

Recertification Program

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Certifications Offered

Grow America currently offers three professional certifications tracks:

- Economic Development Finance Professional (EDFP)
- Housing Development Finance Professional (HDFP)
- Rental Housing Development Finance Professional (RHDFP)

Retired Certifications

Grow America has officially retired the following two certification tracks. However, individuals who currently hold these certifications are still required to meet all applicable recertification requirements to maintain their credentials.

- Economic Development Finance Professional – Business Credit Analysis (EDFP-BCA)
- Historic Real Estate Development Finance Professional (HREDFP)

Benefits of being Certified with Grow America

As a Grow America Certified Finance Professional, you are recognized as a leader in your field. Keeping your certification and skills up to date will enhance your peer recognition and more importantly, your ability to serve your community and your organization. If requested by the certificate holder (e.g., for employment reasons) or as required by law, Grow America will only confirm certifications that are in good standing.

The Added Value of Recertifying

Our Recertification process will provide additional value opportunities to all certification holders:

1. Access to exclusive LinkedIn groups for Certified Development Finance Professionals.

These LinkedIn groups are designated as a platform for certification holders to engage, exchange knowledge, and network professionally. Only certified individuals who are in good standing will be invited to join and have continued access to these groups. This can lead to new job opportunities, collaborations, and professional growth.

- Economic Development Finance Professional (EDFP)
- Rental Housing Development Finance Professional (RHDFP) & Housing Development Finance Professional (HDFP)
- Supporting Empowered Emerging Developers (SEED)
- Historic Real Estate Development Finance Professional (HREDFP)
- Economic Development Finance Professional – Business Credit Analysis (EDFP-BCA)

2. A curated job board for certified professionals

Access to these job boards will be limited to certification holders in good standing. The job boards can assist in finding relevant job opportunities that match specific skills and expertise. This will enhance Grow America's industry profile, establishing its reputation as a trusted source for qualified professionals. Access to the job boards will be free for Grow America client communities. Non-client communities will be able to post positions for a \$100 fee. Job board Postings will also be posted in the LinkedIn Groups.

3. Tuition/Registration discounts for Grow America training and events.

Tuition discounts are available to all certification holders in good standing to support affordability in continuing education and professional development. These discounts aim to facilitate ongoing learning and ensure certification holders remain current with industry trends and advancements. These discount codes will be posted in the Exclusive LinkedIn groups.

4. Access to Industry Reports and Research

Recertified professionals could gain access to specialized industry reports, research papers, and market analysis that were conducted or subscribed to by Grow America. This could include economic trends, financing innovations, and case studies on successful development projects, which would enable professionals to stay informed about the latest developments in their field.

5. Priority Consideration for Speaking Roles

Recertified individuals are given priority when applying for speaking opportunities at Grow America conferences. This recognition could further enhance your professional standing and visibility within the field.

6. Alumni Events and Networking Opportunities

Recertified professionals gain access to exclusive alumni events, networking mixers, or regional meetups. These events would allow professionals to build strong relationships with their peers, discuss new ideas, and collaborate on initiatives that support economic development in their communities.

7. Increased Credibility and Marketability

The recertification process demonstrates the commitment to lifelong learning and professional excellence. Employers and clients will view recertified professionals as more credible and trustworthy, giving them a competitive edge when bidding for projects, securing loans, or seeking promotions.

8. Recognition in Grow America's Publications

Grow America will spotlight recertified professionals in its newsletters, and blogs. This could provide additional public recognition for individuals who are committed to maintaining high professional standards, thus enhancing their visibility and prestige in the field.

Overall, these resources can help certification holders to advance their careers, increase their earning potential, and achieve greater success in their profession.

Recertification Requirements

Grow America's recertification requirements are designed to maintain professional certification and augment development finance skills. Beginning May 6, 2024, all Grow America Certified Development Finance Professionals will be required to Complete a minimum of 24 hours of Continuing Education over a three-year period.

Certified professionals will be able to earn recertification hours in two ways, Level One & Level Two Activities.

