



# Certified Administrator of Public Parking (CAPP)



APPLICATION, PERSONAL  
DATA FORM & INFORMATIONAL MATERIALS



# CAPP Notes



[www.parking.org/CAPP](http://www.parking.org/CAPP)

Dear Potential CAPP Candidate:

Thank you for your interest regarding IPI's Certified Administrator of Public Parking (CAPP) Program. We are very proud of this program and are delighted with your interest.

The CAPP Program was developed in conjunction with the University of Virginia in order to provide continuous information and training to parking and transportation professionals, increase the body of knowledge and establish a benchmark of excellence for the parking and transportation professions. It also provides a means by which parking and transportation professionals may demonstrate their proficiency and be recognized by their peers.

The program can be completed within two (2) years (if the sessions are completed in succession) but, up to five (5) years is allowed. The process begins with the submission of the Application or Personal Data Form (PDF). The program itself is based on a point system similar to "credits" in the university setting. The Application Review Committee reviews and accepts/denies applicants based on the amount of points on the application. Points are received for such things as: work experience and level, completed higher education degrees, parking related seminars/conferences attended (whether with IPI or another organization), parking articles published or parking presentations made, honors or awards received, etc. The applicant must have a minimum of 18 points on his/her application in order to be accepted into the program.

Once accepted, the individual is then referred to as a CAPP Candidate. Candidates then attend two-day and five-day sessions in order to add to the point total. There are three (3) mandatory two-day courses (worth 15 points each): Enforcement: On- & Off-Street; Facility Design, Rehabilitation and Maintenance; and, You're On! How The Media Gets *Your* Message.

There are also two (2) mandatory five-day courses which are held in conjunction with IPI's Conference & Expo. The Management course is taught by University of Virginia professors. The other is a Parking Industry Specific course which is taught by industry professionals and experts in the field. Five-day courses are worth 20 points each.

The Enforcement and Facility Design two-day courses are open to anyone however the Media seminar and the five-day conference courses are open only to candidates.

Once the candidate has reached 100 points, he/she may sit for the exam. The exam is in two (2) parts. The candidate is allowed up to two (2) hours to complete the first part of the exam which are objective and short answer questions. On the second part of the exam, the candidate is allowed up to 2.5 hours to complete the essay portion of the exam.

Once the candidate passes the exam, he/she becomes a Certified Administrator of Public Parking and is permitted to use CAPP after their name for a three (3) year certification period.

To formally enroll as a CAPP candidate, please submit your application and personal data form (enclosed) along with your application fee. Your application will be reviewed by IPI's Committee on Professional Certification and final points for your experience and submitted materials will be awarded.



After reviewing this material, please don't hesitate to contact me with any questions you may have. In the meantime, we at IPI look forward to the possibility of you becoming our newest CAPP candidate.

Sincerely,

Lauri Chudoba  
Certification Administrator

Enclosure(s)

## Testimonials/Quotes

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The CAPP Program is an outstanding program that is far superior to any other educational program in the industry.

**Greg Stormberg, CAPP, CPP, Class of 2011**

I am the perfect example of what CAPP can do for you. I was in the second group of people to start the CAPP Program. I am CAPP #14, the first one of the second group to graduate in 1995. In 1999 I was hired as the Parking System Administrator for the City of Durham, NC because of the CAPP certification. I moved to Davenport, Iowa in 2002 to run parking operations for that city, the CAPP certification again an important factor in my being hired. In 2004 I became the Associate Director of Parking Services at the University of North Texas with the CAPP certification being a major part of my employment. Today I am still required to maintain my CAPP certification as part of my annual review. CAPP works for me!"

**Scott Kangas, CAPP, Class of 1995**

CAPP changed my life! I graduated in 2000 while working at IPI. There were those in the industry that questioned why I entered the program. I explained then it was one way to remain industry knowledgeable, especially in areas that were not my expertise. Today, many years later, my CAPP not only served me well as CEO of IPI, it was a requirement of my current position at Princeton University. Getting back into operations was easier than I imagined, with all my CAPP materials I use as ready reference and the many colleagues I can always count on!

**Kim E. Jackson, CAPP, Class of 2000**

You require certification for your lawyer (JD), nurse (RN), accountant (CPA), doctor (MD). Is your Parking Manager CAPP certified? Require it!

**Robert Milner, CAPP, Class of 2005**

The CAPP Program brings parking and transportation practitioners from all levels together as students, learning and sharing their experiences and knowledge. The program is lead by established professionals from many of the disciplines involved in parking planning, finance, design, construction, and operations. These lessons are combined with instruction from University of Virginia professors experienced in teaching business and management operations and organization. The participants work together in an atmosphere of personal development to improve their skills and knowledge, then focus on applying these to the parking industry. The program stimulates networking not only with classmates and instructors but also with colleagues who have already completed the program. The CAPP certification denotes a commitment to developing parking and transportation as professions dedicated to customer service with integrity. This certification is a significant accomplishment in my 30+ year career in parking and public safety.

**John Nolte, CAPP, Class of 2006**

"The CAPP certification gives you an edge because people know you have taken that extra step to be the best. The networking and camaraderie with other parking and transportation professionals going through the program is incredible. There will always be a bond with all those that have gone through the CAPP Program. It's not an easy walk through the park; you have to be dedicated to get through it but it is well worth it. CAPP sets the standard for educated leaders in the parking and transportation industry. It's really simple; CAPP equals success. So, my question to you is: If you have made the parking and transportation industry your career, why not be one of the best in the business?"

**Lance L. Lunsway, CAPP, Class of 2001**

"I entered the CAPP program entirely for self-fulfillment purposes: I wanted to be the first in my company to earn a certification that no one else claimed. What I obtained from the program were not just initials to place after my name. I obtained a wealth of knowledge and valuable relationships with professionals that I will always be fond of. These professionals have helped me better understand the industry and are a great resource to turn to when I have questions or a particular need. The CAPP program truly offers a unique opportunity to learn from industry experts, to build lasting relationships and help build careers. I strongly urge anyone interested in developing professional relationships and advancing their career and knowledge to participate in the program."

