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.

“My vice president of procurement really values certification. He wanted the P-Card program to be managed by a certified professional. He wanted that level of trust within the whole organization, so people knew that the person managing that program was bringing real knowledge and experience to that program. So the value of the CPCP is that when I walk into a room to talk to cardholders or to talk to department leaders about our P-Card program, they look at me as someone who knows what they’re speaking about and they respect the information I’m giving them, the opinions I have about how the program can expand and grow, and the things that we should watch for.”

- Kathleen Fisher, CPCP, Hillsborough County Aviation Authority

Those with a CPCP earn a 15% higher average salary than those without. From the NAPCP 2020 Salary Survey:
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.

**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: $355
Non-members: $455

**Testing is offered annually in 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?

**APPLICATION PROCESS**

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:**

- 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

**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

**What can you claim for points? Examples include…**

<table>
<thead>
<tr>
<th>What can you claim for points? Examples include…</th>
<th>Work Experience</th>
<th>Professional Certification</th>
<th>Education</th>
<th>Professional Development/Continuing Education</th>
<th>Industry Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Card experience: 3 points/year; 9 points max. Purchasing/accounting experience: 1 point/year; 3 pts. max.</td>
<td>C.P.M., CPA, CTP, etc.: 5 points (can claim only one)</td>
<td>Associate’s degree: 5 points, Bachelor’s degree: 10 points</td>
<td>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.</td>
<td>Speaker (P-Card or related topic): 1 point per qualifying event</td>
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