

 **Application for the CCIFP®
 Examination**

## Application Submission Checklist

* **Confirm you meet the Eligibility Requirements - Page 3-4**
* **Complete the Applicant Information - Page 5**
* **Complete the Eligibility Information - Page 6**
* **Complete the Statement of Work Experience - Pages 7-8**
* **Sign the Agreement, Waiver & Release - Page 9**
* **Payment and Exam Modality- Page 10**

100 Village Boulevard, Suite 200

Princeton, NJ 08540

Phone: 609-945-2400

Fax: 609-452-0474

certification@cfma.org

[www.iccifp.org](http://www.iccifp.org/)

## Application for the Certified Construction Industry Financial Professional (CCIFP®) Credential

**How do I Apply?**

You must complete this application form or apply online at iccifp.org to register for the examination. Please read all the information included in this application and follow all of the instructions carefully. Only the online application or this application form will be accepted.

Payment in full for the application and examination fees must accompany your Application. The application fee is NON-REFUNDABLE (see page 2 for applicable fees).

When your application has been reviewed and accepted, you will receive an acknowledgment email and your information will be forwarded to Pearson Testing Center.

## Application Instructions

Information you provide on this application form is subject to verification. Please complete the entire application. Incomplete applications will be delayed or rejected. Please print or type all information.

Attach the application and examination fees to the form. Payment made by AMEX, VISA, or MasterCard

is valid online only. Checks should be made payable to “CFMA" and accompany all applications.

The CCIFP Candidate Information Bulletin and Application may be revised from time to time. Please consult the iccifp.org web site in order to be certain this application form is the most recent one available.

## Application Information

Please return your completed paper application with full payment by check to:

**CFMA Certification Division**

**100 Village Boulevard**

**Suite 200**

**Princeton, NJ 08540-5783**

Questions? Call 609.945.2400 or email: certification@cfma.org

**CCIFP®
Candidate Application**

Application and Examination fees MUST be received with your completed Application.

|  |  |  |  |
| --- | --- | --- | --- |
| **All Applicants:** |  | **Re-Examination Fees:** | **CCIFP®Candidate Application** |
| Application Fee | $250 | Application Fee $100 |
| Examination Fee | $600 | Examination Fee $200 |
| TOTAL FEE | $850 | TOTAL RE-EXAMINATION FEE $300 |

**Payment is may be made by check only.** Checks should be made payable to “CFMA” No other form of payment will be accepted. Failure to submit fees in the required form will result in the rejection of your application.

**The application fee is non-refundable.** If, upon review of your application, the Certification Division determines you fail to meet the eligibility requirements at the time of application, your application form and documentation will be returned with your examination fee.

If you have been determined by the Certification Division to meet the eligibility requirements, your examination fee is refundable up sixty (60) days from the date your application is approved. Should circumstances prevent you from sitting at the scheduled date you must notify ICCIFP. If your plans change within 30 days of your examination, you must notify the Certificaiton Division at (609) 945-2400 to request an extension. An extension fee of $150 will apply. **Failure to cancel or reschedule your examination less than 72 hours from your test date will result in the forfeiture of your examination fee.**

If you defer your payment for a future examination in lieu of a refund, you must meet all eligibility requirements in effect at the time of the Application, complete a new Application form, and resubmit the non-refundable application fee.

The Re-Examination Fee is available to candidates for 18 months from the original unsuccessful examination attempt. You must wait a minimum of two (2) weeks between exam attempts. A new application form and all applicable fees must be submitted each time re-examination is requested and you must meet all eligibility requirements in effect at the time of the application.

## Eligibility Requirements

**Please read all requirements before you submit your application**

**Option 1: Examination Only**

You are eligible to *register* for the examination only if you meet one the following requirements:

» A Bachelor’s Degree from an accredited college or university, including at least twelve (12) credit hours in business-related coursework (accounting, finance, and management)

**OR –**

» An Associates degree from an accredited college or university, including at least twelve (12) credit hours in business-related coursework (accounting, finance, and management)

**– and –**

» 4,000 hours of experience, in a professional financial position, working for a construction company in its accounting and/or finance department, or as a provider of accounting and/or financial services to the construction industry.