**Charles Reedstrom, CAPP, Class of 2003**

"My involvement in the Certified Administrator of Public Parking (CAPP) Program was a very good decision for me after 15 years working as a Director of Parking. The program challenged me to learn aspects of the industry that my day-to-day work could not have provided me. Learning from other colleagues gave me an instant network of friends that I now collaborate with often. Do not wait as long as I did to get your CAPP. This accomplishment will bring immense value to you and those you work with. Remember... "It is never too late to be what you might have been"...George Eliot"

**J. Diane Hale, CAPP, Class of 2007**

# Course Descriptions

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Listed below is an overview of the current required courses and topics offered in IPI's CAPP Program:

## **FIVE-DAY CONFERENCE COURSES\***

### **Management (even numbered years)**

Topics include The Leadership Challenge: Creating Productive Workplaces; Managing for Service Excellence; Situational Leadership: A Model for Coaching and Inspiring Performance in Others; MBTI and the Art of Communication; The Ethics of Leadership; High Performance Teams and Work Groups; and, Leadership Excellence: Personal Action Planning.

### **Parking Industry Specific (odd numbered years)**

Topics include How Parking is Financed in America's Cities; Inclusion of Parking Management Tactics in the Development of TDM Plans; TDM Strategies: A Closer Look; Shuttle Services and Their Effect on Your Organization; Sustainability in Parking Facilities; Intermodal: The Parking Perspective; Revenue Control Equipment; Revenue Control Policies and Procedures; Security: Parking Issues & Risk Management From The Legal Point of View; Lighting for Safety; Emergency Preparedness; Interoperability in Parking; and, Parking Management.

## **TWO-DAY SEMINARS\***

### **Parking Facility Design, Rehabilitation and Maintenance**

Topics include planning, evaluating and assessing the need for your enforcement program (including how to establish a policies and procedures manual, evaluating your enforcement officers), parking enforcement vehicles, booting, towing and abandoned vehicles, promotion, quality service and constituency building, how to make regulations work, improve your collection rate, conquering handicap placard abuse, Criminal vs. Civil, administrative adjudication, how to develop a procedures manual, etc.

### **Media Relations—You're On! How the Media Gets Your Message**

Includes representatives from the print and broadcast media and is designed to teach the parking professional the do's and don'ts of handling "hard news" stories. You learn how reporters find their sources, when to contact reporters, tips on dealing with reporters and how technology and social media is changing the news media industry. Attendees will also learn how to deal with radio interview situations by hearing how the business community can reach the public through radio talk shows. Attention will be given to techniques regarding how to get booked on talk shows and be given hands-on experience regarding how to handle a radio talk show situation. The seminar ends with the attendees finding themselves in television interview situations. Participants will be videotaped and their interviews will be played back and critiqued by the professionals. Through this process, participants learn how to effectively respond to television interviews.

### **Parking Facility Enforcement: On-Street & Off-Street**

Topics include Planning, Evaluating and Assessing the Need for Your Enforcement Program; Enforcement, Regulations & Rates; Program Promotion; Quality Service and Constituency Building; The DMV: How it Can Work *With* You!; and, Enforcement Programs: Administrative Adjudication & Procedures Manuals.

\*Five-day conference sessions are offered only in conjunction with the IPI Conference & Expo each year. Two-day seminars are currently offered in January/February and in September/October each year.

# Cost Commitment Breakdown

The following is a breakdown of the cost and time commitment one can expect to take on when beginning the Certified Administrator of Public Parking (CAPP) Program. This breakdown **includes registration and hotel costs only**—taxes and travel/airfare expenses will also need to be considered for planning your budget.

Individuals who submit their application and are determined by the Application Review Committee to have accumulated a minimum of 18+ points are accepted into the CAPP Program. These points are based on their work experience, education, attendance at IPI and non-IPI conferences and seminars as well as authored publications and presentations, professional recognition within the parking industry and personal recognition.

2009/2011 COST BREAKDOWN FOR CAPP PROGRAM		
	Member (Individual)	Non-Member (Individual or Organization)
<b>Application Fee</b>	\$200	\$275
<b>YOU'RE ON! HOW THE MEDIA GETS YOUR MESSAGE Two-Day Seminar</b> Baltimore, MD — February 2011 Gaylord at National Harbor — \$149/night +tax	\$799 registration \$298 hotel	\$1,299 registration \$298 hotel
<b>ENFORCEMENT: ON-STREET &amp; OFF-STREET Two-Day Seminar</b> Phoenix, AZ — January 2010 Pointe Hilton Tapatio Cliffs Resort — \$129/night +tax	\$400 registration \$258 hotel	\$600 registration \$258 hotel
<b>MANAGEMENT Five-Day Conference Session</b> Las Vegas, NV — May 8-13, 2010 Mandalay Bay Resort & Conference Center—\$189/night +tax (based on seven night stay)	\$675 registration \$1,323 hotel	\$975 registration \$1,323 hotel
<b>FACILITY DESIGN, REHABILITATION &amp; MAINTENANCE Two-Day Seminar</b> Location TBD—October 2010 Estimated \$139/night hotel +tax	\$400 registration \$278 hotel	\$600 registration \$278 hotel
<b>PARKING INDUSTRY SPECIFIC Five-Day Conference Session</b> Pittsburgh, PA — May 2011 David Lawrence Convention Center—Estimated \$140/night +tax (based on seven night stay)	\$675 registration \$980 hotel	\$975 registration \$980 hotel
<b>Exam Fee</b>	\$200	\$275
<b>ESTIMATED TOTAL FOR THE PROGRAM:</b>	<b>\$6,486*</b>	<b>\$8,136*</b>

The hotel amount is estimated at two (2) nights based on arrival the night before the session begins and departure the night the session ends and does NOT include tax. The "Estimated Total for the Program" does not include airfare.

CAPP Candidates are allotted five (5) years to obtain the necessary 100 points in order to sit for the exam. Depending on the total number of points with which you begin the program, candidates are able to become certified within a two (2) year period. All course materials are included in the above pricing. For additional information or questions regarding the program please contact Lauri Chudoba, Certification Administrator at 540.371.7535 or chudoba@parking.org. All courses are required attendance.

**APPLICATIONS INTO THE PROGRAM ARE ACCEPTED YEAR-ROUND.**

# Point Structures

## SUMMARY OF POINTS—PERSONAL DATA FORM/APPLICATION

I. Personal Data	No. of Points	Conditions	Maximum Points
Experience	2	Per Year Senior Management	20
Education	2	Associate	
Education	5	Bachelor's	
Education	10	Master's	
Education	12	Doctorate/ Professional	
Education	2	Current Professional Certification	14
IPI Conferences	2	Each	10
IPI Seminars	1	Each	5
Other Seminars & Conferences	1	Each	5
Presentations & Publications	1-5	Up to Three (3)	15
Professional Recognition	1	Up to Three (3)	3
Other Recognition	1	Up to Two (2)	2
<b>TOTAL POINTS:</b>			<b>74</b>

II. Certification Courses	No. of Points	Conditions	Maximum Points
Two-day Seminars (three (3) total)	15	Each	45
Five-day Conference Sessions (two (2) total)	20	Each	40
<b>TOTAL POINTS:</b>			<b>85</b>

Section I and II together = 159 total available points. Candidates may petition to take the exam once they have accumulated 100 points. Once they have achieved 105 points AND have attended the required courses, however, they must take the exam within one (1) year.

# Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program

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## Section 1. MISSION

- A. The International Parking Institute's program of professional certification is designed to:
  - 1. Provide continuous information and training to parking and transportation professionals;
  - 2. Increase the body of knowledge available to parking and transportation professionals and establish a benchmark of excellence for the profession; and
  - 3. Provide a means by which parking and transportation professionals may demonstrate their proficiency and be recognized by their peers.

## Section 2. QUALIFICATION

- A. The certification program is open to any individual who chooses to pursue the goals set forth in the mission statement, subject to the program's guidelines.

## Section 3. THE PROGRAM

- A. The program includes the following components: a personal data form, five (5) educational courses, testing, granting of certification, continuing education, and re-certification. Each component is assigned a point value which is used to determine eligibility for testing, a pass or fail of the test, and eligibility for re-certification. The applicant has five (5) years from the date of application to successfully complete the testing element of the program.
- B. **APPLICATION.** The personal data form provides a systematic way to identify areas of personal and professional activity. Points toward certification are assigned for each area covered in the form and carry a maximum of 74 points.
  - 1. **PARKING EXPERIENCE.** Chief parking administrators or senior parking management staff may receive two (2) points per year for experience. Other parking-related staff positions may receive one (1) point per year for experience. A maximum of 20 points may be awarded in this category. An applicant can continue to receive experience points while a candidate until the 20 point maximum has been reached.
  - 2. **EDUCATION**
    - a. **Higher Education.** An applicant can achieve a maximum of 14 points in this category. An associate degree earns two (2) points, a Bachelor's degree earns five (5) points, a Master's degree earns ten (10) points, and a doctorate or professional degree earns 12 points. Proof of degree must accompany the application. Individuals who have obtained other professional certifications (i.e. Professional Engineer (P.E.), Structural Engineer (S.E.), Certified Public Accountant (CPA), etc.) will earn two (2) points per certification.
    - b. **IPI Conferences.** Attendance and full participation in IPI annual conferences (must have been a registered delegate) will constitute two (2) points each for a maximum of ten (10) points. Attendance must be within five (5) years immediately prior to application.
    - c. **IPI Seminars.** Attendance and full participation in IPI two-day seminars (must have been a registered delegate) will constitute one (1) point each for a maximum of five (5) points. Attendance must be within five (5) years immediately prior to application.

# Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program

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- d. **“Other” Courses.** Attendance at other educational courses pertinent, and directly applicable, to parking sponsored by educational institutions, professional and trade associations, recognized business organizations, government agencies, etc. may earn one (1) point for a maximum of five (5) points. Course applicability shall be determined by the Application Committee.

## 3. ACHIEVEMENTS

- a. **Presentations and Publications.** An applicant can earn points for having been an instructor/speaker at IPI conferences and seminars, educational programs of state parking associations, articles in parking-related trade or professional publications, articles related to parking in other publications, chapters or books on parking subjects, etc. An applicant is allowed up to three (3) submissions for a maximum of 15 points. One (1) to five (5) points per submission may be awarded at the discretion of the Application Committee.
- b. **Professional Recognition.** An applicant may achieve points for positions held in the following: IPI, Canadian Parking Association, state/regional parking associations, other parking-related organizations, organizations whose focus is deemed by the Application Committee to be pertinent to parking, etc. Each recognized position of leadership earns one (1) point per submission for a maximum of three (3) points.
- c. **Additional Recognition.** Applicants may achieve points for honors or awards received/presented to them personally during their career in parking (including achievement through IPI and other parking organizations) or recognition/honors presented by civic, community, charitable, governmental and other organizations. Each honor/award recognized by the Application Committee shall earn one (1) point each for a maximum of two (2) points.

- C. **APPLICATION FEE.** Each applicant shall submit an application fee (\$200 for individual members and \$275 for non-members) along with the completed application. No application will be processed until the application fee has been paid. Application fees are non-refundable and non-transferable.

## Section 4. CANDIDATE

- A. Once the information submitted as part of the application has been verified and the Application Committee has reviewed and accepted the application, the applicant will be referred to as a “candidate.”

## Section 5. COURSES

- A. During a given two-year period, two (2) five-day courses, three (3) two-day courses will be held in conjunction with IPI annual conferences and educational seminars.
  1. **Five-Day Courses.** Candidates are required to attend both of the five-day courses. The five-day courses will each have a point value of 20, with a maximum level of 40.
  2. **Two-Day Courses.** Candidates are required to attend all three of the two-day seminars. These CAPP courses will be available to anyone interested, but a person must be a candidate in the program for attendance to be assigned a higher point value. For certification candidates, the two-day courses will each have a point value of 15, for a maximum accumulation of 45 points. A CAPP two-day course shall be worth one (1) point to all others in attendance. If an individual submits an application within three (3) weeks of attending a CAPP two-day course, and that application is accepted, he/she may qualify for the higher points.

# Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program

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3. **Training of Trainers (TOT).** Those candidates chosen to attend the five-day TOT training course shall earn eight (8) points toward certification.

## Section 6. EXAMINATION

- A. **Eligibility.** Candidates may petition to take the exam once they have fulfilled all required courses AND accumulated a minimum of 100 points. Once the candidate has achieved 105 points, however, he/she must take the exam within one (1) year.
- B. **Examination Sites.** The exam may be administered in conjunction with any IPI sponsored event, at IPI headquarters, or at the University of Virginia if written notice of intent is received at least 30 days in advance. Demand and test security will be considered in determining whether to administer the examination.
- C. **Examination Fee.** An examination fee of \$200 for members and \$275 for non-members will be charged to off-set the costs of establishing the validity and reliability of the test, as well as administering and scoring the examination.
- D. **Pass/Fail Test.** A grade of Pass or Fail will be given to each candidate completing the examination. In order to pass the exam, the candidate must achieve a score of at least 65 percent (65%) on each section of the exam and achieve a score of at least 80 percent (80%) overall. Should the candidate fail a section of the exam, only that section must be retaken. If the candidate should pass all sections but fail to achieve a score of at least 80 percent (80%) overall then the candidate must retake the entire exam. The candidate will be allowed two (2) retakes. However, should the candidate fail to pass the exam after the second re-take, the candidate must wait a minimum of six (6) months before retaking the entire exam. An additional examination fee shall be assessed at that time. All exam scores shall remain confidential between the University of Virginia and the CAPP Administrator.

