[Date]

Dear [Administrator’s Name]:

In [insert year], I earned the **FAAC® designation**, conferred by the Certified Financial Aid Administrator® (CFAA) Program[Commission](https://www.nasfaa.org/cfaa_commission), the independent certifying body of the National Association of Student Financial Aid Administrators ([NASFAA](https://www.nasfaa.org)). This certification verifies I possess the foundational knowledge and skills to effectively administer Title IV federal student aid programs at colleges and universities across the country as a financial aid professional.

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

The recertification phase of the CFAA Program is considered the most important and valuable part of holding the FAAC® designation. It is an investment in continuous learning and growth. Benefits include:

* Helps ensure Title IV aid is being administered ethically and effectively;
* Added credibility when speaking with families and campus partners;
* Increased respect amongst colleagues and peers; and
* Development of professional skills, such as leadership and communication.

The recertification fee is $300 once every three years; the equivalent of just $100 per year. NASFAA ensures that the certification is priced fairly and competitively among other professional certification programs. While many activities that qualify for RPs are complimentary, there are some costs associated with accumulating RPs, like conference registrations. These are excellent training opportunities that not only benefit me personally, but also advantage the institution.

I request your support in maintaining the FAAC® designation, as it is 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]