**OR –**

» A high school diploma, or GED equivalent – and –

» 8,000 hours of experience, in a professional financial position, working for a construction company in its accounting and/or finance department, or as a provider of accounting and/or financial services to the construction industry

# CCIFP®

## Candidate Application

**Option 2: Certification**

You are eligible for *certification* only if you meet one the following requirements:

The candidate must meet one of the Examination Requirements above

– **AND -**

**Professional Experience**

4,000 hours of experience in construction-related activities within the last five (5) years in addition the above requirement.
This experience must be in a professional financial position for a construction contractor or in a professional
financial position as a provider of accounting and/or financial services to the construction industry.
(See the Appendix for examples of professional financial positions.)

**Verification of Work Experience**

We highly recommend that you add all relevant experience at the time of application on the " Statement of Work Experience"
on this application form.

## Applicant Information (print)

Date

# CCIFP®Candidate

### Application

Name Last First Middle

Name of Employer Your Title

Office Address

City State Zip

Office Phone ( ) Cell Phone ( )

Office Email

Primary Address

City State Zip

Primary Phone ( ) Primary Email

Preferred Mailing Address □ Home □ Office Date of Birth / /

MM DD YY

## Additional Information

How did you hear about the CCIFP designation?

□ CFMA Building Profits Ad □ Chapter Meeting

□ Colleague(name): □ Other (please describe):

* Website
* Current CCIFP (name):

Are you a member o f CFMA? □ YES □ NO Are you a licensed CPA? □ YES □ NO

If “Yes,” Chapter Name

If “Yes,” State of License Year Attained

Did you take the CFMA CCIFP Overview Seminar? □ YES □ NO Did you purchase the CFMA Study Guide? □ YES □ NO

**CERTIFICATE NAME SPELLING:** To ensure we spell your name properly on your certificate should you pass the examination, please **print exactly how you wish your name to appear.** Include full middle name and suffixes such as II or Jr.,
if desired. Note: The CFMA Certification Division will not print other professional designation (e.g. CPA or PhD).

## Eligibility Information

**(ICCIFP reserves the right to verify the accuracy of this information)**

**EDUCATION**

You must show at least twelve (12) credit hours in business-related coursework (accounting, finance, and management).

# CCIFP®

## Candidate Application

College/University

Bachelor’s Degree

City/State/Zip Year Graduated Major

Associates Degree

Does your college degree include at least 12 hours of business related course work?

* YES □ NO

## Professional Experience

**(Required of all applicants seeking certification)**

4,000 hours of experience in construction-related activities within the last five (5) years. This experience must be in a professional financial position for a construction contractor or in a professional financial position as a provider of accounting and/or financial services to the construction industry. (See the Appendix for examples of professional financial positions.)

Do you have:

Bachelor's Degree **AND** 4,000 hours of experience in construction-related job functions/activities within the last five (5) years? □ YES □ NO

Associates Degree **AND** 8,000 hours of experience in construction-related job functions/activities within the last five (5) years? □ YES □ NO

High School Diploma/GED **AND** 12,000 hours of experience in construction-related job functions/activities within the last five (5) years? □ YES □ NO

If “Yes,” include details on pages 6 & 7, Statement of Work Experience. If “No” you may take the CCIFP examination but are ineligible for certification until the experience requirement is satisfied.

If you are a CPA, or other provider of financial services, please estimate the percentage of your time focused on construction clients: %

## Statement of Work Experience

(The CCIFP Certification Division reserves the right to verify the accuracy of this information)

Please list your employment experience below, beginning with your current position (photocopy and/or attach additional pages as needed).

