<table>
<thead>
<tr>
<th>TESTING PERIOD</th>
<th>Application Deadline</th>
<th>Testing Begins</th>
<th>Testing Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNUAL CONFERENCE 2020 TESTING PERIOD</strong></td>
<td>February 28, 2020</td>
<td>April 6, 2020</td>
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</tr>
<tr>
<td><strong>SUMMER 2019 TESTING PERIOD</strong></td>
<td>May 13, 2020</td>
<td>June 13, 2020</td>
<td>June 27, 2020</td>
</tr>
<tr>
<td><strong>FALL 2019 TESTING PERIOD</strong></td>
<td>September 9, 2020</td>
<td>October 10, 2020</td>
<td>October 24, 2020</td>
</tr>
</tbody>
</table>
# Table of Contents

Purpose of Certification ........................................................................................................... 3
Reasons for Certification ........................................................................................................... 3
Administration .......................................................................................................................... 3
Eligibility Requirements .......................................................................................................... 3
Attainment of Certification and Recertification ................................................................. 4
Revocation of Certification ...................................................................................................... 4
Application Procedure ............................................................................................................ 4
Completion of Application ....................................................................................................... 4
Fees ......................................................................................................................................... 5
International Testing ............................................................................................................... 5
Examination Facilities ............................................................................................................ 5
Scheduling Your Examination Appointment ........................................................................... 6
Changing Your Examination Appointment ............................................................................ 6
Refunds, Substitutions and Fee Forfeiture ............................................................................. 6
Special Needs ........................................................................................................................ 6
Preparing for the Examination ............................................................................................... 7
Rules for the Examination ....................................................................................................... 7
Report of Results .................................................................................................................... 7
Reexamination ....................................................................................................................... 7
Confidentiality ........................................................................................................................ 8
Content of Examination ........................................................................................................ 8
Scoring Procedure .................................................................................................................. 8
Purpose of Certification

The Purchasing Card Professional Certification Council (PCPCC) promotes the concept of voluntary certification by examination for all eligible Purchasing Card professionals. Certification is just one part of a process called “credentialing,” which focuses specifically on the individual and is one indication of current competence in the specialized field. Certification of Purchasing Card professionals provides formal recognition of basic knowledge and experience in this field.

Reasons for Certification

1. To provide documented evidence to a current or potential employer that you have been examined by an independent professional certifying organization and found to possess a certain level of basic knowledge about the specialized field of Purchasing Cards.

2. To establish a level of knowledge required for certification of Purchasing Card professionals.

3. To provide encouragement for continued personal and professional growth in the field of Purchasing Cards.

4. To provide a standard of experience and knowledge requisite for certification; thereby assisting the employer, public and members of the Purchasing Card profession in assessment of Purchasing Card professionals.

Administration

The certification program is sponsored by the Purchasing Card Professional Certification Council (PCPCC) with oversight by the National Association of Purchasing Card Professionals (NAPCP). The certification examination for Purchasing Card Professionals is administered by the Professional Testing Corporation (PTC); 1350 Broadway – 17th Floor; New York, New York 10018; (212) 356-0660; www.ptcny.com.

Questions concerning the examination should be referred to PTC. In addition, PTC works with PSI testing centers for examination delivery.

Eligibility Requirements

Candidates must meet the following requirements:

1. Have documented work experience in the Purchasing Card industry for at least two years at the time of application submission.

2. Earn at least 15 points from a combination of education, experience, other certifications, professional development and/or industry participation. Refer to the application and initial certification requirements available at www.napcp.org/cpcp. Appropriate supporting documentation for all claimed points must be submitted with the completed application form(s).

3. Complete your online application at www.ptcny.com. Then scan into PDF files and upload the following required supporting documentation to your online application: the application supplement (for points earned through industry education and participation, if applicable), appropriate supporting documentation for claimed points, signed letter from employer verifying at least two years of work experience and a copy of your college degree. Once your application has been reviewed and approved, you will be sent an email with instructions on how to pay the required application fee.
**Attainment of Certification and Recertification**

Eligible candidates who pass the certification examination for Purchasing Card professionals will become Certified Purchasing Card Professionals, receiving a certificate from the Purchasing Card Professional Certification Council (PCPCC), and are eligible to use the registered designation “CPCP” after their names. A registry of all CPCPs will be maintained by the PCPCC and may be reported in its publications. Certification as a CPCP is recognized for a period of three years, at which time the candidate must retake and pass the current certification examination or meet the alternative requirements that are in effect at that time to retain certification. Recertification information is available at [www.napcp.org/cpcp](http://www.napcp.org/cpcp).

