

## **Certification in Facilitation**

An increasing number of professionals are seeking certification in facilitation. Here is a brief overview of what it takes:

### **Professional Designation**

The top designation in the field is granted by the *International Association of Facilitators (IAF)*. This body conducts a review process that leads to the designation of *Certified Professional Facilitator (CPF)*.

The CPF process consists of the following steps: Applicants must have at least 10 years experience as a group facilitator. Each applicant is asked to submit a paper describing six recent facilitation activities that they designed and lead. Each facilitation case study cited, must be accompanied by a signed letter from each of the clients mentioned. The applicant then arranges to attend a two-day assessment meeting in one of the cities posted on the *IAF* website. At the event each applicant facilitates a complex discussion with a group of their fellow applicants while a review panel observes. After a lengthy interview, the panel decides whether or not to grant the *CPF* designation. The cost of the process is about \$1,500.00 plus travel costs.

To learn more about the *CPF* go to [www.iafworld.org](http://www.iafworld.org)

### **Validated Facilitator Certification**

Since the *CPF* process described above is accessible only to full-time professionals, a secondary certification process was created by *The Pfeiffer Company* the, a leader in the development of tests and instruments. In 2009 they asked Ingrid Bens to create a reliable test to assess facilitator competency. The result was the *Facilitation Skills Inventory (FSI)*.

The *FSI* is a test of 20 observable skills that must be mastered by all group facilitators. To be assessed one need only find a facilitator colleague who is willing to observe the applicant lead a group meeting of at least one hour's length. After the meeting the observer completes the inventory and offers specific feedback during a post-observation coaching session.

The *FSI* criteria yields results that show a facilitator to be at one of three levels: Developing, Accomplished or Advanced. Because the *FSI* test was developed over three years with rigorous validation by a panel of certified professionals, these test results can be cited in resumes.

The *FSI* is the only validated test in existence. Since it was developed by Ingrid Bens, the author of the *Facilitation Skills Online Course*, a consistent set of core competencies is utilized.

For more information about *The Pfeiffer Company* and the *FSI* go to [www.pfeiffer.com](http://www.pfeiffer.com) and search for the *Facilitation Skills Inventory*.

Each assessment activity requires the purchase of one Observer Guide and one Participant guide. Here is the cost of these guides as printed on the *Pfeiffer* website:

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<b><u>Facilitation Skills Inventory Observer Guide</u></b> by Ingrid Bens January 2009, Paperback	<b>US \$14.00</b>	<input type="checkbox"/>
<b><u>Facilitation Skills Inventory Participant Guide</u></b> by Ingrid Bens January 2009, Paperback	<b>US \$24.00</b>	<input type="checkbox"/>

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\*The *FSI* can also be purchased on [www.amazon.com](http://www.amazon.com)

## **Certificates of Completion**

At the end of the *Facilitation Skills Online Course* there is a 30 question multiple-choice test. If the learners scores 80% or higher, he or she will receive a messages that they have received a certificate of completion.

This certificate is similar to those given to participants who have taken part in a facilitation skills workshop. These types of certificate are nice to have, but are not based on observation or real-world testing so they have limited value as credentials.