## Section 7. CERTIFICATION

- A. Once the candidate has successfully passed the exam, the candidate will be permitted the use of the designation "CAPP" following his/her name during the period of certification. Certification is valid for a period of three (3) years from the date of notification of passing the exam or recertification requirements and payment have been received by IPI.

## Section 8. RECERTIFICATION

- A. In order to obtain re-certification, the CAPP is expected to participate in certain activities to maintain the certification. The CAPP must achieve a minimum of three (3) points per year, with a minimum of 12 points at the end of the three (3) years in order to request certification. Points over and above the required 12 points may not be carried over to the next three (3) year re-certification cycle.
  1. **Higher Education.** A CAPP can achieve a maximum of 14 points in this category. An associate degree earns two (2) points, a bachelor's degree earns five (5) points, a master's degree earns ten (10) points, and a doctorate or professional degree earns 12 points. Proof of degree must be submitted as proof. Individuals who have obtained other professional certifications (i.e. Professional Engineer (P.E.), Structural Engineer (S.E.), Certified Public Accountant (CPA), etc.) will earn two (2) points per certification.
  2. **IPI Conferences.** IPI conferences (non-CAPP) shall be credited four (4) points each.
  3. **IPI Seminars.** IPI seminars (non-CAPP) shall be credited two (2) points each.

# Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program

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4. **“Other” Seminars/Conferences.** All non-IPI conferences and seminars sponsored by educational institutions, professional or trade associations, recognized business organizations, governmental agencies, etc. that are deemed by the Committee on Professional Certification to be pertinent and directly applicable to parking, shall be worth one (1) point each.
  5. **IPI Certification Courses.** All IPI certification two-day courses shall be worth three (3) points and all IPI certification five-day courses shall be worth five (5) points. However, if those courses have been previously attended they shall have a value of one (1) point for the two-day courses and three (3) points for the five-day courses.
  6. **Presentations/Publications.** Presentations and publications shall be worth two (2) points each. Each CAPP must deliver at least one (1) presentation or author one (1) published article within the three (3) year period. Presentations given by TOT certified trainers shall earn points according to subject matter. The initial presentation shall be worth four (4) points, each additional presentation of the same material shall be worth two (2) points within the three (3) year re-certification period.
  7. **Professional/Leadership.** A CAPP serving as an officer or executive board member of a state, regional or national parking association, or as a member of the Board of Advisors or Directors of IPI shall be credited two (2) points per three (3) year re-certification cycle of leadership service.
- B. **Recertification Fee.** A re-certification fee of \$75 for members and \$125 for non-members shall be paid when the request for re-certification has been made.
- C. **Inactive CAPP Status.** A person who holds the designation of CAPP shall be permitted to have their CAPP status designated as “Inactive” for a maximum time period of twenty-four (24) consecutive months. A CAPP shall file an “Inactive Status Request” no sooner than 180 days or later than 365 days after having left employment in the parking industry. During said inactive time period the CAPP shall not be required to earn annual re-certification points, in order to retain the CAPP designation and the three (3) year re-certification time limit shall be suspended. At the expiration of the Inactive time period (24 months) or upon re-employment in the parking industry prior to the inactive expiration date, the CAPP shall again be subject to all re-certification requirements of Section 8.A.
- D. **Emeritus CAPP Status.** A person who holds the designation of CAPP, has fulfilled recertification requirements, who retires or otherwise permanently leaves the parking profession or industry, shall file an “Emeritus CAPP” status request within 365 days of retirement or leaving the parking industry. The Emeritus CAPP shall no longer be subject to Section 8.A. recertification requirements. The Emeritus CAPP may use the designation of CAPP (Ret.) in their personal or professional correspondence and resume.
- E. **Lapsed Certification.** Professionals who do not meet the minimum requirements in order to re-certify after their three (3) year certification expires will be permitted (within one (1) year of certification expiration) to re-test to reinstate their certification. The \$200 (members) examination fee and \$275 (non-members) must be paid and individuals must sit for an exam. Any CAPP request for re-instatement which was greater than five (5) years would require that individual to repeat the entire program.

## Section 9. ADMINISTRATIVE RESPONSIBILITIES

- A. The authority and ultimate responsibility for the certification program lies with the International Parking Institute’s Board of Directors.

# Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program

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1. **Committee on Professional Certification.** The Board of Directors of IPI will appoint this committee to supervise the certification program. This committee shall work with the CAPP Administrator on staff at IPI to assist the committee with administrative tasks. This committee will have final authority over the program and will be final arbiter of all matters except for those covered in Section 9. This committee shall also have the authority to modify fees charged for this program.
2. **Review Committee.** This committee will serve as the body responsible for reviewing all incoming applications from individuals wishing to become a candidate in the Program.
3. **CAPP Examination Committee.** This committee will serve as the body responsible for test design, validity and scoring.
4. **CAPP Appeals Committee.** This committee will serve as the primary conduit for all grievances against the certification program. It will be tasked with gathering all information pertaining to the case and making a fair judgment. It shall advise the candidate, the Board of Directors and the Chair of the Certification Committee of its recommendation.
5. **CAPP Scholarship Committee.** This committee shall review all applications for scholarship funds and determine the distribution of those funds.

## SECTION 10. CAPP SCHOLARSHIP FUND

- A. The CAPP Scholarship Fund was established in January 1997 from the proceeds of the CAPP Classic held at the IPI Conference & Expo. It was developed for the purpose of assisting CAPP candidates and graduates (seeking re-certification) to attend the IPI Conference & Expo five-day (CAPP and non-CAPP sessions) and two-day CAPP seminars held throughout the year.
- B. The Scholarship Program will benefit only CAPP candidates with a minimum of 40 points accumulated towards their CAPP candidacy as well as CAPP graduates seeking re-certification with a minimum of six (6) points accumulated towards their re-certification.
- C. Fifty percent (50%) of the funds in the scholarship account as of July 1st each year will be available for assistance to applicants for hotel, travel and registration fees.
- D. Applications will be accepted year-round with two review periods:
  1. November review - Applications to be received no later than October 31st for review every November. Notification will be made no later than November 30th for funding assistance anticipated between December 1st and May 31st of said review period.
  2. April review - Applications to be received no later than March 31st for review every April. Notification will be made no later than April 30th for funding assistance anticipated between June 1st and November 30th of said review period.
- E. Applications should be made directly to the Scholarship Committee and should include sufficient information that will enable the committee to determine that such funds are necessary for the applicant to participate in the CAPP Program.
- F. All deliberations of the committee shall be confidential.

