

IDFA® CONTINUING EDUCATION PARTNER GUIDE

TERMS AND CONDITIONS

As a continuing education partner offering education programs to certificants of the Institute for Divorce Financial Analysts (IDFA®), the organization (“CE Partner”) agrees to adhere to IDFA’s continuing education policies and standards. All CE programs offered for acceptance by IDFA (“Programs”) must remain current, accurate, and contribute to the continuing competence of CDFA® professionals.

I. Annual Renewal Requirement

CE Partner registration is available for one year. All CE Partners must renew their registration and approved courses on an annual basis. All approved courses will expire one year from the submission date.

II. Acceptable Program Topics

Programs submitted for IDFA approval may cover topics included in IDFA’s Principal Knowledge Topics and must relate to divorce. Programs must directly contribute to the knowledge and professional competence of CDFA® professionals. See [IDFA CE Requirements and Standards](#).

III. General Program Standards

Programs must include a clear program summary, learning objectives, and a stated level of complexity (Overview, Intermediate, or Advanced). Programs must be developed by qualified Subject Matter Experts (SMEs) with relevant credentials or experience. Program content must remain accurate, current, and professionally presented. See [IDFA CE Requirements and Standards](#).

Programs may not focus primarily on sales, product promotion, office management, marketing, or practice management topics unrelated to the professional competencies of CDFA® professionals.

IV. Requirements for Live Programs

Live programs must include attendance verification and consist of a minimum of 50 instructional minutes per CE credit hour. CE Partners must maintain attendance records and electronically report attendance to IDFA within four weeks of program completion.

V. Requirements for Self-Study Programs

Self-study programs must include an assessment demonstrating satisfactory completion. Participants must achieve a minimum passing score of 70%. Assessments must include at least 10 graded questions per class hour. CE Partners must retain course materials and completion records for a minimum of four years.

VI. Attendance Reporting

CE Partners agree to electronically report Live Program attendance lists and Self-Study Program completion records to IDFA using the designated Attendance Report Form within four weeks of completion.

VII. Program Records

CE Partners must maintain records for all approved programs for a period of four years, including attendance records, course outlines, instructor information, and proof of completion documentation. Records are subject to IDFA audit and review.

VIII. Advertising and Use of IDFA Language

After approval and payment of applicable fees, CE Partners may advertise themselves as an "IDFA-Registered CE Partner." Partners may state that a program "has been accepted by IDFA" or "CE approval has been granted by IDFA" only for approved programs. Terms such as "accredited," "certified," or "approved" may not be used in a misleading manner.

IX. Trademark Rights

CE Partners acknowledges IDFA's ownership of the CDFA® and CERTIFIED DIVORCE FINANCIAL ANALYST® trademarks and agrees not to misuse, challenge, or improperly reproduce these marks.

X. Updated Registration Fee Schedule

Annual Registration Fee: \$250 per year

Program Application Fee: \$50 per hour

* Standard pricing applies to all organizations. All annual fees and course fees are nonrefundable and subject to change.

XI. Program Renewal Requirements

All courses and programs must be resubmitted annually for renewal and review. Approval from a prior year does not automatically extend into a new calendar year. All programs expire after 12 months unless renewed and approved for the following year.

XII. Compliance, Maintenance, and Review

IDFA reserves the right to audit programs and CE Partners at its discretion to ensure compliance with all standards and requirements. Failure to comply may result in suspension or termination of CE Partner status or revocation of program approval.

XIII. Indemnification

CE Partners agree to defend, indemnify, and hold harmless IDFA, its directors, officers, employees, and affiliates from liabilities, claims, or damages arising from the CE Partner's programs, conduct, or breach of this agreement.

XIV. Termination

IDFA may terminate this agreement if a CE Partner fails to comply with these terms or engages in conduct that negatively impacts IDFA or its trademarks. Either party may also terminate this agreement with thirty (30) days' written notice.

XV. Sale or Transfer of Programs

Programs sold, transferred, or licensed to another organization may only continue to carry IDFA® CE approval if the receiving organization becomes an approved IDFA® CE Partner and complies with all applicable requirements.

XVI. Miscellaneous Terms

This agreement constitutes the entire understanding between IDFA® and the CE Partner with respect to continuing education approval and supersedes prior discussions or representations. Any amendments must be made in writing.