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Application for the CCIFP[®] Examination

Application Submission Checklist

- Confirm you meet the eligibility requirements - Page 2**
- Complete the Applicant Information - Page 3**
- Complete the Eligibility Information - Page 4**
- Complete the Statement of Work Experience - Pages 5-6**
- Sign the Agreement, Waiver & Release - Page 7**
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Application for the Certified Construction Industry Financial Professional (CCIFP®) Credential

CCIFP®
Candidate
Application

Page 1

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 may be made by check, AMEX, VISA, or MasterCard. Checks should be made payable to "ICCIFP."

The ICCIFP 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 to:

ICCIFP
Attn: CCIFP Examination Registrar
100 Village Boulevard
Suite 200
Princeton, NJ 08540-5783

Questions? Call 609.945.2400 or email: lvandzura@iccifp.org

Fees

Effective **April 1, 2017**, the fees structure is as follows:

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

All Applicants:		Re-Examination Fees:	
Application Fee	\$250	Application Fee	\$100
Examination Fee	\$600	Examination Fee	\$200
TOTAL FEE	\$850	TOTAL RE-EXAMINATION FEE	\$300

Payment is check, VISA, MasterCard or AMEX. Checks should be made payable to "ICCIFP." 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, ICCIFP 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 ICCIFP 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 ICCIFP at (609) 945-2400 to request an extension. **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

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

Requirement 1: Formal Education

» 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 –

» Four (4) years of experience 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.

Requirement 2: Professional Experience

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.)

Note: If you are substituting four (4) years of work experience for an academic degree under Requirement 1, you must have the additional 4,000 hours of experience in a professional financial position in construction-related activities within the last five (5) years to meet Requirement 2.

Requirement 3: Verification of Work Experience

Submission of Statement of Work Experience on pages 6 & 7 of this application form.

Applicant Information (print or type)

Date _____

Name _____
Last First Middle

Name of Employer _____ Your Title _____

Office Address _____

City _____ State _____ Zip _____

Office Phone (____) _____ Cell Phone (____) _____

Office Email _____

Home Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Home 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 Direct Mail
 Colleague (name): _____ Other (please describe): _____ Current CCIFP (name): _____

Are you a member of CFMA? YES NO If "Yes," Chapter Name _____

Are you a licensed CPA? YES NO

If "Yes," State of License _____ Year Attained _____

Did you take the CFMA CCIFP Overview Seminar? YES NO

If "Yes," where _____ Date _____

Did you use 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: ICCIFP will not print other professional designation (e.g. CPA or PhD).

Eligibility Information

(see pages 2-3 of the Application for complete requirements; ICCIFP reserves the right to verify the accuracy of this information.)

EDUCATION OPTION A

(Requirement for applicants with a qualifying Bachelor's Degree)

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).

	College/University	City/State/Zip	Year Graduated	Major
Bachelor's Degree	_____	_____	_____	_____
Other Degree	_____	_____	_____	_____

Does your college degree include at least 12 hours of business related course work? YES NO

If you answered "No," you must use Education Option B.

EDUCATION OPTION B

(Requirement for applicants without a qualifying Bachelor's Degree)

Four (4) years of experience 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.

Are you substituting four (4) years of work experience (as defined above) for a qualified bachelor's degree?

YES NO

If "Yes," include details on pages 6 & 7, Statement of Work Experience.

Professional Experience

(Requirement of all applicants)

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 4,000 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 are ineligible to apply.

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

Note: If you are substituting four (4) years of work experience for a qualifying bachelor's degree under education Option B, you must still have an additional 4,000 hours of experience in a professional financial position in construction-related activities within the last five (5) years to satisfy the Professional Experience requirement.

Statement of Work Experience

(ICCIFP 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

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

(ICCIFP 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:

- Education Option B -or- Professional Experience

Employer 2

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

Agreement, Waiver & Release

I hereby submit this Application to the Institute of Certified Construction Industry Financial Professionals ("ICCIFP") in accordance with and subject to its rules, bylaws, and procedures. I understand the information gathered in the certification process may be used by ICCIFP for statistical purposes in evaluation of the certification program. I further understand ICCIFP will use reasonable efforts to keep the information in its possession confidential. I understand ICCIFP 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 ICCIFP of Princeton, NJ and is good for a period of 3 years. I understand that I 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 ICCIFP Bylaws and instituted by the ICCIFP Officers and/or Board of Trustees.