**REVISED:** December 29, 2008

# 2011-12 Course Calendar

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The following list shows those courses being offered in 2011-12 for accepted Certified Administrator of Public Parking (CAPP) Program Candidates\*. **All classes are required for candidates to complete in order to sit for the exam.**

## May 21-25, 2011

### **Five-Day Parking Industry Specific Conference Session—SOLD OUT AS OF FEB. 2011**

This five-day offering is held concurrently with the IPI Conference & Expo. This offering will be held at the David L. Lawrence Convention Center in Pittsburgh, Pa. More information regarding the CAPP offering and the conference in general can be found at [www.parking.org/conference](http://www.parking.org/conference).

## September/October 2011

### **Two-Day Enforcement: On- & Off-Street**

Dates and location are TBD.

## January/February 2012

### **Two-Day Facility Design, Rehabilitation & Maintenance Seminar**

Dates and location TBD.

## June 2012

### **Five-Day Management Conference Session**

This five-day offering is held concurrently with the IPI Conference & Expo. It will be held in Phoenix, Az. More information regarding the CAPP offering and the conference in general can be found at [www.parking.org/conference](http://www.parking.org/conference).

## September/October 2012

### **You're On! How the Media Gets Your Message**

This CAPP courses is available only to CAPP candidates. Dates and location TBD.

Dates, locations and course topic subject to change.

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Please contact Lauri Chudoba, Certification Administrator, (540.371.7535 x24 / [chudoba@parking.org](mailto:chudoba@parking.org)) if:

1. You have not yet submitted an application or have questions as you complete it for submittal;
2. You have not received written notification from IPI of the Professional Certification Committee's decision regarding the amount of points that you will begin the program with. If you have not yet received notification then you ARE NOT YET considered an accepted CAPP candidate.
3. You need more information regarding any of the above CAPP courses or future offerings.

\*Those individuals who have submitted their application and personal data form (PDF) and have been informed via letter by IPI's Certification Administrator of their acceptance into the Program.

# Frequently Asked Questions

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Have you seen the CAPP ad in *The Parking Professional* and wondered what it's all about? Is someone in your organization a CAPP? Maybe you're aware that CAPP is the certification program developed in conjunction with the University of Virginia but you're not sure what it entails? Have you requested the CAPP application packet from the website but you still have questions after reviewing it? Or, maybe you're in the process of completing your application and there are some loose ends before you submit? This is the list of the most frequently asked questions about the program to assist you in everything from getting your application completed, submitted and accepted through what steps you need to take to sit for your exam.

If you still have questions after reading the information below, please contact Lauri Chudoba at 540.371.7535 x24 or [chudoba@parking.org](mailto:chudoba@parking.org).

## What is the CAPP Program?

The Certified Administrator of Public Parking (CAPP) Program is designed to provide continuous information and training to parking and transportation professionals, increase the body of knowledge and establish a benchmark of excellence for the industry, and provide a means by which parking and transportation professionals may demonstrate their proficiency and be recognized by their peers.

It is a process of submitting your application, having the Review Committee decision the amount of points you will begin the program with (a minimum of 18 points) and then beginning to attend the required courses: two (2) five-day conference sessions (parking specific and management) worth 20 points each and three (3) two-day seminars (design maintenance, media and enforcement) offered every February and October (all worth 15 points each). Once you have accumulated 100 points, you may sit for the exam.

Once you have passed the exam, you will earn the CAPP designation and then maintain your three-year certification with minimum requirements and point accumulation.

## What is IPI?

The International Parking Institute (IPI) is a non-profit member organization for professionals who maintain any aspect of parking and transportation. The IPI provides leadership, information and education while leading and connecting professionals in a dynamic multi-modal world. You can learn more information by visiting us at [www.parking.org](http://www.parking.org) and clicking on "About Us" and then "Who Are We?" Membership information can be found from our homepage by clicking on "Membership Center" and then "Benefits of Membership." Or, you can click "Join Now" and complete the online form.

IPI hosts the largest international parking conference and exposition each year featuring educational sessions pertaining to current parking trends and issues. The exposition is the largest in the world featuring more than 120 exhibiting companies from manufacturers and operators to consultants and planners. For information about our upcoming conference, please visit [www.parking.org/conference](http://www.parking.org/conference).

IPI publishes the monthly magazine, *The Parking Professional*, provides on-site training for front-line staff, keeps you up-to-date with upcoming events on our parking calendar, and hosts an awards program for newly-built and/or renovated parking garages as well as the annual Professional Recognition Awards for excellence in our employees. We also provide networking with your local State & Regional Allied Associations, as well as having several publications pertaining to the parking and transit industry for sale.

It is not required that you be a member of IPI in order to progress through the CAPP Program but there are member and non-member fees associated with each CAPP event which could save you/your organization significant funds in the long run with membership benefits.

# Frequently Asked Questions

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## How do I get a CAPP application?

CAPP applications can be downloaded by clicking the link “*Download CAPP Forms*” at the bottom of any of the CAPP pages. You can also request that a complete informational packet be mailed to you by completing the form on the page “*Request CAPP Info*” at the bottom of the page.

## What do I do once I receive the application?

Complete the entire Personal Data Form (PDF) with your information. Be sure to include a copy of your degree, current job description, copies of any awards or recognition you may have received as well as copies of badges or paid invoices from any IPI (or non-IPI) seminars or conferences you have attended in the last five (5) years. It would be helpful to include the handouts from any presentations that you may have given or copies of any articles you may have had published. Don't forget to sign the application on the last page and keep a copy of your submitted application for your records. Submit one (1) original hard copy document via USPS mail or, send the whole application electronically (along with your non-refundable application fee) to Lauri Chudoba at [chudoba@parking.org](mailto:chudoba@parking.org). For mailing via USPS, please send to:

Committee on Professional Certification  
c/o International Parking Institute  
P.O. Box 7167  
Fredericksburg, VA 22404-7167

## What happens once my application is received by IPI?

When your application is received by IPI it is reviewed to determine if all necessary documentation has been included and if you have a minimum of 18 points to be considered to begin the program. It is then sent to the Application Review Committee for final decision.

