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April 9, 2020

To: All Members
From: Rebecca Laschober
RE: CFSP Credit for Your Online Product Training

As we navigate in uncertain times, NAFEM has received several inquiries questioning whether different forms of online communication could be approved for CFSP credit. Based on members' requests, NAFEM is now committed to approving manufacturers' online product training sessions to dealers/distributors, consultants and operators for CFSP credit.

For your attendees to receive credit, manufacturers must submit an outline of the training material/session to rlaschober@nafem.org for review and **pre-approval**. Please note: sales calls normally done in person that have been moved to a virtual call do not qualify for CFSP credit. This applies to what previously was in-person training at your facilities and covered a variety of topics.

Manufacturers must provide all online training participants with a completion certificate or confirmation email as proof of attendance at the conclusion of the virtual training. Documentation must include:

- Company logo
- Title of the training
- Date of the training
- Attendee's name

When an attendee has completed your training, they are responsible for uploading their proof of attendance into their CFSP dashboard to receive credit. Each training session is worth one (1) CFSP maintenance credit, or one (1) credit toward the necessary 35 credit to sit for the exam and earn the credential.

Don't hesitate to contact me (rlaschober@nafem.org or +312.821.0217) with any questions.