



## SOCIETY OF FINANCIAL EXAMINERS®

### Application For Inactive Status

For Inactive status the examiner notifies the Society's headquarters in writing of his/her desire to become inactive by completing the form below. The headquarters staff makes the examiner's membership inactive and notes such in the examiner's files. The examiner is then no longer a member, so there are no dues, no mailings, no continuing education requirements, and no right to use the SOFE designations (AFE, CFE, AES). If, within **five years** of becoming Inactive, the examiner wishes to reactivate his/her designated membership with SOFE, the Membership Committee will give special case-by-case consideration to the reasons why the examiner became inactive and may waive or provide special dispensation around the usual requirements for reinstatement.

In other words, if an examiner's membership is cancelled for non-payment of dues or if cancellation is requested (versus requesting Inactive status), the examiner must go through reinstatement if he/she wishes to return to designated membership in the Society. Reinstatement requires:

1. Payment of all dues at current rates in arrears since expiration of membership.
2. Payment of a processing fee for reinstatement in the amount of \$100.00.
3. Evidence of employment in discipline during interim.
4. Documentary evidence of continuing education (reported on CRE reporting forms and supplemented by attendance certificates or other proof of continuing education).

If an examiner has declared Inactive status, however, he/she goes through reactivation instead which simply means that the Membership Committee may waive some part of the requirements for reinstatement listed above depending on the circumstances surrounding the declaration of Inactive status.

Name \_\_\_\_\_

Designation \_\_\_\_\_ Discipline \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Personal Phone \_\_\_\_\_ Personal E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Optional Question:

Reason for applying for inactive status? career change \_\_\_ retirement \_\_\_ other \_\_\_\_\_

**Return Completed Form by E-Mail to [sofe@sofe.org](mailto:sofe@sofe.org) or Fax to 1-414-768-8001  
Mail to Society of Financial Examiners, 7044 S 13th St., Oak Creek, WI, 53154**