



The value of certification

"Shortly after receiving notification that I passed, the Manager of Travel and Accounts Payable customized a job posting for me as Senior Analyst and Company Card Administrator. Not only is there a financial benefit to my new position, but there is also a great sense of pride in achieving a higher position within the company. The job posting stated 'The ideal candidate will hold a CPCP certification.' That in itself set me apart from other applicants, and I was so proud to be offered the position!"

- Gina Holmes, CPCP, Aerojet Rocketdyne



The CPCP program is managed by the Purchasing Card Professional Certification Council (PCPCC) with oversight by the NAPCP. Testing is administered by Professional Testing Corporation.

For complete CPCP program information, visit www.napcp.org/cpcp.

NAPCP | www.napcp.org | napcp@napcp.org
P.O. Box 901, Wayzata, MN 55391 USA | +1 952-546-1880, ext. 4

Grow | Achieve | Excel | Advance



GET CERTIFIED
and ADVANCE
YOUR CAREER

From the NAPCP 2016 Global Salary Survey:

CPCPs earn an average of 9% more than their non-credentialed peers.

NAPCP www.napcp.org/cpcp



WHAT IS THE CPCP?

The CPCP credential is awarded to P-Card professionals who have demonstrated experience and understanding of the body of knowledge necessary to administer a Purchasing Card program. This credential focuses on individual skills and knowledge of specialized P-Card functions. Achieving this designation allows P-Card professionals to be recognized for their exemplary level of expertise.

ARE YOU ELIGIBLE?

There are two requirements that must be met before you can apply to take the exam:

1. minimum of two years Purchasing Card work experience and
2. minimum of 15 points earned from various endeavors/activities

YOUR BENEFITS

- Increase value to current employer
- Potential for promotion/job upgrade
- Represents your knowledge and expertise to colleagues, customers and suppliers
- Competitive advantage when seeking a new job
- Personal/professional satisfaction

WHO ELSE BENEFITS ?

The certification program is a “win” for all, benefiting:

- end-users and providers
- employees and employers
- public and private industry

APPLICATION FEES

NAPCP members: \$295
Non-members: \$395
Candidates outside U.S.: Extra \$100 fee

Testing is offered annually in April, June and October.

SHOULD YOU APPLY?

The **type** of Commercial Card experience can be more significant than simply the number of years of experience.

- What is the depth of your Commercial Card knowledge and experience?
- Are you familiar with industry best practices?
- Do you take advantage of educational resources and opportunities to expand your industry knowledge?

A SUCCESS STORY

“In addition to a promotion and pay increase, I have recognized the respect and credibility that comes with professional certification. I can’t recommend the certification highly enough, for many reasons, but professional growth is a top reason.” - *Sally Helms, CPCP*

APPLICATION PROCESS

1. Review “Handbook for Candidates” at www.napcp.org/cpcp.
2. Gather supporting documentation.
3. Complete the forms online
4. Attach supporting documentation.
5. Schedule your exam at desired PSI testing center.

THE EXAM

The CPCP exam is a rigorous test of an individual’s:

- ability to recognize proven methods for effective Commercial Card program implementation and management, taking into account the “big picture” impact on an organization
- understanding of industry products, processes, players and regulations

The proctored exam is computer-based, comprised of 150 multiple-choice questions, covering 11 primary content areas in all.

Primary Content Areas:

Visit www.napcp.org/CPCPexam

- Commercial Card Benefits
- Pre-program Activities
- Request for Proposal (RFP)
- Provider Selection Activities
- Program Implementation
- Industry Providers: Roles, etc.
- Managing the Program
- Program Optimization
- Electronic Payables
- Card Acceptance by Suppliers
- Regulatory Topics

What can you claim for points? Examples include...

Work Experience	P-Card experience: 3 points/year; 9 points max. Purchasing/accounting experience: 1 point/year; 3 pts. max.
Professional Certification	C.R.M., CPA, CTP, etc.: 5 points (can claim only one)
Education	Associate’s degree: 5 points, Bachelor’s degree: 10 points
Professional Development/ Continuing Education	NAPCP Annual Conference: 3 points each; 9 points max. P-Card-related webinar/audio call: 0.25 point each; Regional Forum, 1 point each. Article, 0.5 to 1 point.
Industry Participation	Speaker (P-Card or related topic): 1 point per qualifying event

RECERTIFICATION

The credential is valid for three years. Two options by which to recertify:

- 1) cumulate 18 points during re-certification period or
- 2) apply for, take and pass exam