I understand I can be disqualified from taking or completing the examination, or from receiving examination scores, if ICCIFP 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 agree I shall only use ICCIFP trademarks and other intellectual property in accordance with policies developed by ICCIFP and agree to cease using such intellectual property upon expiration, suspension, resignation, or termination of my credential.

I understand and agree ICCIFP 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 ICCIFP 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 ICCIFP for any decision, action, or omission in connection with this application or the examination; for the failure of ICCIFP to grant certification; or for the revocation of certification.

I hereby authorize ICCIFP to make inquiries regarding my fitness for certification and authorize any persons or entities contacted by ICCIFP to respond to such inquiries and provide copies of any relevant and non-confidential information to ICCIFP.

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 ICCIFP for the CCIFP examination.

Candidate Signature _____ Date _____

Payment

Payment in full may be made by money order, certified check, personal check, Visa, MasterCard or American Express. 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

Re-Examination – Total Fee - \$300

Payment Enclosed:

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

Charge My Credit Card:

- American Express
- MasterCard
- Visa

CREDIT CARD INFORMATION

Card Number _____ Expiration Date _____ CVV Code _____

Signature _____

Name on Card _____

Billing Address _____

Phone _____

Appendix

Examples of Professional Financial Positions

Accountant Accounting	Controller/Secy./Treasurer	Finance & Admin. Vice Pres.	Office Manager/Bookkeeper	Senior Cost Accountant
Assistant Accounting	Comptroller	Finance Director	Office Manager/Comptroller	Senior Cost Manager
Controller	Comptroller & Treasurer	Finance Manager	Office Manager/Treasurer	Senior Financial Analyst
Accounting Coordinator	Construction Accounting Manager	Finance Mgr./Controllor		Senior Financial Manager
Accounting Executive	Construction Controller	Financial Accountant	Office Mgr./Sec./Treas.	Senior Manager – Business
Accounting Manager	Construction Cost Manager	Financial Accounting Manager	Office/Accounting Manager	Senior Operation Manager
Accounting Manager/Division	Contract Administrator	Financial Advisor	Office/Credit Management	Senior Project Accountant
Accounting Operations	Contract Surety Manager	Financial Analysis Manager	Office Manager/Bookkeeper	Senior Project Manager
Accounting Supervisor	Contracts Manager	Financial Analyst	Operations Controller	Senior Staff Accountant
Accounting/Office Manager	Controller	Financial Consultant	Owner	Senior Vice President
Accounts Payable Manager	Controller/Credit Manager	Financial Controller	Owner/Controller	Senior Vice President/CFO
Accounts Receivable Manager	Controller & CFO	Financial Manager	Owner/Corp. Secretary	Senior Vice President – Finance
Administration Manager	Controller/Corp. Secretary	Financial Planner	Partner	Senior VP & CFO
Administrative Vice President	Controller/CPA	Financial Reporting Manager	Payroll Administrator	Senior VP – Enterprise Risk
Assistant Controller	Controller/General Manager	Financial Reporting Supervisor	Payroll Manager	Senior VP of Finance
Assistant Corporate Controller	Controller/Office Manager	Financial Systems Manager	Payroll Supervisor	Staffing Specialist
Assistant Division Controller	Controller/Operations Manager	Financial VP	Payroll/AR	Subcontractors Payable
Assistant General Manager	Controller/Secretary	Financial/Cost Accountant	PBG Group Controller	Supervisor
Assistant Project Manager	Controller/Treasurer	G/L Accountant	Personnel Director	Supervisor/Cost Accounting
Assistant Secretary	Corp Sec. Treas./Office Mgr.	General Accounting Manager	President	Supervisor of Project Acct.
