

# **CAPITAL PLANNING PROFESSIONAL CERTIFICATION (CPP)**

## **APPLICATION FOR**

**Issued by the:  
Federal CPIC Forum  
Education and Certification SIG**

### **Overview**

The Federal CPIC Forum was founded in 2006. The organization's goal is to bring together the Capital Planning community to develop and provide CPIC standards, best practices, access to training and education as well as certification. In addition, the Federal CPIC Forum is chartered to work together with our member community to provide educational enrichment opportunities to our members. This application guide is to be used as a tool to help applicants understand the certification requirements process and aid in the completion of the required application for the Capital Planning Professional (CPP) certification under the grandfathering provision.

### **Certification**

**Grandfathering Provision**

## Certification

The Capital Planning Professional (CPP) certification was developed by the Federal CPIC Forum's Education and Certification Special Interest Group. The purpose of the certification is to provide a formal level of distinction for the best and brightest subject matter experts in the field of federal capital planning and investment control. In addition, it also acknowledges individuals who share the same combination of professional ethics, knowledge, and experience that are the hallmarks of excellence within the profession. The Federal CPIC Forum will provide for the administration of the CPP, which will include independent verification and validation of references and content of applications, approvals, and certification of appropriate applicants, denials, of certification (when appropriate) and management tracking of certified CPP members.

### Grandfathering Process

- In 2010, the Federal CPIC Forum is launching the grandfathering provision for the Capital Planning Professional (CPP) certification. Under the grandfathering provision, highly experienced capital planning professionals who have been working in the field for a minimum of 6.5 years (78 months) will have the opportunity to complete an application to apply for the CPP without being required to pass an exam.

### Testing Process

- In 2011, the Federal CPIC Forum is launching the certification testing process for the Capital Planning Professional (CPP) certification. During the testing phase, individuals who have been working in the field of capital planning for a minimum of 3 years will need to complete an application to apply and pass an exam in order to obtain the CPP certification.

## Eligibility Requirements

In order to be eligible to apply for the Capital Planning Professional (CPP) certification under the grandfathering provision, an individual must meet the following conditions:

### Minimum Requirements

1. **Membership in the Federal CPIC Forum.** This means that the applicant has paid his or her annual membership dues and is currently in good standing within the organization.
2. **Minimum 6.5 Years (78 Months) of Federal CPIC Professional Experience.** This includes experience in the Federal CPIC core competencies of Federal Budgeting, Federal Capital Planning, Federal Information Technology Management, OMB Exhibit 300, Cost Benefit Analysis, and Earned Value Management.
3. **High School Diploma.** This requires that an applicant for the certification must have at least a high school diploma or GED from an accredited institution.

## Continuing Education Policy

Individuals who are granted the Capital Planning Professional (CPP) certification are required to abide by the continuing education policy. Since the capital planning guidance that is issued by the Office of Management and Budget is updated on an annual basis it is important for capital planning professionals to stay current with the latest policies, best practices, trends and technology within the field. In order to maintain the Capital Planning Professional (CPP) certification, professionals must accrue a minimum of 90 hours of continuing professional education (CPE) over the course of three years for each recertification cycle. Certified professionals can gain CPE hours through education, work experience, knowledge contributions and leadership contributions. The complete continuing education policy can be found on the Federal CPIC Forum at: [www.cpicforum.org/certification/CPE](http://www.cpicforum.org/certification/CPE).

## Recertification Requirements

Capital Planning Professional (CPP) certified professionals are required to apply for recertification after three years. Recertification ensures that members are actively working in the field of capital planning, complying with professional ethics standards, gaining valuable experience and knowledge as well as maturing in the profession. To be eligible for recertification applicants must meet the following criteria:

### Minimum Requirements

- 1. Membership in the Federal CPIC Forum.** This means that the Capital Planning Professional (CPP) professional has paid his or her annual membership dues, complies with the code of ethics and is in good standing within the organization.
- 2. Achieved the Continuing Professional Education Hours Requirement.** This means Capital Planning Professional (CPP) certified professionals must accrue a minimum of 90 hours of continuing professional education (CPE) every three years in order to be eligible for recertification.
- 3. Submit the Recertification Application and Appropriate Fees.** This means Capital Planning Professional (CPP) certified professionals are required to complete a recertification application and pay a recertification and application processing fee.