**Revocation of Certification**

Certification may be revoked for any of the following reasons:

1. Falsification of an application
2. Breach of existing ethical standards of professional practice
3. Misrepresentation of certification status

The Appeals Committee of the PCPCC provides the appeal mechanism for challenging revocation of certification. It is the responsibility of the individual to initiate the appeal process in writing to: Purchasing Card Professional Certification Council; 12701 Whitewater Drive – Suite 280; Minnetonka, Minnesota 55343 or [cpcp@napcp.org](mailto:cpcp@napcp.org).

**Application Procedure**

Read and follow the directions on the application and in this handbook. The online application can be found at [www.ptcny.com](http://www.ptcny.com). If you have any questions about the online application, contact the Professional Testing Corporation (PTC); 1350 Broadway – 17th Floor; New York, New York 10018; (212) 356-0660; [www.ptcny.com](http://www.ptcny.com).

**Completion of Application**

Complete or fill in as appropriate all information requested on the application. Mark only one response unless otherwise indicated.

**CANDIDATE INFORMATION:** Enter your name, address, daytime phone number, evening phone number, e-mail address and organization/employer name in the appropriate row of empty boxes.

**Note:** The name you enter on your application must **exactly match** the name listed on your current government-issued photo ID, such as a driver’s license or passport. Do not use nicknames or abbreviations.

**CERTIFICATION STATUS:** Mark the appropriate response (one only).

**ELIGIBILITY AND BACKGROUND INFORMATION:** All questions must be answered unless an exception applies per the application instructions. Mark only one response unless otherwise indicated.
**CPCP HANDBOOK**

**Proof of attainment**, as indicated on the application and within the supplemental form. Complete initial certification requirement details are available at [www.napcp.org/cpcp](http://www.napcp.org/cpcp).

**OPTIONAL INFORMATION:** As indicated, these questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results and will not be shared outside of PTC, PCPCC or NAPCP.

**CANDIDATE SIGNATURE:** When you have completed the online application, and uploaded a PDF file of all required supporting documentation (signed letter from your employer; copy of college diploma/final official transcript; proof of points, copies of certificates), sign with your electronic signature, save your application and submit it for review.

### Fees

Application fee for the Certification Examination for Purchasing Card Professionals for candidates who are testing in the U.S. and Canada:

- $330.00 for NAPCP Members
- $430.00 for NAPCP Non-Members/Complimentary Subscribers

For candidates testing outside the U.S. and Canada, there is an additional international special test center fee of $100. The Request for International Special Test Center Form ([www.ptcny.com](http://www.ptcny.com)) must be completed and uploaded to your application.

Visa, Mastercard and American Express are accepted. Please complete the credit card payment form on the application. If paying by check, select check option, then print out the payment coupon from the online application, and mail the coupon and check/money order to **Professional Testing Corporation, 1350 Broadway, New York, NY 10018.** Checks/money orders must be payable to Professional Testing Corporation.

### International Testing

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the [www.ptcny.com](http://www.ptcny.com) homepage. This form must be uploaded to your application no later than eight weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are $100.00 in addition to the examination fee. PTC will arrange a computer-based examination at an international test center for you.

### Examination Facilities

The Certification Examination for Purchasing Card Professionals is administered twice per year during an established two-week testing period at computer-based testing facilities managed by PSI. Testing is available Monday through Saturday at most centers. PSI has more than 200 testing sites in the United States and Canada, as well as some in other countries.

Scheduling is done on a first-come, first-served basis; we suggest scheduling early. **You will not be able to schedule your exam appointment until you have received an email from notices@ptcny.com with your Scheduling Authorization.**

To find a testing center near you, visit [www.ptcny.com/cbt/sites.htm](http://www.ptcny.com/cbt/sites.htm):
- Select the examination sponsor of Purchasing Card Professional Certification Council (PCPCC)
Enter the desired search criteria (e.g., by state)

Alternatively, you may call (800) 733-9267.

**Scheduling Your Examination Appointment**

Once your application and fees have been reviewed and processed and your eligibility approved, you will be emailed a Scheduling Authorization from notices@ptcny.com. You must present your current driver’s license, passport or U.S. military ID to gain admission to the testing center. **A candidate not receiving a Scheduling Authorization at least three weeks before the beginning of the two-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.**

The Scheduling Authorization will indicate how to schedule your examination appointment, as well as the dates in which testing is available. Appointment times are on a first-come, first-served basis, so schedule your appointment as soon as you receive your eligibility notice to maximize your chance of testing at your preferred location and on your preferred date.

**It is highly recommended that you become familiar with the testing site location and parking accommodations in advance of the testing date.**

**Changing Your Examination Appointment**

If you need to cancel or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 723-9267 no later than 12:00 p.m. Eastern two business days prior to your scheduled appointment.

**Refunds, Substitutions and Fee Forfeiture**

There will be **no** refund of fees and **no** candidate substitutions are allowed.

With appropriate notice (see “Changing Your Examination Appointment” above), your fee and associated eligibility may be transferred once from one testing period to the next immediate testing period only. If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee. Fee forfeiture may also occur if you are late to your scheduled appointment, so allow plenty of time.

