

*P-Card program management is
both an art and science.*

The value of certification

"As Purchasing Manager for my organization, I oversee our card program and felt it essential to obtain the CPCP certification first to be able to ask those in my program to follow suit. I believe in the value of professional certification to the individual and the organization and feel that it lends prestige to an already successful card program."

John Mahin, CPCP

NAPCP

National Association of Purchasing Card Professionals

The CPCP program is managed by the Purchasing Card Professional Certification Council (PCPCC) with oversight by the National Association of Purchasing Card Professionals (NAPCP).

CPCP
CERTIFIED PURCHASING
CARD PROFESSIONAL

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



Gain the recognition you deserve...

*Achieving the CPCP
credential is a milestone
for professionals who
take ownership of
their careers.*

Testing is offered semi-annually. Apply by the end of April for the June testing period or the end of August for the October testing period.

Visit www.napcp.org/cpcp for details.

OVERVIEW

The NAPCP recognized that P-Card program management was emerging as a profession—distinct from the accounts payable and purchasing professions. Therefore, the CPCP credential was developed to increase the proficiency of P-Card professionals in any sector of the industry. Launched in 2006, the program:

- establishes a body of knowledge and level of performance necessary for certification
- stimulates the advancement of the art and science of Purchasing Card program management
- increases the value of practitioners
- recognizes and raises industry standards, practices and ethics
- maximizes the value received from the products and services provided by certified professionals

WHO BENEFITS ?

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

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

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

APPLICATION FEES

NAPCP members: \$295.00
Non-NAPCP members: \$395.00

SHOULD YOU APPLY ?

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

- What is the depth of your P-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

Theresa Traw, CPCP, noted, “My CPCP credential has definitely earned monetary benefits for me, but the increased program knowledge, career confidence, and management credibility are invaluable.”

ARE YOU ELIGIBLE TO APPLY ?

Two requirements:

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

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

Work Experience	<i>P-Card experience: 3 points/year; 9 points max. Purchasing/accounting experience: 1 point/year; 3 pts. max.</i>
Professional Certification	<i>C.P.M., CPA, CTP, etc.: 5 points (can claim only one)</i>
Education	<i>Associate's degree: 5 points, Bachelor's degree: 10 points</i>
Professional Development/ Continuing Education	<i>NAPCP Annual Conference: 3 points each; 9 points max. Conference by P-Card provider: pt. value based on duration</i>
Industry Participation	<i>P-Card-related audio call / webinar: 0.25 point each; Speaker (P-Card or related topic): 1 point per qualifying event</i>

APPLICATION PROCESS

1. Review “Handbook for Candidates” at www.napcp.org/cpcp.
2. Gather supporting documentation.
3. Complete the forms (application and supplement).
4. Attach supporting documentation.
5. Mail to the Professional Testing Corporation (PTC), along with the appropriate payment.
6. Wait for notification from PTC (approximately four to six weeks).
7. Schedule your exam at desired LaserGrade testing center (locations throughout North America).

THE EXAM

The CPCP exam is a blend of art and science, testing an individual's:

- ability to recognize proven methods for effective P-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.

Content areas:

- P-Card Proposition
- Pre-program Activities
- Request for Proposal (RFP)
- Provider Selection Activities
- Pre-implementation Activities
- Program Implementation
- Managing the Program
- Improving the Program
- eCommerce & Tech Improvements
- Supplier & Provider Perspectives
- Regulatory Topics

RECERTIFICATION

Once earned, the credential is valid for three years. Two options by which to recertify:
1) cumulate 18 points during certification period or 2) apply for, take and pass exam again.