## Certification Process

The Capital Planning Professional (CPP) certification process has four major stages. These stages are the application, evaluation, credentialing, and appeals processes. Please allow up to ninety (90) days for the processing and review of your application and/or recertification. Each stage of the certification process is outlined below:

### 1. Application Process

- Submit a completed application for certification under the Grandfathering provision with any supporting documentation such as copies of diplomas, transcripts, certificates, proof of certifications, and etc.
- Pay the application and processing fees

### 2. Evaluation Process

- Application will be reviewed by the Federal CPIC Forum
- Application will be accepted or rejected
- Applicant will be notified by e-mail regarding certification status

### **3. Credentialing Process**

- Individuals who are accepted will receive a certificate by mail from the Federal CPIC Forum
- Certified Professionals will be added to the Federal CPIC Forum’s Capital Planning Professional (CPP) data base
- Certified Professionals may use the Capital Planning Professional (CPP) designation
- Certified Professionals must comply with the code of ethics and continuing education requirements

### **4. Appeals Process**

- Applicant can make a written request to Federal CPIC Forum Director to request a review.
- The Chair of the Education and Certification Committee will convene to a committee to conduct a review of the request.
- A majority vote of the Education and Certification Committee will determine if the Applicant may or may not be certified.
- The applicant will be notified by e-mail of the Federal CPIC Forum’s decision.

Appeals should be mailed to:

Federal CPIC Forum  
26641 Winged Elm Drive  
Wesley Chapel, FL 33544

## **Certification Fees**

In order to be considered for the Capital Planning Professional (CPP) under the grandfathering provision, all applicants must remit the appropriate fees. Applications will only be reviewed when the Federal CPIC Forum annual membership and CPP certification application fees have been received. The certification fee structure is as follows:

### **Annual Membership**

- Private Sector \$95.00
- Government Fee \$55.00
- SharePoint Collaboration Access (Optional) \$25.00

### **Application**

- Processing Fee \$495.00
- Certification Fee \$125.00

### **Refund Policy**

The Federal CPIC Forum annual membership and application processing fees are non-refundable. However, applicants who choose to withdraw their applications or who are not selected for the Capital Planning Professional (CPP) certification under the grandfathering provision will be refunded the certification fee.

## Questions

If you have additional questions regarding the Capital Planning Professional (CPP) certification, please feel free to contact the Federal CPIC Forum:

**Address:** Federal CPIC Forum, 26641 Winged Elm Drive, Wesley Chapel, Florida 33544

**Phone:** (813) 532 - 1972 (Eastern Standard Time)

**Fax:** (813) 388-6517

**E-mail:** [certification@cpicforum.org](mailto:certification@cpicforum.org)

**Internet:** [www.cpicforum.org](http://www.cpicforum.org)

## Submittals of Grandfathering Application

If you have additional questions regarding the submittal of Grandfathering applications, please feel free to contact the Federal CPIC Forum:

**Address:** Federal CPIC Forum, 26641 Winged Elm Drive, Wesley Chapel, Florida 33544

**Phone:** (813) 532 - 1972 (Eastern Standard Time)

**Fax:** (813) 388-6517

**E-mail:** [certification@cpicforum.org](mailto:certification@cpicforum.org)

**Internet:** [www.cpicforum.org](http://www.cpicforum.org)

# Capital Planning Professional Certification

## Grandfathering Provision Application (Mandatory Form)

### General Information

Prefix (Please check the appropriate box):  Mr.  Mrs.  Ms.  Dr.  Other-Please

Specify \_\_\_\_\_

Name for Certificate: \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_

Home Address (City/State/Zip): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Home Cell Phone: \_\_\_\_\_

Home E-mail Address: \_\_\_\_\_

Government  Private Industry  Other – Please Specify \_\_\_\_\_

Agency/Company/Organization \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Address (City/State/Zip): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_ Work Cell Phone: \_\_\_\_\_

Work E-mail Address: \_\_\_\_\_

Indicate your preferred method of communication:

Preferred Mailing Address	Preferred Phone	Preferred Fax
<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Work
Preferred Cell Phone	Preferred E-Mail Address	Preferred Billing Address
<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Work

### Membership Information

Are you currently a member of the Federal CPIC Forum?  Yes  No

Are you currently applying for Federal CPIC Forum membership?  Yes  No

Membership information for the Federal CPIC Forum is available at [www.cpicforum.org](http://www.cpicforum.org)

### High School Education

Name of High School \_\_\_\_\_

High School Address (City/State/Zip): \_\_\_\_\_

Date Diploma was Awarded: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

A copy of your high school diploma or certificate of GED must be submitted as part of your completed application.

### Work Experience

In order to be eligible for the certification, capital planning applicants must demonstrate a minimum of 6.5 years (78 months) of experience in the Federal CPIC core competencies of Federal Budgeting, Federal Capital Planning, Federal Information Technology Management, OMB Exhibit 300, Cost Benefit Analysis, and Earned Value Management.