Assistant Secretary/Controller	Corporate Accounting Manager	General Manager	President/CEO	SVP Finance & Admin.
Assistant Treasurer	Corporate Secretary	General Manager/CFO	President/CFO	Tax & Audit Manager
Assistant VP	Corporate Tax Manager	Global Financial Manager	Principal	Tax Consultant
Attorney	Corporate Treasurer	GM/President	Principal Accountant	Tax Manager
Audit Manager	Cost Accountant	Group Controller	Project Accounting Manager	Tax Supervisor
Billing Supervisor	Cost Accounting Manager	Group Financial Administrator	Project Accounting Supervisor	Team Controller, Comm. Group
Bond Account Manager Bond	Cost Control Administrator	Head Accountant	Project Administrator	Treasurer
Account Specialist Bond	Cost Controller	Head Bookkeeper	Project Assistant	Treasurer, Asst. Secretary
Account Underwriter	Cost/Equipment Manager	Human Resources Director	Project Claim Analyst	Treasurer/CFO
Bookkeeper	CPA	Human Resources Manager	Project Controller	Treasurer/Controller
Bookkeeper/Controller	CPA/Audit Accounting	Internal Auditor	Project Cost Admin. Manager	Treasurer/Controller/Asst. Sec.
Bookkeeper/Office Manager	CPA/Tax Accounting	Internal Systems Consultant	Project Cost Specialist	Treasurer/CR Manager
Bookkeeper/	Credit Manager	IS Manager	Project Mgr./Systems Coordinator	VP Secretary & Treasurer
Personnel Assistant	Deputy Controller	Job Cost Accountant	Purchasing/Risk Manager	VP Special Projects
Branch Administrator	Director Accounting Operations	Job Cost Manager	Regional Admin. Director	VP/CFO
Branch Controller	Director Financial Operations	Lead Project Accountant	Regional Business Manager	VP/Treasurer
Budget Analyst	Director Internal Audit	Manager Field Admin. Services	Regional Controller	VP Finance & Treasurer
Budget Director/Auditor	Director of Accounting	Manager Finance & Admin.	Regional Cost Accounting Mgr.	VP Information Services
Business Manager	Director of Audit	Manager Financial Analyst	Regional Credit Manager	VP of Operations
Business Manager/Accountant	Director of Construction Acctg.	Manager Financial Performance	Regional Finance Director	VP Secretary/Treasurer
Business Systems Manager Cash	Director of Financial Reporting	Manager Information Systems	Risk Manager	VP/Office Manager
Administrator	Director of Internal Operations	Manager of Accounting	Safety Director/Accountant	VP/Comptroller
CAO	Director of Surety Services	Manager of Administration	Secretary/Comptroller	VP/Treasurer – General Mgr.
CEO	Director of External Audit	Manager of Cost Controls	Secretary/Controller	VP/Corp. Risk Strategies
CFO	Director of Finance	Manager of Finance	Secretary	Vice Chairman
CFO/Controller CFO/Corp.	Director of Finance and Admin.	Manager of Finance & RM	Secretary/CFO	Vice President/Accounting
Counsel CFO/Corporate	Director of Information Svcs.	Manager of Financial Services	Secretary/CFO/Treasurer	Vice President/Administration
Secretary	Director of Job Accounting	Manager of Tax	Secretary/Controller	Vice President/CFO
CFO/Secretary/Treasurer	Director of Operations	Mgr, Operations Accounting	Secretary/Manager	Vice President/Finance
CFO/Treasurer	Director of Risk Management	Mgr, Project Controls & Admin.	Secretary/Treasurer	Vice President/Finance & Admin.
CFO/VP – Finance	Division Accounting Manager		Secretary/Treasurer/Owner	
CFO/Risk Management	Division Controller	Manager, CMIS Application	Senior Accountant	Vice President & CAO
Chairman of the Board	Equip. Accounting Manager	Managing Partner	Senior Bookkeeper	Vice President & Controllor
Chief Accounting Officer	Executive Vice President	Manager, Corporate Taxes	Senior Branch Admin.	Vice President & Treasurer
Chief Financial Officer	Executive Director	Network Administrator	Senior Consultant	Vice President of Accounting
Chief Information Officer	Executive Director of Finance	Office Manager/Accountant	Senior Corp. Acct.	
Chief Operating Officer		Office Mgr/Acct. Sys. Admin		