

CCIFP RECERTIFICATION HELP GUIDE

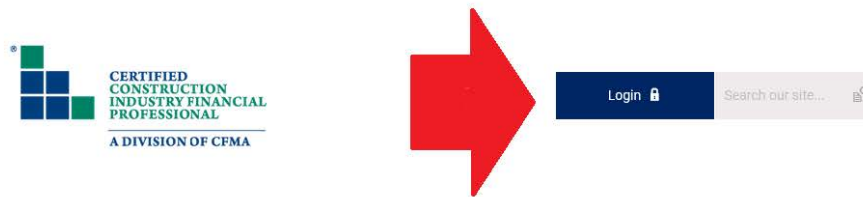
The following document has been prepared to help you navigate through the CCIFP recertification management software. While the screens/process should have a very intuitive feel, we wanted to provide you with a brief guide to help you navigate your way.

You will access the management software through our website and will be redirected. There is no need to have separate credentials - you will be logged in automatically. If by chance you experience an error with the login process, use your CCIFP username/password.

If you have any problems or questions as you go through the process, please contact me via email (certification@cfma.org) or via phone (609-945-2419) and we'll be happy to lend assistance.

ACCESSING THE RECERTIFICATION SOFTWARE

Visit www.iccifp.org and login.



THE STANDARD OF EXCELLENCE

CCIFP certification is the standard of excellence for construction financial professionals. CCIFP professionals bring strategic thinking, applied work experience, and the ability to convert data into dialogue.

Take the next step and become a CCIFP.

Learn What it Takes to Earn Your CCIFP!



[Click here](#) to learn more about earning your CCIFP.

Apply Today

Special Information to Note Before Applying:

If you choose Live Remote Proctor, you must schedule and take your exam within 14 days (2 weeks) of receiving your authorization. If you do not schedule your exam, you will lose all examination fees. If you request an additional two-week extension, a \$150 examination extension fee will apply. If you want to switch your testing mode and take it at a PearsonVue Test Center, a \$150 fee will apply. [Please read the Candidate Information Bulletin here.](#)

Create a Certification Profile

Upcoming Events

No events

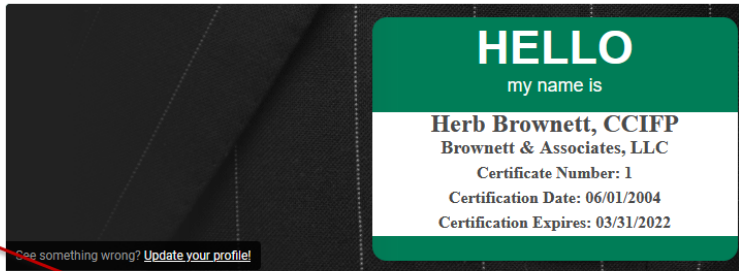
View Full Calendar

You have logged in successfully

Apply Today

Special Information to Note Before Applying:

If you choose Live Remote Proctor, you must schedule and take your exam within 14 days (2 weeks) of receiving your authorization. If you do not schedule your exam, you will lose all examination fees. If you request an additional two-week extension, a \$150 examination extension fee will apply. If you want to switch your testing mode and take it at a PearsonVue Test Center, a \$150 fee will apply. [Please read the Candidate Information Bulletin here.](#)



[My Profile](#) | [My Recertification](#) | [My Community](#) | [CCIFP Directory](#) | [Community Forum](#) | [Event Calendar](#)