## What if I'm not accepted into the program?

If you are denied acceptance into the program at this time, you will be notified via written correspondence as to the reason(s) and the appropriate course of action in order to become accepted at a later date. Your application fee will not be refunded, however, if you choose to resubmit your application at a later time, you will not be charged the application fee again.

## How can I get a refund if I'm denied acceptance at this time?

All CAPP applications are subject to a non-refundable application fee and are non-transferrable.

## How will I know if I've been accepted into the program?

Approximately two (2) weeks after your application has been received, a letter will be mailed to you via United States Postal Service informing you if you've been accepted into the program and the amount of points the Committee has determined that you will begin the program with. From that time until you've passed your exam, you will be referred to as a “candidate.”

## How does the program work? How long does it take to obtain certification?

Candidates are given five (5) years to complete the CAPP Program though many can complete the curriculum in as little as two (2) years, depending on the amount of points with which you begin the program and if the courses are taken in succession when offered.

## Frequently Asked Questions

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There are two (2) five-day sessions which are offered concurrently with the activities of IPI's Conference & Expo. Candidates receive 20 points for attending these sessions and attendance is required.

**Five-day Management Course** - (even-numbered years for approved CAPP candidates only).

**Five-day Parking Industry Specific Course** (odd-numbered years for approved CAPP candidates only).

There are a total of three (3) two-day seminars available for every two (2) year rotation. All three have required attendance and count for 15 points for candidates. The current topics include:

**Facility Design, Rehabilitation & Maintenance**

**You're On! How the Media Gets *Your* Message**

**Enforcement: On- & Off-Street**

### **What kind of cost and time commitment is necessary? (prices listed are as of January 1, 2009)**

Application Fee - there is a \$200 (IPI member) / \$275 (non-member) application fee which is non-refundable and non-transferrable.

Five-day conference sessions begin two (2) days prior to the official conference opening day/session (usually Friday with a Sunday opening) and run concurrently with the IPI Conference & Expo, adjourning on Tuesday. You will want to make certain that you arrive the Thursday before the opening day/session when making your hotel reservation. Hotel fees are set by the host hotels and vary at each location. The registration fee includes continental breakfast and lunch in the CAPP classroom on Friday and Saturday, all activities, events, access to the exhibit hall each time it is opened and course materials for the duration of the conference. Travel and hotel fees will also need to be considered.

Two-day seminar sessions are usually for two full days from 8:30 a.m. to 5:00 p.m. You will want to plan to arrive the day before, spending two (2) nights in the hotel. Registration fees range between \$400 (IPI member) and \$800 depending on the seminar and your IPI membership status. Travel and hotel will also need to be considered.

There is a \$200 non-refundable testing fee (IPI members) or \$275 (non-member fee) which needs to be paid prior to sitting for the exam and should accompany the Petition to Exam form notifying IPI of the date and location you wish to test.

### **How will I know how many points I have at any given time?**

Point updates are mailed twice per year, keeping you on track to the quickest possible complete date. Point updates include all the points which you received from your Personal Data Form (PDF) as well as the points you've accumulated since becoming a candidate. You accumulate points by attending the required IPI two-day seminars and five-day conference sessions, giving presentations, writing publications, attending other parking-related meetings (state or regional allied association conferences, PIE, Intertraffic, Meeting of the Minds, World Symposium, T2 Systems) and experience points. Currently the point updates are mailed via USPS delivery in February and September.

# Frequently Asked Questions

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## **What happens when I reach 100 points?**

Once you've accumulated 100 points and have attended all required courses, you will receive a letter from IPI's offices informing you of your accomplishment and giving specific details regarding the exam process. As per the Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program, once you've accumulated 105 points, you are required to sit for the exam within one (1) year from date of notification.

## **Where can I get study materials?**

You will receive a sample exam with your examination notification letter for studying purposes. You may also request copies of the audio from each of the course offerings at no cost. Most sessions are in MP3 format.

## **Where and when can I sit for the exam?**

You can choose to sit for your exam at any IPI two-day seminar, IPI's Conference & Expo (prior to the opening session only), IPI's offices in Fredericksburg, Va. or at the University of Virginia in Charlottesville, Va. An Exam Petition must be completed and returned to the IPI offices along with the testing fee no later than 30 days prior to the date you wish to test. Testing fees are non-refundable at are \$200 (IPI members) or \$275 (non-members) and should accompany the Petition to Exam form notifying IPI of the date and location you wish to test.

## **What can I expect with the exam?**

The exam is broken into two sections: objective and short answers and essay questions. Candidates are allotted two (2) hours to complete the objective and short answers portion. The essay portion is open book and 2.5 hours are allowed to complete it. Exams are scored at the University of Virginia and you will be notified as soon as possible of your results.

## **What happens once I've passed the exam?**

You may immediately begin using the CAPP designation after your name. You will receive official notification from IPI including information (as soon as available) regarding the annual graduation ceremony conducted at the IPI Conference & Expo. At the graduation ceremony you will receive your official CAPP certificate and pin.

If you have any other questions not covered on this FAQ page, please contact Lauri Chudoba, Certification Administrator at 540.371.7535 or via email at [chudoba@parking.org](mailto:chudoba@parking.org).

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## Frequently Asked Questions

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### 11. How will I know how many points I have at the moment?

Point updates are mailed twice per year, keeping you on track to the quickest possible way to complete the program. Point updates include all the points which you received from your Personal Data Form (PDF) as well as the points you've accumulated since becoming a candidate. You accumulate points by attending the required IPI two-day seminars and five-day conference sessions, giving presentations, writing publications, attending other parking-related meetings (state/regional allied association conferences, PIE, Intertraffic, Meeting of the Minds, World Symposium, T2 Systems) and experience points. Currently the point updates are mailed via USPS delivery however we're hoping to have an electronic report available to all candidates by logging into the IPI website and entering your login and password. Further details are forthcoming.

### 12. What happens when I reach 100 points?

Once you've accumulated 100 points and have attended all the required courses, you will receive a letter from IPI's offices informing you of your accomplishment and giving specific details regarding the exam process. As per the Rules & Regulations of the Certified Administrator of Public Parking (CAPP) Program, once you've accumulated 105 points, you are required to sit for the exam within one (1) year from date of notification.

