

## **WHAT DO I NEED TO SUBMIT BY DECEMBER 31?**

### **ALL CFMs MUST SUBMIT THE FOLLOWING INFORMATION TO MAINTAIN CFM STATUS**

Existing CFM's (certified previous years):

- Membership / CFM Renewal Form
- \$85 TFMA Membership and CFM Renewal Fees  
((\$45 for Federal/State Agency Non-Voting Members)
- CEC Summary Verification Form showing proof of at least 8 CECs
- Supporting documentation for each CEC

New CFM's (certified this year):

If you were certified between July 1 and December 31 of this year:

- Membership / CFM Renewal Form
- \$40 TFMA Membership Fee  
((\$0 – Federal/State Agency Non-Voting Members)

If you were certified between January 1 and June 30 of this year:

- Membership / CFM Renewal Form
- \$85 TFMA Membership and CFM Renewal Fees  
((\$45 for Federal/State Agency Non-Voting Members)
- CEC Summary Verification Form showing proof of at least 6 CECs
- Supporting documentation for each CEC

Starting with the 2010 renewals, a CFM will not receive CECs for taking a course multiple times, unless a minimum of five years have elapsed since taking that course or the course has been updated.

All CECs must be submitted on CEC Summary Verification Forms along with supporting documentation for each CEC including Certifications of Completion, Pre-Approval Letters, etc.

NOTE:

- 1) Membership & CFM Renewal Fees can be submitted on-line at [www.tfma.org](http://www.tfma.org).
- 2) All CFM forms can be downloaded from the TFMA website.
- 3) Please submit all data to:

**Texas Floodplain Management Association  
P.O. Box 90367  
Austin, Texas 78709-0367**