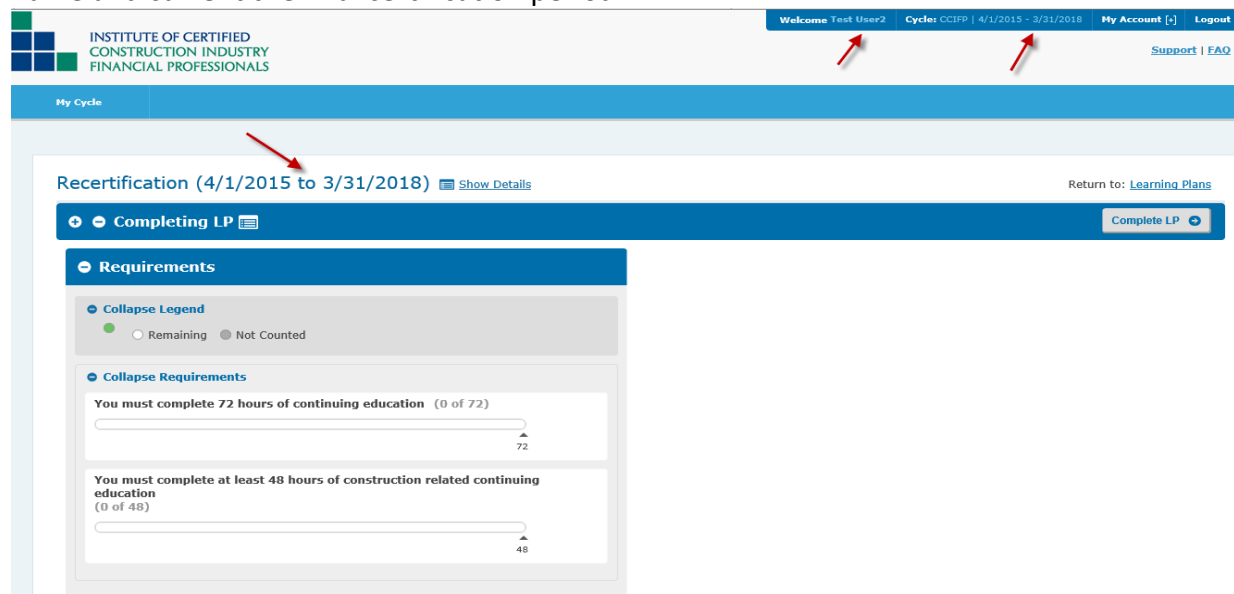
We Need Your Help - Please Update Your Profile

Create a Certification Profile

After clicking, you will have a separate tab open in your browser to begin managing your recertification requirements.

USING THE SOFTWARE

When you click on your new tab, you will arrive at the following page. There you will see your name and current triennial certification period.



From this location you will be able to review the total credits you have entered to date and a subtotal of your construction specific credits. You will also have the ability to pay your annual maintenance fee and enter professional development credits all from this location.

The screenshot shows the 'Completing LP' interface. At the top, there is a blue header with 'Completing LP' and a 'Complete LP' button. Below this is a 'Requirements' section with a 'Collapse Legend' (Remaining, Not Counted) and 'Collapse Requirements'. Two progress bars are shown: 'You must complete 72 hours of continuing education (0 of 72)' and 'You must complete at least 48 hours of construction related continuing education (0 of 48)'. A green arrow points to the 72-hour bar. Below is the 'Recertification Fees' section, which includes a table with one row: 'Year 3 Payment is Due' with a value of 150. A red arrow points to a 'Pay Fee' button. At the bottom is the 'Continuing Education' section with an 'Add Activity' button, also indicated by a red arrow.

PAYING YOUR RECERTIFICATION FEE

Click the “Pay Fee” button and then follow the screens and prompts to complete the process. When done, you will also have the option to print a copy of your payment for your records.

The screenshot shows the 'Recertification Fees: Record Payment' dialog box. It contains the following information:

- Year 1 Annual Payment*:** \$ 200.00 for Year 1 Annual Payment paid on 3/10/2016 1:06:35 PM. Transaction Id: 3030466951
- Year 2 Annual Payment*:** Title: Year 2 Annual Payment, Amount: \$200.00. A 'Pay Fees' button is next to this section.

 At the bottom of the dialog are 'Save' and 'Cancel' buttons.

 Below the dialog is the 'Check Out' page. It includes a 'Return to: Year 2 Annual Payment' link and a table titled 'Item(s) To Be Purchased':

Item	Price	Quantity	Total
Year 2 Annual Payment	\$ 200.00	1	\$ 200.00
Total:			\$ 200.00

 Below the table is the 'Terms & Conditions' section for 'Year 2 Annual Payment', which states: 'Payment of annual recertification fees is non-refundable' and includes a checkbox for 'I have read and agree to these Terms & Conditions.'

