[Date]

Dear [First Name]:

I would like to pursue professional certification through NASFAA’s Certified Financial Aid Administrator® Program. This program certifies individuals with proficiency in the body of knowledge pertaining to administering federal (Title IV) financial aid and its interaction with state and private financial aid.

This certification is a professional development opportunity that will benefit my career and add value to our office and our institution. The FAAC® designation recognizes the integral role financial aid administrators play in an educational institution’s overall success and provides an added layer of credibility.

To earn the FAAC® designation, I must demonstrate sufficient industry-related experience, successfully pass a comprehensive knowledge exam, and affirm commitment to the [standards for ethical behavior](https://www.nasfaa.org/Statement_of_Ethical_Principles) that are a hallmark of the financial aid profession. I checked my eligibility for the program using the free [Interactive Tool](https://www.nasfaa.org/cfaa_interactive) and I expect my application to sit for the Certified Financial Aid Administrator® Knowledge Exam would be approved.

To maintain the FAAC® designation, I will need to earn a minimum of 60 Recertification Points (RPs) every three years. RPs are earned through a combination of activities that would support my growth and development as a financial aid professional, including financial aid-related continuing education, qualifying leadership, instruction, authorship, advocacy, and other activities contributing to the profession. Certification maintenance ensures that I will stay up-to-date on issues affecting the financial aid community.

The initial investment to become a FAAC® is $50, which is the cost to apply. Upon the approval of my application, I will need to purchase the knowledge exam for $375. Once I pass, the recertification fee is $300 once every three years. NASFAA ensures that the certification is priced fairly and competitively among other professional certification programs.

I request your approval to pursue the FAAC® designation as a sound investment of time and resources that will benefit the financial aid office, our institution, and our students.

Thank you for considering this request.

[your name here]