



2009 APPLICATION

CERTIFIED CONSTRUCTION INDUSTRY FINANCIAL PROFESSIONAL CREDENTIAL

APPLICATION AVAILABLE ON-LINE: www.iccifp.org

EXAMINATION DATE & LOCATION -

Current locations at www.iccifp.org

o _____

APPLICATION INSTRUCTIONS

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

Attach the application fee to the form. Payment can be made by money order, certified check, personal check, AMEX, VISA, or MasterCard. Checks should be made payable to ICCIFP®. Two recent passport size photographs or digital photos are required. E-mail digital photos to photos@iccifp.org. Include your name and exam date in the subject line. If mailing hard copy photos, please print your name on the back of each photograph and sign your name on the front. Call 609.945.2400, or e-mail info@iccifp.org with any enrollment or eligibility questions.

The ICCIFP® Certification Candidate Information Bulletin and application forms may be revised from time to time. Please consult the iccifp.org web site in order to be certain that this application form is the correct one for your planned examination date.

APPLICANT INFORMATION *(Print clearly or type)*

Complete Name of Employer _____ Your Title: _____

Office Street Address _____ Suite/MS: _____

City _____ State _____ Zip _____

Office Telephone (_____) _____ - _____ Office Fax (_____) _____ - _____

Office E-Mail Address _____

Name _____

Last

First

Middle

Home Street Address _____

City _____ State _____ Zip _____

Home Telephone (_____) _____ - _____ Home E-Mail Address _____

HOW DID YOU HEAR ABOUT THE CCIFP® CERTIFICATE?

(Optional – Check Only One Box)

Building Profits Ad

Colleague (name) _____

Certificate Holder (name) _____

Chapter Meeting

Direct Mail

Other _____

Other

(name) _____

ELIGIBILITY INFORMATION

(Refer to Candidate Information Bulletin for complete description of eligibility requirements & Appendix)
Note: 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).

| | Name of College/University | City & State | Year Graduated | Major |
|-------------------|----------------------------|--------------|----------------|-------|
| Bachelor's Degree | _____ | _____ | _____ | _____ |
| Other Degrees | _____ | _____ | _____ | _____ |

Does your college degree include at least 12 hours of business related course work? Yes No

If you answer No, you must use Education Option B.

OR

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 page 4, 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 of the Candidate Information Bulletin 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 page 4, Statement of Work Experience.

Note: If you are a CPA, or other provider of financial services, estimate % 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 still 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 satisfy the Professional Experience requirement.

ADDITIONAL CANDIDATE INFORMATION

Are you a member of CFMA? Yes No Chapter _____ Join Date _____

If No, have you applied? Yes No Date Applied _____

Are you a CPA? Yes No If Yes, State _____ Year attained _____

Did you take the CFMA Overview Seminar? Yes No

If Yes, where _____ Date _____

Did you use the CFMA Study Guide? Yes No

CERTIFICATE NAME SPELLING *(Print clearly or type)*

To ensure we spell your name properly on your certificate, please print precisely 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 a professional designation such as CPA or PhD on your certificate.

FEES

CFMA MEMBER

NON-CFMA MEMBER

| | | |
|---|---------------|--|
| Application Fee | \$95 | \$150 |
| Examination Fee | \$595 | \$695 |
| Recertification Maintenance Fee Billed in January – February | \$75 annually | \$125 annually Fees for current CCIFPs only |

Member fees are available only to individual members in good standing of CFMA.

If you are applying for CFMA membership, please allow sufficient time for processing. If your CFMA application is approved after your test date, the fee differential may be applied to reduce your CFMA membership dues. Please note: CFMA membership is conferred on an individual basis only. Recertification fees are due by March 31 for the period of April 1 – March 31, of the following year.

ICCIFP CODE OF ETHICS

INTRODUCTION

As a Certified Construction Industry Financial Professional I recognize that a wide range of people and businesses rely on my behavior in the execution of my professional duties. In order that these entities may place the greatest reliance possible on my work, I subscribe to and support ICCIFP's Code of Ethics and pledge to be guided by it in all professional relationships.

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.

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, by-laws, and procedures. I understand that the information gathered in the certification process may be used by ICCIFP® for statistical purposes for the evaluation of the certification program. I further understand that ICCIFP® will use reasonable efforts to keep the information in its possession confidential. I understand that 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 that the CCIFP® credential is issued by the Institute of Certified Construction Industry Financial Professionals 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 payment of all maintenance and recertification annual fees and other requirements as incorporated in ICCIFP® by-laws and instituted by the ICCIFP® Officers and/or Board of Trustees.

I understand that 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 that I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examination.

I agree that if I am unsuccessful in meeting the requirement to pass the CCIFP® exam, I must wait a minimum of 6 months between exam attempts and pay any and all current fees associated with any subsequent attempts at the exam.

I agree that 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, or termination of my credential. I understand and agree that 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® and the Construction Financial Management Association (CFMA) 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 understand that I may appeal any decision by ICCIFP® or proctors, including requesting a hand scoring of my exam to appropriate committee. I understand that failing the exam is not grounds for an appeal.

I have read the application and the Candidate Information Bulletin. The information I submit on this application is complete and correct. I believe that I am in compliance with all eligibility requirements set forth by ICCIFP® for the CCIFP® examination.

SIGN HERE _____
Candidate Signature Date

APPLICATION DEADLINE

Please return your completed paper application with full payment and photos to:
ICCIFP®, 100 Village Blvd, Suite 200, Princeton, NJ 08540-5783, Attn: CCIFP® Exam Registrar

Questions?? Call 609.945.2400 or E-Mail info@iccifp.org or Fax 609.452.0474

DEADLINE: On-line or paper applications preferably should be received by ICCIFP® **30 days**, but definitely no later than **10 days** before the announced exam date.

INCLUDED WITH THIS APPLICATION

_____ **For CFMA Members:**
Total Application fee of \$690

_____ Two (2) signed ID photos
(passport size) or digital

_____ **For Non - CFMA Members:**
Total Application fee of \$845

_____ Two (2) signed ID photos (passport size) or digital
Digital photos can be e-mailed to **photos@iccifp.org**

CREDIT CARD INFORMATION

Charge my Amex VISA MasterCard

Account #: _____

Expiration Date: ____ / ____

Name on Card: _____

Amount charged: \$ _____

STATEMENT OF WORK EXPERIENCE

Please list your employment experience below, beginning with your current position. Please indicate if this information is for Education Option B or Professional Experience o ICCIFP® reserves the right to verify the accuracy of this information.

Employer 1 _____ Start Date _____ End Date _____

Your Job Title _____ Supervisor Name _____

Address _____

City _____ State _____

Zip Code _____ Phone (_____) _____ - _____ ext: _____

Please elaborate on Job functions performed for this employer demonstrating your experience as a financial professional in this domain.

Accounting & Reporting _____

Income Recognition _____

Budgeting & Planning _____

Risk Management _____

Taxes _____

Human Resources _____

Legal _____

Information Technology _____

Joint Ventures _____

Please indicate if this information is for Education Option B or Professional Experience o ICCIFP® reserves the right to verify the accuracy of this information.

Employer 2 _____ Start Date _____ End Date _____

Your Job Title _____ Supervisor Name _____

Address _____

City _____ State _____

Zip Code _____ Phone (_____) _____ - _____ ext: _____

Please elaborate on Job functions performed for this employer demonstrating your experience as a financial professional in this domain.

Accounting & Reporting _____

Income Recognition _____

Budgeting & Planning _____

Risk Management _____

Taxes _____

Human Resources _____

Legal _____

Information Technology _____

Joint Ventures _____