Confirm Purchase Return to: [Check Out](#)

Your purchase is not complete until you click "Complete Purchase" below.

Item(s) To Be Purchased

Item	Price	Quantity	Total
Year 2 Annual Payment	\$ 200.00	1	\$ 200.00
Total:			\$200.00

Payment Information

Credit card information hidden for your protection.

Contact Information

Bill To: Test User2
Address: Test 1
City, State Zip/Postal Code: Cop, VA 22221
Country: USA
Phone: 5404559182

Payment Confirmation

Thank you for your payment! You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).
[View Receipt](#)

ENTERING PROFESSIONAL DEVELOPMENT CREDITS

Managing your professional development credits should be an easier process. Once you click the "Add Activity" button in the Continuing Education section, you will be prompted to enter all of the necessary information.

Completing LP Complete LP

Requirements

Collapse Legend
 Remaining Not Counted

Collapse Requirements

You must complete 72 hours of continuing education (0 of 72)

72

You must complete at least 48 hours of construction related continuing education (0 of 48)

48

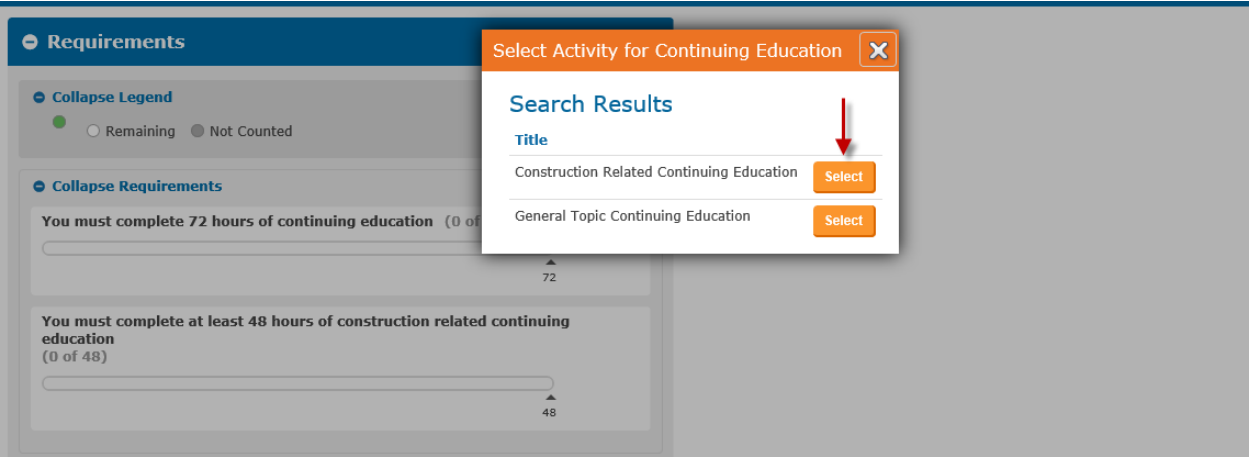
Recertification Fees

(required)

Year 3 Payment is Due 150

Continuing Education

Select construction-specific or general:

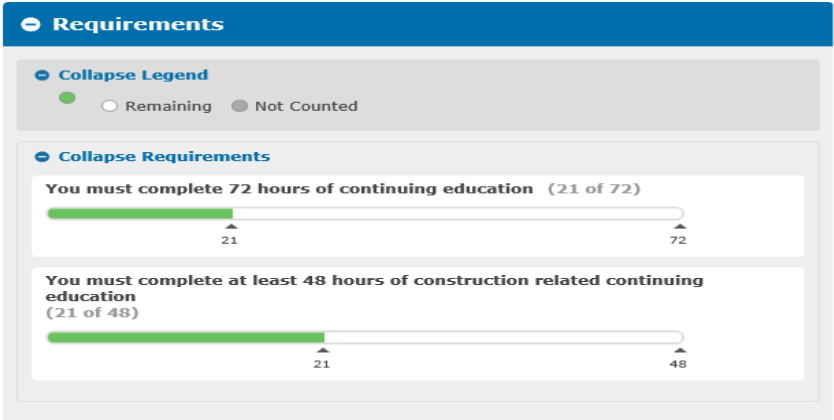


Enter the necessary information. The option to upload your certificates is also available and you may utilize one certificate for numerous entries if necessary.