Please indicate which eligibility requirement provided in Employer 1 is being submitted to satisfy:

* Education Option B -or- □ Professional Experience

# CCIFP®

## Candidate Application

**EMPLOYER 1**

Employer Name Start Date

End Date

Job Title Supervisor’s Name

Industry Classification # of Employees

Address City/State/Zip Phone ( ) # of Weekly Hours Worked (average)

Please elaborate on job functions performed for this employer demonstrating your experience as a financial professional in each of the following domains:

**Accounting & Reporting**

**Income Recognition**

**Budgeting & Planning**

**Risk Management**

**Taxes**

**Human Resources**

**Legal**

**Information Technology**

## Statement of Work Experience

(The CCIFP Certification Division reserves the right to verify the accuracy of this information)

Please list your employment experience below, beginning with your current position (photocopy and/
or attach additional pages as needed).

Please indicate which eligibility requirement provided in Employer 2 is being submitted:

# CCIFP®

## Candidate Application

**Employer 2**

Employer Name Start Date

Job Title Supervisor’s Name

 Industry Classification

End Date

# of Employees

 Address City/State/Zip

 Phone ( ) # of Weekly Hours Worked (average)

Please elaborate on job functions performed for this employer demonstrating your experience as a financial professional in each of the following domains:

**Accounting and Reporting**

**Income Recognition**

**Budgeting & Planning**

**Risk Management**

**Taxes**

**Human Resources**

**Legal**

**Information Technology**

**Agreement, Waiver & Release (Please read thoroughly)**

I hereby submit this Application to the CCIFP Certification Division of CFMA in accordance with and
subject to its rules, bylaws, and procedures. I understand the information gathered in the certification process may be used by the Certificaiton Division for statistical purposes in evaluation of the certification program.

I further understand the Certification Division will use reasonable efforts to keep the information in its possession confidential. I agree to and understand that certification personnel will disclose confidential information when required by law.

The Certification Division reserves the right to verify any or all of the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules governing certification may constitute grounds for the rejection of this application, revocation of certification, or other appropriate disciplinary action.

I further understand the Certified Construction Industry Financial Professional (CCIFP) credential is issued by Construction Financial Management Association of Princeton, NJ and is valid for a period of 3 years. I understand that I must maintain my CCIFP in good standing by complying with any and all mark usage regulations, timely submission of annual recertification maintenance fees, and all other recertification requirements as incorporated in Certification Division Charter and instituted by the Officers and/or Board of the Certification Division.

I understand I can be disqualified from taking or completing the examination, or from receiving examination scores, if the Certification Division determines through either proctor observation or statistical analysis I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examination.

I agree if I am unsuccessful in meeting the minimum requirements to pass the CCIFP examination, I must wait a minimum of 2 weeks between examination attempts and pay any and all current fees associated with any subsequent attempts at the examination.

I understand and agree that upon receiving a passing score on the CCIFP exam, I am NOT considered certified unless I have submitted the required amount of experience as documented in the Eligibility Requirements. I further understand that I will be required to pay an annual maintenance fee until such time I am certified, upon which I will pay an annual recertification fee and meet all CPE requirements.

I agree I shall only use CCIFP trademarks and other intellectual property in accordance with policies developed by The Certification Division and agree to cease using such intellectual property upon expiration, suspension, resignation, or termination of my credential. I hereby grant the Certification Division and governing bodies the right to terminate my credential if I am not able to uphold the policies of certification. I also agree to notify the Certification Division if I become unable to abide by the certification policies and procedures. I understand that said notification may result in the voluntary withdrawal of my credential.

I understand and agree the Certification Division makes no claims or warranties regarding my competence, and I agree not to misrepresent my certification status or meaning in any manner that suggests otherwise. I hereby irrevocably assign to CFMA all right, title, and interest in and to this application. I agree to release and hold harmless individually and collectively the officers, directors, members, employees, and agents of CFMA for any decision, action, or omission in connection with this application or the examination; for the failure of the Certification Division to grant certification; or for the revocation of certification.

