



Renewal Time is Here!



You've heard of the Texas Two-Step, right? Well, the annual TFMA Membership/CFM Renewals are the same. All it takes are TWO steps to complete your annual requirements and maintain your hard-earned CFM.

- 1) **Renew** your TFMA Membership (\$50) and CFM Recertification fees (\$50) for a total of \$100.00. Agency CFMs (\$50)
- 2) **Submit** 8 hours of floodplain management CECs by December 31 at 5:00 pm CT.

Reminder

Make sure your Member Profile is up to date. Each Member must have 2 different email addresses and 2 different contact numbers. We must have your HOME address and your Employer address. Your CFM follows your home address not your Employer.

What documentation must I submit to get my 8 hours approved?

Accepted

- **Provide** a certificate and the agenda for a Floodplain Management related training.
- **The training** must have been completed in 2025.
- **The Certificate of attendance** must show the date of completion, name of the training and number of CECs the training provided.

Not Accepted

- **Pictures** of an event.
- **Payment receipts** for training taken.
- **Pictures** of the notes you took during the training.
- **Links** or websites images to a training you took.
- **No** FEMA IS online training courses.

I can't remember my Username and/or my Password?

- Request reset instructions from the website. Check your spam folder.
- If you don't receive the link to reset your username or password, email us at TFMA@tfma.org and we'll help you out!

How do I document/upload my CECs?

Good question! Glad you asked! Follow the directions below or email us at tfma@tfma.org with your phone number where we can reach you. We'll happily walk you through the process.

1. **Log in** to your profile at www.tfma.org
2. **Once you login**, on the right-hand side of your screen, first square, you'll see **"My Profile"** header; Click on "Manage Profile" then scroll to the center of your screen to **"Content and Features"** then click on the **"Professional Development"** icon.
3. Click "Add Entry" – then fill out the following information:
 - a. **Certification Program:** CFM Renewal 2025
 - b. **Credit Type:** CEC
 - c. Insert the date the training was completed
 - d. **Description:** Type the exact title of the training activity name. Please do NOT type "2025 CECs" or "CFM Renewal Training" as they will be denied.
Acceptable descriptions: "Stormwater Maintenance" or "How Floods Create Mud"
 - Each training description must be entered separately, not lumped together.
 - e. **Credits:** Number of credits the training provided.
 - f. **Credits will not** expire so there is **no need** to put a value in this space
 - g. **No** score necessary
 - h. **No** Activity code necessary
 - i. **Upload** the documentation that goes along with the CEC's you are recording.
Must have certificate of attendance AND agenda to support your hours are relative to floodplain management. Do not lump all documentation into one entry.
 - j. **Hit the Submit Button.** Your entry will sit in "Pending" until TFMA staff reviews it. Please be patient as there are only two staff on hand for over 2,600 CFMs! If your entry is accepted, you'll get automatically notified by the system.
If it is denied, we will tell you why it was denied and/or what is needed.

Remember, members are required to obtain 8 hours of CECs every year, pay the incoming year Membership Dues and CFM recertification fees by December 31 at 5:00 pm CT.

***There you have it** – by completing your 8 CEC hours and paying your membership dues/CFM renewal, you've completed the TFMA Two-step process for 2025!*