**Special Needs**

Special testing arrangements may be made for individuals with special needs. Requests for special accommodations must be received by PTC at least **eight weeks** before the testing period begins. Submit the application, all required documentation, examination fee and a completed and signed “Request for Special Accommodations” form, available from [www.napcp.org/cpcp](http://www.napcp.org/cpcp) or [www.ptcny.com](http://www.ptcny.com) (refer to the section “For Candidates”) or by calling PTC at (212) 356-0660. In addition, please notify PTC at least two weeks prior to your test date if you will be bringing a service dog, medicine, beverages and/or food necessary for your medical condition.

**Preparing for the Examination**

The PCPCC recommends that candidates review the reading references list, study tips and detailed examination content outline available at [www.napcp.org/cpcp](http://www.napcp.org/cpcp).
**Rules for the Examination**

1. All electronic devices including, but not limited to, cell phones, pagers, voice recording devices, iPod type devices, tablets, Bluetooth devices, fitbit devices, cameras and all wearable tech gear **cannot** be used during the examination and should not be brought to the test center. Additionally, ALL watches (whether analog or smart-type) cannot be worn during the examination.

2. You must present your current driver’s license, passport or U.S. military ID at the test center. Temporary, paper copies of driver’s licenses will not be accepted.

3. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, will not be allowed in the examination room.

4. Books, reference materials, briefcases, handbags, etc. **cannot** be taken into the examination room. No papers, books or other materials may be removed from the examination room.

5. No questions concerning content of the examination may be asked during the testing period. The candidate should read carefully the directions provided on the screen at the beginning of the examination session.

6. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

**Report of Results**

Candidates will be notified in writing by PTC within approximately four weeks of the close of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Successful candidates will separately receive a certificate from the Purchasing Card Professional Certification Council.

**Reexamination**

The certification examination for Purchasing Card professionals may be taken as often as desired upon filing of a new application and fee. There is no limit to the number of times the examination may be repeated. (Candidates will be able to sit for the examination only once during each testing period.)

**Confidentiality**

1. The Purchasing Card Professional Certification Council will release the individual test scores ONLY to the individual candidate.

2. Any questions concerning test results should be referred to the Purchasing Card Professional Certification Council or the Professional Testing Corporation.

**Content of Examination**

1. The certification examination for Purchasing Card professionals is a computer-based examination composed of a maximum of 150 multiple-choice questions with a total testing time of three hours.

2. The primary content areas covered within the examination are listed below. A more detailed content outline is available at [www.napcp.org/cpcp](http://www.napcp.org/cpcp).
3. The questions for the examination are written by individuals with varied expertise in Purchasing Card programs and are reviewed for construction, accuracy and appropriateness by the Purchasing Card Professional Certification Council.

4. The Purchasing Card Professional Certification Council, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

5. The certification examination for Purchasing Card professionals covers 11 primary topics, weighted in approximately the following manner; visit [www.napcp.org/CPCPexam](http://www.napcp.org/CPCPexam) for details.

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<thead>
<tr>
<th>Effective as of the October 2015 Testing Period</th>
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<tbody>
<tr>
<td>I. P-Card Benefits for End-User Organizations</td>
<td>4%</td>
</tr>
<tr>
<td>II. Pre-Program Activities by End-User Organizations</td>
<td>8%</td>
</tr>
<tr>
<td>III. Request for Proposal (RFP)</td>
<td>8%</td>
</tr>
<tr>
<td>IV. Provider Selection Activities</td>
<td>4%</td>
</tr>
<tr>
<td>V. Program Implementation</td>
<td>15%</td>
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<tr>
<td>VI. Industry Providers: Roles, Perspectives and Attributes</td>
<td>8%</td>
</tr>
<tr>
<td>VII. Managing the Program</td>
<td>18%</td>
</tr>
<tr>
<td>VIII. Program Optimization</td>
<td>12%</td>
</tr>
<tr>
<td>IX. Electronic Payables</td>
<td>8%</td>
</tr>
<tr>
<td>X. Card Acceptance by Suppliers</td>
<td>10%</td>
</tr>
<tr>
<td>XI. Regulatory Topics</td>
<td>5%</td>
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**Scoring Procedure**

Prior to administration of the examination, representatives from the Purchasing Card Professional Certification Council and the Professional Testing Corporation meet to review all test items for accuracy. At this meeting, the passing score for the examination is set using recognized psychometric methods. The passing score represents the number of test items determined necessary for the candidate to answer correctly to be considered as having minimal basic knowledge of the Purchasing Card profession.

To protect the security and integrity of the certification examination, neither the Purchasing Card Professional Certification Council nor the Professional Testing Corporation will release examination items, candidate responses or item keys to any candidate or agency.