	Employment History	Date of Related Tasks (mm/dd/yy to mm/dd/yy)	Total Duration of Experience Months	Your experience in the core areas must equal your total duration of experience.						
				Federal Budgeting	Federal Capital Planning	Federal IT Management	OMB Exhibit 300	Cost Benefit Analysis	Earned Value Management	
<b>1</b>	Employer:									
	Job Title:									
	Description:									
	Reference Contact Name:					Title:				
	Reference Contact Phone:					Email Address:				
	Relationship to applicant: <input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____									
	Reference Contact Address (City, State, Zip):									
	<b>2</b>	Employer:								
Job Title:										
Description:										
Reference Contact Name:					Title:					
Reference Contact Phone:					Email Address:					
Relationship to applicant: <input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____										
Reference Contact Address (City, State, Zip):										

	Employment History	Date of Related Tasks (mm/dd/yy to mm/dd/yy)	Total Duration of Experience Months	Your experience in the core areas must equal your total duration of experience.					
				Federal Budgeting	Federal Capital Planning	Federal IT Management	OMB Exhibit 300	Cost Benefit Analysis	Earned Value Management
3	Employer:								
	Job Title:								
	Description:								
	Reference Contact Name:			Title:					
	Reference Contact Phone:			Email Address:					
	Relationship to Applicant:								
	<input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____								
Reference Contact Address (City, State, Zip):									
4	Employer:								
	Job Title:								
	Description:								
	Reference Contact Name:			Title:					
	Reference Contact Phone:			Email Address:					
	Relationship to Applicant:								
	<input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____								
Reference Contact Address (City, State, Zip):									

	Employment History	Date of Related Tasks (mm/dd/yy to mm/dd/yy)	Total Duration of Experience Months	Your experience in the core areas must equal your total duration of experience.					
				Federal Budgeting	Federal Capital Planning	Federal IT Management	OMB Exhibit 300	Cost Benefit Analysis	Earned Value Management
5	Employer:								
	Job Title:								
	Description:								
	Reference Contact Name:			Title:					
	Reference Contact Phone:			Email Address:					
	Relationship to applicant: <input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____								
	Reference Contact Address (City, State, Zip):								
6	Employer:								
	Job Title:								
	Description:								
	Reference Contact Name:			Title:					
	Reference Contact Phone:			Email Address:					
	Relationship to applicant: <input type="checkbox"/> Federal CPIC Forum Member <input type="checkbox"/> Applicant's Supervisor (current or prior) <input type="checkbox"/> Other – Explain _____								
	Reference Contact Address (City, State, Zip):								

References must be supervisory or able to verify demonstration of core competencies.

**Certification Fees**

The payment of a membership fee and an application fee is required. Applications will only be reviewed when the Federal CPIC Forum annual membership and Capital Planning Professional (CPP) certification application fees have been received.

Certification Fees	
<b>Membership</b>	<b>Application</b>
<ul style="list-style-type: none"> <li>Private Sector \$95.00</li> <li>Government Fee \$55.00</li> </ul>	<ul style="list-style-type: none"> <li>Processing Fee \$495.00</li> <li>Certification Fee \$125.00</li> </ul>

**Payment Information**

Fees	Amount	Membership Information
Membership		Membership Status: <input type="checkbox"/> New <input type="checkbox"/> Existing Member
Application Processing Fee	495.00	Annual Membership Fee Status: <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Certification Fee	125.00	Paid - Payment Date: _____
<b>Total</b>		Unpaid - Payment Included: <input type="checkbox"/> Yes <input type="checkbox"/> No

Check Enclosed     Money Order Enclosed    Payable to: Federal CPIC Forum

Send to:

Federal CPIC Forum  
 26641 Winged Elm Drive  
 Wesley Chapel, FL 33544

**Credit Card Payment**

MasterCard     Visa     American Express     Discover

Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

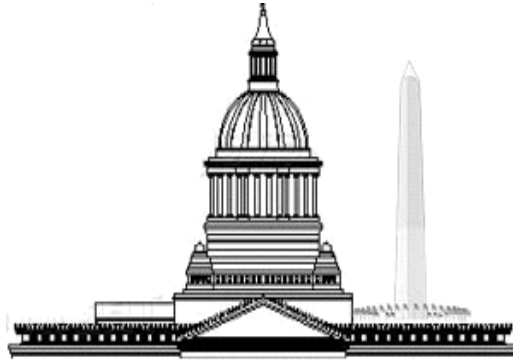
Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

**Transactions cannot be processed without the credit card security code.**

**Code of Ethics Statement**

I affirm that the information contained within this application is true and accurate to the best of my knowledge and all representations are based-in-truth.

