IDFA® Continuing Education
Requirements and Standards

I. Purpose

The Institute for Divorce Financial Analysts® (IDFA) is committed to ensuring that all continuing education (CE) programs contribute to the ongoing competence of Certified Divorce Financial Analyst® (CDFA) professionals.

This policy establishes the standards, requirements, and procedures governing IDFA® CE webinars to ensure alignment with:

- The ongoing professional competence of CDFA® Professionals
- CFP Board continuing education standards (where applicable)
- NCCA accreditation principles related to recertification and continuing competence (where applicable)

II. Continuing Competence Requirements

To maintain the CDFA® designation, CDFA® Professionals must complete:

- **24 hours of continuing education every two (2) years**, plus
- **2 hours of ethics continuing education**,

for a total of **26 CE credits every two (2) years**.

Ethics Requirement

The required ethics CE must be approved by IDFA and address topics such as:

- Professional standards and conduct
- Fiduciary responsibility
- Ethical considerations in divorce financial planning
- Regulatory or legal updates affecting professional practice

III. Continuing Competence Framework

All IDFA CE webinars are designed to support the continued competence of CDFA® professionals by aligning with the knowledge, skills, and abilities required for effective divorce financial analysis.

Core Competency Alignment. Each CE webinar must:

- Directly relate to **divorce, divorce financial analysis**, **divorce-related financial issues**, or the **financial implications of divorce**; and
- Map to one or more of the following competency domains:
    - Property division
    - Marital vs. separate property tracing
    - Retirement assets and pension analysis
    - Tax implications of divorce
    - Spousal and child support analysis
    - Financial planning considerations in divorce
    - Housing and mortgage considerations in divorce
    - Legal or financial issues in divorce
    - Ethical and professional responsibilities

These competencies are derived from IDFA's professional scope and are periodically reviewed to reflect current industry practices.

IV. Program Design Standards

All CE webinars must meet the following instructional design requirements:

1. Learning Objectives. Each program must include clearly defined, measurable learning objectives that:

- Describe what participants will be able to do upon completion
- Align directly with the identified competency domain(s)
- Reflect the level of complexity (overview, intermediate, or advanced)

2. Content Integrity. All content must be:

- Current, accurate, and relevant to divorce financial analysis
- Developed and/or reviewed by a qualified subject matter expert (SME)
- Free from bias, promotion, or sales-oriented messaging

3. Instructor Qualifications. Instructors must demonstrate subject matter expertise through:

- Relevant professional credentials, and/or
- A minimum of five years of professional experience in the subject area

V. Program Format and Classification

Program Structure

- Each webinar represents a minimum of **one CE credit hour (50 minutes)** of instructional time
- Total CE hours are based on the average completion time
- Completion time is determined using:
    - Pilot testing, or
    - Standardized time-calculation methodology

VI. Assessment and Completion Requirements

To ensure learning and competence:

1. Assessment Standards. Each CE webinar must include:

- A post-program assessment consisting of 10 multiple-choice questions
- Questions that directly align with the program's learning objectives
- A minimum passing score of **70%**

2. Successful Completion. Participants must:

- Engage with the full program content
- Complete the assessment
- Achieve a passing score

Only upon successful completion will CE credit be awarded.

VII. Partner Participation and Commercial Content

To support industry engagement while maintaining educational integrity:

- Partner recognition may be included in the form of brief introductory segments
- Partner content must be:
    - Clearly identified as promotional
    - Limited in duration
    - Separate from educational content

Under no circumstances may partner content:

- Influence learning objectives
- Be embedded within instructional material
- Compromise the independence or neutrality of the program

VIII. Record Retention

All CE program records are maintained for a minimum of **four (4) years**, including:

- Program materials and content

- Learning objectives and competency mapping
- Instructor qualifications
- Assessment instruments and results
- Participant completion records
- CE credit reporting documentation

These records are subject to audit and review to ensure compliance with applicable standards.

IX. Program Review and Continuous Improvement

To ensure continued relevance and effectiveness:

- CE programs are periodically reviewed for accuracy and alignment with current laws, regulations, and best practices
- Updates are made as necessary to maintain instructional quality and professional relevance
- Feedback from participants may be used to inform program improvements

X. Third Party CE Providers

Third-party CE providers may apply to become IDFA CE Partners. Please see our CE Partner Guide for additional information.

XI. Business Growth Webinars

IDFA® Business Growth Webinars are expert-led programs designed to help CDFA® professionals build, grow, and strengthen their practices. These webinars focus on business development, professional growth, client relationships, marketing strategies, and practice management topics relevant to operating a successful CDFA® business.

Business Growth Webinars are:

- Available on demand for a fee
- Designed to provide practical strategies and real-world insights
- Focused on helping CDFA® professionals grow their visibility, confidence, and business success

Please note:

- Business Growth Webinars are **not eligible for CE credit**
- These programs do not count toward the CE requirements needed to maintain the CDFA® designation