I hereby authorize the Certification Division to make inquiries regarding my fitness for certification and authorize any persons or entities contacted by the Certification Division to respond to such inquiries and provide copies of any relevant and non- confidential information to the Certification Division. I have read the application. The information I submit on this application is complete and correct. I believe I am in compliance with all eligibility requirements set forth by the Certification Divisionfor the

CCIFP examination.

Requests for testing accommodations pursuant to the ADA should be made at the time of application. For further assistance, contact ICCIFP staff at 609-945-2400 or certification@cfma.org

# CCIFP®

## Candidate Application

Candidate Signature

Date

## Payment

Payment in full may be made by money order, certified check, personal check. *We do not accept credit card payments on paper applications*. Visa, MasterCard or American Express is only accepted via applications submitted online.

Checks should be made payable to “ICCIFP”; please allow 5-7 business days for checks to clear. No other form of payment will be accepted. Failure to submit fees in the required form will result in the rejection of your application. Application fees are non-refundable.

**Please remit payment as follows:**

Examination Fee – **Total Fee - $850** ($600 examination fee/$250 non-refundable application fee)

Re-Examination – **Total Fee - $300** ($200 examination fee/$100 non-refundable application fee)

### Payment Information:

* Check (certified)
* Check (corporate or personal)
* Money Order

# CCIFP®

## Candidate Application

Payer information Check number

Candidate Signature

Phone

**Exam Modality (Choose one)**

PearsonVUE Test Center (must take exam withing ninety days)

Live Remote Proctor (must take exam withing fourteen days)