By signing and submitting this application, I agree to abide by the Federal CPIC Forum Code of Ethics. The code of ethics requires capital planning specialists to achieve the highest level of professional conduct.



## **Federal Capital Planning and Investment Control Forum Code of Ethics and Professional Conduct**

The Federal Capital Planning and Investment Control Forum (FCPICF) is committed to adhering to the highest standard of ethics and professional conduct. Capital Planning Professionals who are the facilitators of the Federal Capital Planning and Investment Control (CPIC) process must conform to the accepted ethical practices that are essential in our profession. This Code of Ethics and Professional Conduct applies to members and CPP certification holders.

FCPICF Members and CPP certification holders shall:

1. Abide by the Federal legislation and regulations that govern budget formulation and the administration of the capital planning and investment control process.
2. Protect the confidentiality and privacy of the information that is entrusted to capital planning professionals during each Federal budget formulation season.
3. Remain abreast of changes in Federal legislation, guidelines, and regulations as well as strive to advance ones own knowledge, skills and abilities in the disciplines that encompass the capital planning and investment control.
4. Maintain high standards of professional conduct and character by not engaging in unlawful acts or behaviors that would bring dishonor to ones self or the profession.
5. Serve as a trusted advisor who provides honest and objective counsel.

I hereby agree to abide by this Code of Ethics and Professional Conduct.

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(Signature)

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(Date)

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(Print Name)

## Capital Planning Professional Certification

### Grandfathering Provision Application (Optional Form)

#### Capital Planning Designations

Applicants who have specialized CPIC experience in writing or reviewing business cases, developing and delivering training courses, as well as selling, selecting, and implementing technology, or managing CPIC related technology solutions, Department of Defense or civilian agencies may request that a specialty designation be listed in their certification record. Please check the specialty designation that you wish to have as part of your record:

Capital Planning Designations		
CPIC Experience		
<input type="checkbox"/> Department of Defense Agency <input type="checkbox"/> Federal Civilian Agency <input type="checkbox"/> Private Industry <input type="checkbox"/> Non-Profit Organization		
Business Case	Training	Technology
<input type="checkbox"/> Business Case Writer <input type="checkbox"/> Business Case Reviewer	<input type="checkbox"/> Instructor <input type="checkbox"/> Curriculum Developer	<input type="checkbox"/> Technology Vendor <input type="checkbox"/> Technology Administrator <input type="checkbox"/> Technology Assessor

All specialties must show alignment with the Work Experience section of the Capital Planning Professional Grandfathering application.

#### Capital Planning Specialties

Applicants who have, professional training, education or certifications in specialized capital planning and investment control subject matter can apply to add a specialty to their certification. Supporting documentation (transcripts, diplomas, or certificates) must be provided with your application and/or recertification to support your application for a specialty. Please check the specialty or specialties that you wish to be considered for:

Capital Planning Specialties		
<input type="checkbox"/> Strategy <input type="checkbox"/> Performance Management <input type="checkbox"/> Portfolio Management <input type="checkbox"/> Program Management <input type="checkbox"/> Project Management	<input type="checkbox"/> Financial Analysis <input type="checkbox"/> Cost Analysis <input type="checkbox"/> Acquisition Management <input type="checkbox"/> Enterprise Architecture <input type="checkbox"/> Security	<input type="checkbox"/> Privacy <input type="checkbox"/> Risk Management <input type="checkbox"/> IT Governance <input type="checkbox"/> Records Management <input type="checkbox"/> Section 508

All specialties must also show alignment with the Work Experience section of the Capital Planning Professional Grandfathering application.

**College Education and Professional Training**

Applicants who have obtained an additional certificate, undergraduate or graduate degree may provide this information as part of the application:

Diploma/Degree/Certificate	University/ College (City/State)	Major	Minor	Year Awarded

Copies of transcripts for additional certificates or degrees must be included with the Capital Planning Professional Certification application.

**CPIC Training Courses**

Applicants who have taken training courses in the capital planning core competencies (Federal Budgeting, Federal Capital Planning, Federal Information Management, OMB Exhibit 300, Cost Benefit Analysis, and Earned Value Management) may provide this information as part of the application:

Course Title	Educational Institution	Start Date	End Date	Credit Hours/Units	Hours of Instruction

Copies of course certificates of completion must be included with the Capital Planning Professional Certification application.