### 13. Where can I get study materials?

You will receive a sample exam with your examination notification letter for studying purposes. You may also request copies of the audio from each of the course offerings at no cost. Most sessions are in MP3 format.

### 14. Where and when can I sit for the exam?

Once you have accumulated the minimum 100 points, you can choose to sit for your exam at any IPI two-day seminar, IPI's annual conference (prior to the opening session only), IPI's offices in Fredericksburg, Virginia or at the University of Virginia in Charlottesville, Virginia. An Exam Petition must be completed and returned to the IPI offices along with the testing fee no later than 30 days prior to the date you wish to test.

### 15. What can I expect with the exam?

The exam is broken into two sections: multiple choice/true and false/short answers in the first section and essay questions in the second. You are allotted two (2) hours to complete the first section of the exam. The essay section is open book and you are allotted two-and-a-half (2½ hours) to complete this portion. Exams are sent via overnight delivery to the University of Virginia for scoring and you will be notified as soon as possible of your results.

### 16. What happens once I've passed the exam?

You may immediately begin using the CAPP designation after your name. You will receive official notification from IPI including information (as soon as available) regarding the annual graduation ceremony conducted at the conclusion of IPI's annual conference and exposition. At the graduation ceremony you will officially receive your CAPP certificate and pin.

If you have any other questions not covered on this FAQ page, please contact Lauri Chudoba at 540.371.7535 or via email at [chudoba@parking.org](mailto:chudoba@parking.org)



**All applications should be sent to:**

Committee on Professional Certification, International Parking Institute, P.O. Box 7167,  
Fredericksburg, VA 22404-7167

**Please print or type your application**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_



A non-refundable, non-transferable application fee is required to accompany this application. Send completed application with appropriate fee to the address printed above.

My check (# \_\_\_\_\_) in the amount of  \$200  \$275 is enclosed.

Charge my:  Visa  MasterCard  American Express  Discover

Account No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (on back): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address:  Same as Organization Address Above  Please use address provided below

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

In making this application, I fully understand that it is an application for enrollment purposes only in order to complete registration. I will execute the necessary documents, submit to written examinations and supply further information as determined by the IPI Committee on Professional Certification. I further understand and, by my signature, acknowledge that any false statement or misrepresentation that I may make in the course of these proceedings may result in the revocation of this application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Data Form (PDF) Instructions

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*This form provides an organized method of documenting your professional and educational experience. A scoring guide for personal data is included on the right margin of the form for your information in totaling your score. Please note that there are maximum allowable scores for each question on the form.*

- ◆ A total of 74 points are available from information you may include in the PDF. It is important to include all pertinent material whenever possible to guard against any possible variations between your own evaluation and those of the Committee on Professional Certification.
- ◆ An additional 85 points are available through successful completion of the special CAPP certification courses offered in this program. These required courses include two (2) five-day sessions and three (3) two-day sessions over a period of two (2) years. You may use a combination of points accumulated through the PDF and the special certification courses to achieve the necessary total.
- ◆ You may petition to sit for the examination upon the accumulation of 100 points and completion of all five (5) required courses. However, after accumulating 105 points you must sit for the examination within one (1) year.
- ◆ Prior to submitting your completed PDF, we recommend that you count the number of points you believe to be allowable. Should you determine that you have fewer than 25 points, we advise you to delay your application and work on increasing your total points. Remember, your experience points will increase with time. If you have fewer than 35 points, it is still possible to achieve the required total in the allotted time although you will need to successfully complete all the special certification courses. Clearly, the more points you receive from the PDF, the better your chances of achieving certification and the fewer courses you will find necessary to attend.
- ◆ **FOLLOW INSTRUCTIONS EXACTLY.**
- ◆ Your PDF and supporting materials **must be typed or printed legibly**. Please submit one of the following ways:
  1. Electronically. Please compile your Personal Data Form/Application and all supporting documentation and make into a PDF format file and email to chudoba@parking.org for processing or
  2. Via United States Postal Service mail. Compile one (1) original packet including your completed Personal Data Form/Application and all supporting documentation and send to:
- ◆ Make sure that a copy of your current job description is included with the supporting materials.
- ◆ Read **all** the instructions and the **entire** PDF before attempting to complete the form.
- ◆ If additional space is needed, feel free to use additional sheets of paper. Whenever possible, first use the space provided on the form. When extra sheets are used, please identify each sheet in the upper right-hand corner with your name and category number of the PDF item(s) to which the information relates.
- ◆ When submitting supporting materials (copies of articles, diplomas, etc.), make sure they are sequentially numbered and attached after the last sheet of PDF answers. Whenever possible, submit summaries or a synopsis of a report. It is not necessary to submit the entire content of a lengthy publication.
- ◆ **Be accurate and factual in every reply.** Do not skimp on details. Where there is a question of accuracy (specific dates, etc.) always qualify with “about” or “approximately,” but use these only when necessary. **Do not use alphabetical abbreviations.**
- ◆ **Do not duplicate.** If you include information in one place, do not repeat it elsewhere. (For example: points may be awarded for authoring an article in a professional magazine but would **not** be awarded a second time for presentation of the same material at a seminar).
- ◆ When submitting publications and presentations include full citation. Publications require journal title, issue or volume number, date and page number in addition to a copy or synopsis of the publication.
- ◆ Points claimed for “Professional Recognition” should be related directly to parking. Civic and community achievement should be submitted under “Additional Recognition.”
- ◆ Recheck all items on the PDF carefully before signing the form and submitting it to the Committee.
- ◆ Please make sure your name, title, organization, address, telephone number and email address are clearly marked on the notebook/binder cover or cover sheet.

**APPLICATIONS ARE ACCEPTED YEAR-ROUND.**

**Committee on Professional Certification  
International Parking Institute  
P.O. Box 7167  
Fredericksburg, VA 22404-7167**

**Please make checks payable to  
International Parking Institute.**

If you are applying and wish to attend the CAPP five-day session in conjunction with IPI's Conference & Expo, applications **must be received no later than sixty (60) days prior** to the start of the conference for consideration.

# Personal Data Form (PDF)



1. Name \_\_\_\_\_
2. Title of Present Position \_\_\_\_\_
3. Organization \_\_\_\_\_
4. Office Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. Office Phone \_\_\_\_\_
6. Office Email \_\_\_\_\_
7. Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
8. Home Phone \_\_\_\_\_
9. Home Email \_\_\_\_\_
10. Date of Application \_\_\_\_\_

## SECTION I—EXPERIENCE

Check here if supplemental material is attached for Section I. Be sure that material is labeled to indicate which question it goes with.