**Appendix**

**Examples of Professional Financial Positions**

# CCIFP®

**Candidate Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accountant AccountingAssistant Accounting ControllerAccounting Coordinator | Controller/Secy./Treasurer ComptrollerComptroller & Treasurer Construction Accounting Man- agerConstruction Controller Construction Cost Manager Contract Administrator Contract Surety Manager Contracts Manager Controller Controller/Credit Manager Controller & CFO Controller/Corp. Secretary Controller/CPAController/General Manager Controller/Office Manager Controller/Operations Manager Controller/Secretary Controller/TreasurerCorp Sec. Treas./Office Mgr. Corporate Accounting Manager Corporate SecretaryCorporate Tax Manager Corporate Treasurer Cost AccountantCost Accounting Manager Cost Control Administrator Cost Controller Cost/Equipment Manager CPACPA/Audit Accounting CPA/Tax Accounting Credit Manager Deputy ControllerDirector Accounting Operations Director Financial Operations Director Internal AuditDirector of Accounting Director of AuditDirector of Construction Acctg. Director of Financial Reporting Director of Internal Operations Director of Surety Services Director of External Audit Director of FinanceDirector of Finance and Admin. Director of Information Svcs. Director of Job Accounting Director of Operations Director of Risk Management Division Accounting Manager Division ControllerEquip. Accounting ManagerExecutive Vice President | Finance & Admin. Vice Pres.Finance Director Finance Manager Finance Mgr./Controller Financial AccountantFinancial Accounting Manager Financial AdvisorFinancial Analysis Manager Financial AnalystFinancial Consultant Financial Controller Financial Manager Financial PlannerFinancial Reporting Manager Financial Reporting Supervisor Financial Systems Manager Financial VPFinancial/Cost Accountant G/L AccountantGeneral Accounting Manager General ManagerGeneral Manager/CFOGlobal Financial Manager GM/ PresidentGroup ControllerGroup Financial Administrator Head AccountantHead BookkeeperHuman Resources Director Human Resources Manager Internal AuditorInternal Systems Consultant IS ManagerJob Cost Accountant Job Cost ManagerLead Project Accountant Manager Field Admin. Services Manager Finance & Admin.Manager Financial Analyst Manager Financial Performance Manager Information Systems Manager of Accounting Manager of Administration Manager of Cost Controls Manager of FinanceManager of Finance & RM Manager of Financial Services Manager of TaxMgr, Operations Accounting Mgr, Project Controls & Admin.Managing Partner Manager, Corporate Taxes Office Manager/Accountant | Office Manager/BookkeeperOffice Manager/Comptroller Office Manager/Treasurer |  |
|  | Senior Cost AccountantSenior Cost Manager Senior Financial Analyst Senior Financial Manager |
| Accounting Executive Accounting Manager Accounting Manager/Division Accounting Operations Accounting Supervisor Accounting/Office Manager Accounts Payable Manager Accounts Receivable Manager Administration Manager Administrative Vice President Assistant ControllerAssistant Corporate ControllerAssistant Division Controller Assistant General Manager Assistant Project Manager Assistant SecretaryAssistant Secretary/Controller Assistant TreasurerAssistant VP AttorneyAudit Manager Billing SupervisorBond Account Manager Bond Account Specialist Bond Account Underwriter Bookkeeper Bookkeeper/Controller Bookkeeper/Office Manager Bookkeeper/Personnel AssistantBranch Administrator Branch Controller Budget AnalystBudget Director/Auditor Business ManagerBusiness Manager/Accountant Business Systems Manager Cash AdministratorCAO CEO CFOCFO/Controller CFO/Corp. Counsel CFO/Corporate Secretary CFO/Secretary/Treasurer CFO/TreasurerCFO/VP – Finance | Office Mgr./Sec./Treas. Office/Accounting Manager Office/Credit Management Office Manager/Bookkeeper Operations Controller OwnerOwner/Controller Owner/Corp. Secretary PartnerPayroll Administrator Payroll Manager Payroll Supervisor Payroll/ARPBG Group Controller Personnel Director President President/CEO President/CFO PrincipalPrincipal Accountant Project Accounting ManagerProject Accounting Supervisor Project AdministratorProject Assistant Project Claim Analyst Project ControllerProject Cost Admin. Manager Project Cost SpecialistProject Mgr./Systems Coordina- torPurchasing/Risk Manager Regional Admin. Director Regional Business Manager Regional ControllerRegional Cost Accounting Mgr. Regional Credit Manager Regional Finance DirectorRisk ManagerSafety Director/Accountant Secretary/Comptroller Secretary/Controller SecretarySecretary/CFO Secretary/CFO/Treasurer Secretary/Controller Secretary/ManagerSecretary/Treasurer |
| Senior Manager – Business Senior Operation Manager Senior Project Accountant Senior Project Manager Senior Staff Accountant Senior Vice President Senior Vice President/CFOSenior Vice President – Finance Senior VP & CFOSenior VP – Enterprise Risk Senior VP of Finance Staffing Specialist Subcontractors Payable SupervisorSupervisor/Cost Accounting Supervisor of Project Acct. SVP Finance & Admin.Tax & Audit Manager Tax ConsultantTax Manager Tax SupervisorTeam Controller, Comm. Group TreasurerTreasurer, Asst. Secretary Treasurer/CFO Treasurer/Controller Treasurer/Controller/Asst. Sec. Treasurer/CR ManagerVP Secretary & Treasurer VP Special Projects VP/CFOVP/TreasurerVP Finance & Treasurer VP Information Services VP of OperationsVP Secretary/Treasurer VP/Office Manager VP/Comptroller VP/Treasurer – General Mgr. VP/Corp. Risk Strategies Vice ChairmanVice President/Accounting Vice President/Administration Vice President/CFOVice President/FinanceVice President/Finance & Ad- min. |
| CFO/Risk Management | Secretary/Treasurer/Owner |
| Chairman of the Board | Senior Accountant |
| Chief Accounting Officer | Senior Bookkeeper |
| Chief Financial Officer | Senior Branch Admin. | Vice President & CAO |
| Chief Information Officer |  |  | Senior Consultant | Vice President & Controller |
|  |  |  |  | Vice President & Treasurer |
|  |  |  |  | Vice President of Accounting |