Level One – GROW AMERICA ACTIVITIES

A **MINIMUM** of 12 hours of the 24-hour total must be earned from Grow America Activities. The hours earned for the listed options below will be determined based on the specific requirements of each individual activity.

Grow America Training

- Attend and Complete a Grow America training course/courses
- Attend and Complete a Grow America training webinar/webinars
- Instruct a Grow America training course/webinar
- Attend a Grow America Conference

Grow America Other

- Complete [Grow America's Recertification Survey](#) to describe the impact of your Grow America training experience. Certified candidates that complete this Survey can earn ½ hour towards their recertification requirement. This option can only be completed once per recertification term (3 years).

Level Two – EXTERNAL NATIONAL, STATE OR LOCAL ACTIVITIES*

Certified candidates can earn up to 12 cumulative hours from External National, State or Local Activities towards the 24-hour recertification requirement. Level Two External Activities allow for recertification hours to be earned on a two (2) for one (1) basis. For every two (2) hours earned from Approved External Activities, one (1) hour will be credited towards the 24-hour recertification requirement.

Approved External National, State, or Local Activities shall be subject to periodic review to ensure ongoing compliance with current standards and program objectives.

Unless notated, all approved Level Two Activities must be development and/or financing specific and applicable to development professionals.

Applicants for recertification must complete one or more of the following:

- Certified applicants can earn a ½ hour towards the recertification requirement for each hour:
 - Completed of an approved course or webinar.
 - They have Instructed an approved course or webinar.
- Certified applicants can earn up to 4 hours per day for attendance at an approved multi-day conference.
- Certified applicants can earn a ½ hour towards the recertification requirement if they:
 - Speak at an approved organization's conference
 - Publish an article in an approved industry trade publication
 - Hold a board member/committee position (either elected or nominated) for a national, state, or local Economic or Housing Development organization
 - Serve as a panelist
 - Serve as a proctor/grader for an approved national organization professional

All submissions of approved activities for certification must be dated after May 6, 2024. For inquiries regarding external activities, please contact us at certifications@growamerica.org.

Please note: All external activities must be reviewed and approved during the application review stage, submission does not guarantee that it will be eligible for recertification credit.

Recertification Deadlines

Individuals who were certified on or before May 6, 2024, have a new certification expiration date of December 31, 2027, to meet the recertification requirements. Individuals that earn their certification after May 6, 2024, must complete the recertification requirements within three years of their certification date. When these individuals complete eligible recertification activities before the expiration date of their certification, they will be credited for the activities they have completed. Credit for these activities will be upon submission of a recertification application. Certified professionals must complete the recertification process for each certification they hold to maintain an active certification status.

Recertification Application Process and Fees

To apply for recertification, please visit the following page and select the appropriate certification track: [Recertification Application Page](#). All available certification applications can be found in the catalog link provided above.

Applicants will be subject to a non-refundable recertification fee of \$250. This fee will be collected at the beginning of the recertification application process. Upon collection of this fee, recertification candidates will be granted access to submit their 24 hours of activities through the recertification application.

Following the initial rollout period, a late fee of \$50 per year will be imposed for up to five (5) years to reactivate lapsed certifications. Certifications that remain inactive for a consecutive period exceeding five (5) years will no longer qualify for recertification and will require candidates to meet all current initial certification requirements.

Certified applicants must complete payment for each certification they hold to begin the application(s).

Acknowledgement of Application Submission

Upon approval of the recertification application, participants will receive an email notification from Credly, our Digital Credential Management partner, with the updated expiration date. As the certification expiration date approaches, Credly will send reminder emails notifying participants of the upcoming expiration.

Contact Us

For questions or additional information not included here please email us at Certification@GrowAmerica.org.

It is important that all Certification Professionals keep their [Grow America Registration Account](#) up to date to ensure that they receive the latest information regarding their recertification. They can also sign up for the [Grow America Newsletter](#) to receive additional information related to upcoming course offerings related to recertification opportunities.