The screenshot shows the 'Record Activity' form for 'Construction Related Continuing Education'. The form includes the following fields and options:

- Activity Type:** Continuing Education - Construction Specific
- Course Name*:** AICPA 2015 Construction Conference
- Sponsoring Organization*:** AICPA
- Please enter the date you completed your course*:** 12/04/2015
- Please upload a copy of your Proof of Course completion:** Choose from library or Upload (with a left-pointing arrow)
- Credit Hours requested*:** 21
- Buttons:** Save & Finish Later (with a downward arrow) and Submit Activity (with a red downward arrow)

Once completed, you will return to the home screen and your progress bar will include the credits you submitted.



A substantial change from the old system is the ability for you to now edit your entries. If, after submitting your activity, you discover an error, simply click the gear icon and then “Recall” and you will be able to edit your entry.

Activity Type	Completion Date	Units	Next Step
Construction Specific CE Credits Applied for Testing Period	4/1/2015	2	Completed Successfully
Show Less Prorated Credits			
Continuing Education - Construction Specific	12/4/2015	21	Completed Successfully
Show Less AICPA 2015 Construction Conference			

TRIENNIAL RECERTIFICATION

For those CCIFPs who have reached the end of their triennial period, there are a few additional steps. After making your payment and entering an adequate amount of credits, you will click “Complete LP.”

Recertification (4/1/2015 to 3/31/2018) [Show Details](#) Return to: [Learning Plans](#)

Completing LP [Complete LP](#)

Requirements

Collapse Legend
 Remaining Not Counted

Collapse Requirements

You must complete 72 hours of continuing education (84 of 72)

You must complete at least 48 hours of construction related continuing education (58 of 48)

Recertification Fees

(required)
Year 3 Payment is Due 150 [Payment Made](#)

The next screen will ask you to reaffirm the ICCIFP Code of Ethics in conjunction with submitting your recertification application. After reviewing the Code of Ethics, click “Submit Recertification Application” and you will have completed your requirements pending our review of your application.

Recertification: Complete LP ✕

Active Instructions

Your Certificate Number:

Code of Ethics:

Standards of Conduct

- As a CCIFP, I shall be honest and forthright and act with integrity, fairness, and professional care in all dealings with employers, employees and all other parties with whom I may have business-related dealings.
- As a CCIFP, I shall not knowingly violate any generally accepted accounting principles, local, state or federal law or regulation in the execution of my professional duties.
- As a CCIFP, I shall not disclose confidential information acquired in the course of my duties unless permitted to do so or when required by law.
- As a CCIFP, I shall not engage in any activity that may give the appearance of illegal or unethical behavior; will practice and encourage others to practice in a professional and ethical manner that will reflect credit on myself and the profession, and will actively model and encourage the integration of ethics into all aspects of the management of the employer/enterprise.
- As a CCIFP, I shall be alert to activity of my company/employer and if I discover any activity which I know to be illegal or fraudulent, I shall report such knowledge to company executives in accordance with my employer's applicable procedures or, in the absence of established reporting procedures or in the event such procedures are compromised, then I shall report such knowledge to appropriate law enforcement authorities.
- As a CCIFP, I shall disclose all actual, apparent and potential conflicts of interest to all appropriate parties who could be affected by the existence of an actual, apparent or potential conflict. In this regard, a "conflict of interest" is defined as a situation in which someone in a position of trust has competing professional and/or personal interests which may cause that individual to be unable or unwilling to give his/her undivided allegiance to his/her employer, client, or other entity that has placed the individual in a position of trust.
- As a CCIFP, I shall maintain my competence through continuous professional education as appropriate to my job requirements; and promote continuous advancement in the skills, knowledge, development and competence of employers and employees in their own professional careers.

I assert that I have conducted myself in an ethical manner in the past and pledge to continue to do so in the future on an annual basis.*: Yes

Instructions on using the software will be included with the recertification notices you receive via email. If after reviewing those instructions and this guide, you find you have additional questions, please contact us using the information provided on page 1 of this guide.

END OF GUIDE