: Vehicle Purchase
- FM4: Vehicle Reimbursement
- FM5: Budgeting
- FM6: Lifecycle Cost Analysis
- FM7: Benchmarking



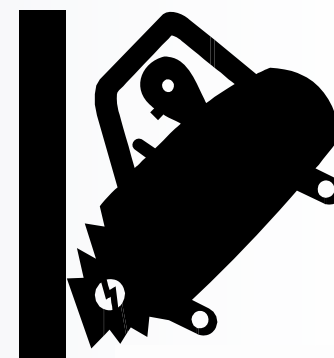
Maintenance Management

- MM1: Vehicle Maintenance
- MM2: Shop Operations
- MM3: Environmental Issues
- MM4: Inventory Management
- MM5: Benchmarking
- MM6: Outsourcing



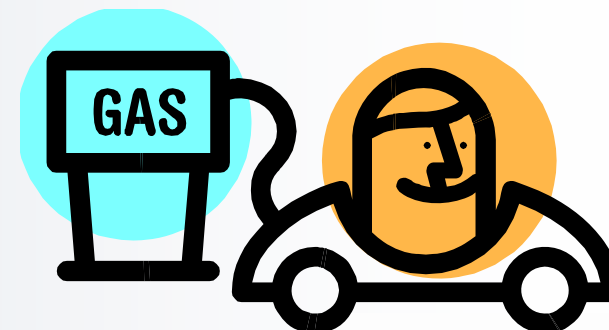
Risk Management

- RM1: Insurance
- RM2: Subrogation
- RM3: Fleet Driver Training & Vehicle Safety
- RM4: Crash Management
- RM5: Motor Vehicle Records



Vehicle Fuel Management

- VFM1: Environmental Issues
- VFM2: Commercial Programs
- VFM3: Conventional Fuels
- VFM4: Alternative Fuels



Professional Development

- PD1: Leadership
- PD2: Ethics
- PD3: Business Writing

CAFM Reference Material

- Comprehensive study guides and reference materials all available on-line or on CD.
- Practice test questions are available online.
- Participants should expect to study 8 weeks to 6 months on all the materials (approximately 80 –120 hours total).

Study Assistance

- Fleet Management Seminar
- CAFM E-Community
- Chapter Study Groups
- Institute & Expo – Study Opportunities

Examination

Exams are offered 4 times per year

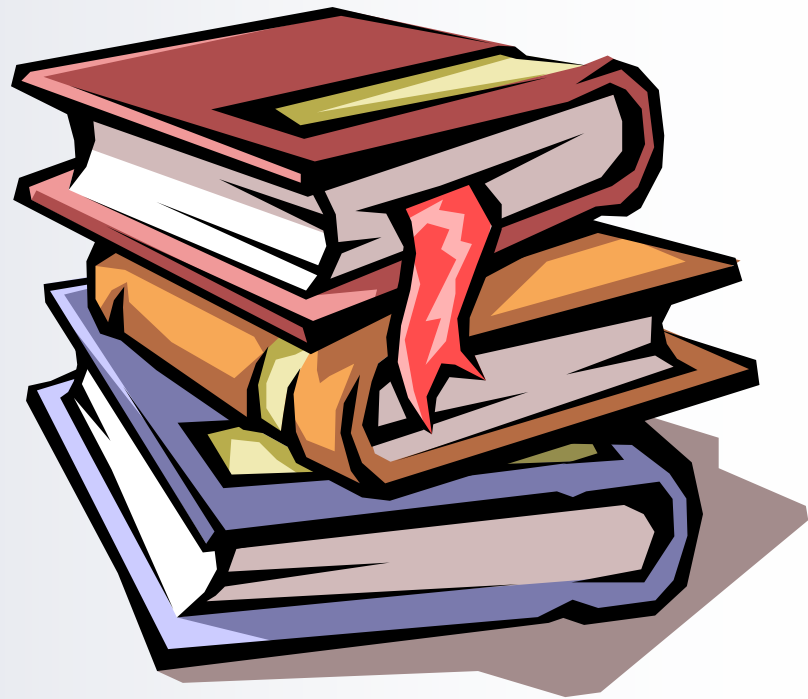
- **Winter**
 - Locally and onsite at NAFA's Fleet Management Seminar
- **Spring**
 - Onsite at the I&E Conference
- **Summer**
 - Local Exam
- **Fall**
 - Locally and onsite at NAFA's Fleet Management Seminar.

Examination

- Multiple-choice, paper/pencil exam for each of the 8 modules.
- Participants can sit for as few as 1 or as many as all 8 sections in one testing opportunity.
- Exams range from 30-60 questions per exam.

Examination (cont'd)

- Participants must achieve a minimum score of 70 (per module) to pass.
- Participants receive pass/fail notification.
- Results will **only** be communicated in writing!



Certification

- Upon passing all 8 modules, participants graduate and receive:
 - Certificate and pin;
 - NAFA Chapter Recognition;
 - Letter to your employer;
 - Press releases as per your request;
 - Formal recognition at FMI-LEG; and
 - A featured article in Fleet Executive.

Certification

- Ferris State University, Michigan partnered with NAFA to provide 12 semester hours of college credit
- FSU also has set up a four-step degree plan which starts with the CAFAM and ends in a Bachelor of Science degree with a minor in Fleet Management.

Recertification

- Certification is valid for 5 years.
- CAFAM graduates must acquire professional points throughout the 5-year interim to remain active.
- NAFA provides CAFAM graduates with recertification guidelines outlining activity to retain the CAFAM designation.

Recertification Tips

- Keep a file with the following information (and dates):
 - Conferences, seminars, and meetings attended.
 - Speeches, presentations, and instruction given.
 - Association involvement.
 - Published Articles.
 - Fleet Management Awards.
 - Continuing Education.

Costs/U.S.

- CAFM Enrollment: \$595 (includes study materials)
- CAFM Exams: \$200 (per date)
- Enrollment package (including 2 testing sessions) \$995

Non-member and Canadian rates differ, please refer to CAFM applications for current fee structures.

Helpful Links

- For Certification:
 - www.nafa.org/certification
- For Examinations:
 - www.nafa.org/exams
- For Recertification:
 - www.nafa.org/recertification
- For NAFA's Fleet Management Seminar
 - www.nafa.org/fms



Questions

- Still need to talk to NAFA staff?
 - Call NAFA at 609-720-0882
 - Email the Education Department at certification@nafa.org