11. **Parking Experience.** Please list below the parking positions you have held, at what level (chief administrator, assistant administrator, facility manager, etc.) and the period of time you held each position, **MOST RECENT FIRST.**

Organization \_\_\_\_\_  
Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Total number of years \_\_\_\_\_

Organization \_\_\_\_\_  
Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Total number of years \_\_\_\_\_

Organization \_\_\_\_\_  
Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Total number of years \_\_\_\_\_

Organization \_\_\_\_\_  
Title \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Total number of years \_\_\_\_\_

*Use additional sheets if necessary.*

## SCORING GUIDE

Chief Administrator or  
Senior Management Staff  
Two (2) per year

Other staff positions  
One (1) per year

MAXIMUM: 20 points  
(Point differential awarded at the  
discretion of the committee)

# Personal Data Form (PDF)

## SECTION II—EDUCATION

Check here if supplemental material is attached for Section II. Be sure that material is labeled to indicate which question it goes with.

12. **Higher Education** (beyond high school). This includes courses taken at degree-granting institutions only. Submit proof of degree (copy of transcript or diploma).

Institution \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree and Major \_\_\_\_\_

13. **Graduate Degrees**

Institution \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree and Major \_\_\_\_\_

14. **Professional Certification**

Type \_\_\_\_\_

Certification Date \_\_\_\_\_

Current Expiration Date \_\_\_\_\_

*Use additional sheets if necessary.*

15. Education programs and courses attended on parking subjects and conducted by parking-specific organizations.

A. Attendance and full participation in **IPI Annual Conferences** during the past five (5) years (must have been a registered delegate).

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

B. Attendance at **IPI two-day educational seminars** during the past three (3) years (must have been a registered delegate).

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

### SCORING GUIDE

Associate's Degree  
Two (2) points

Professional Certification  
(Certified Public Accountant, Professional Engineer, Structural Engineer, etc.)  
Two (2) points

Bachelor's Degree  
Five (5) points

Master's Degree  
Ten (10) points

Doctorate or Professional  
12 points

**MAXIMUM:** 14 points

### SCORING GUIDE

Each IPI Annual Conference & Exposition (as a registered delegate or exhibitor delegate)  
Two (2) points

**MAXIMUM:** Ten (10) points

### SCORING GUIDE

Each IPI two-day seminar (as a registered delegate or exhibitor delegate)  
One (1) point

**MAXIMUM:** Five (5) points by Committee.

# Personal Data Form (PDF)

C. Attendance at **other education courses** pertinent and directly applicable to parking, sponsored by educational institutions, professional or trade associations, recognized business organizations, government agencies, etc. (Enclose a copy of promotional material, program and/or certificate of completion.)

1. Program Title \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Date Attended \_\_\_\_\_  
Length of Program (in days) \_\_\_\_\_
2. Program Title \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Date Attended \_\_\_\_\_  
Length of Program (in days) \_\_\_\_\_
3. Program Title \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Date Attended \_\_\_\_\_  
Length of Program (in days) \_\_\_\_\_
4. Program Title \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Date Attended \_\_\_\_\_  
Length of Program (in days) \_\_\_\_\_
5. Program Title \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Date Attended \_\_\_\_\_  
Length of Program (in days) \_\_\_\_\_

## SECTION III—ACHIEVEMENTS IN THE PARKING PROFESSION

Check here if supplemental material is attached for Section III. Be sure that material is labeled to indicate which question it goes with.

16. **Presentations and Publications.** Instructor/speaker at IPI conferences and seminars, educational programs of state and regional parking associations, other parking-related associations; articles in parking-related trade or professional publications, articles related to parking in other publications; chapters or books on parking subjects, etc. (Enclose supporting documentation.)

Submission 1 (describe/identify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SCORING GUIDE

Each recognized seminar or conference  
One (1) point

**MAXIMUM:** Five (5) points

Course applicability determined

### SCORING GUIDE

Maximum of three (3) submissions

**MAXIMUM:** 15 points  
(One (1) to five (5) points per submission awarded at the discretion of the Committee.)

# Personal Data Form (PDF)

Submission 2 (define/identify) \_\_\_\_\_

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Submission 3 (define/identify) \_\_\_\_\_

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17. **Professional Recognition.** Positions held in the following: IPI, Canadian Parking Association, state/regional parking associations, other parking-related organizations, organizations whose focus is pertinent to parking, etc. **Include dates of service.**

Position 1 (describe/identify) \_\_\_\_\_

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Position 2 (describe/identify) \_\_\_\_\_

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Position 3 (describe/identify) \_\_\_\_\_

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18. **Additional Recognition.** Honors or awards received/presented to you personally during your career in parking (include achievement through IPI and other parking organizations); recognition/honors presented to you personally by civic, community, charitable, governmental and other organizations; any additional recognition which should be considered by the Committee. **If possible, enclose supporting documentation.**

Recognition 1 (describe/identify) \_\_\_\_\_

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## SCORING GUIDE

Each recognized position  
of leadership  
One (1) point

**MAXIMUM:** Three (3) points

Each honor/award  
recognized  
by the Committee  
One (1) point

**MAXIMUM:** Two (2) points

# Personal Data Form (PDF)

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Recognition 2 (describe/identify) \_\_\_\_\_

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I do hereby certify that my biographical statement as submitted to the International Parking Institute Committee on Professional Certification, in connection with my application for certification as a Certified Administrator of Public Parking (CAPP), is true and correct in all material respects. I understand that the intentional misrepresentation of the information provided on the Personal Data Form (PDF) can result in revocation of this application and/or loss of the CAPP designation.

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Applicant Signature

Date

*Please recheck the information you have provided on this Personal Data Form (PDF).  
This is your **ONLY** opportunity to provide information for this portion of the Certification process.*

The CAPP Program is well worth the time, cost, and effort for those of us that park cars for a living. The application process gives one the sense that this is not a trivial undertaking. Participation in the five-day and two-day seminars provides not only management and parking industry specific training, but also allows for networking on a more intense basis than that which occurs during conferences and trade shows. Even upon testing and graduation, the relationships formed or strengthened with CAPP classmates continues, and provides a heightened sense of camaraderie with parking professionals that share common interests. After 29 years working in the parking industry I found the program to be of value and encourage people considering this certification to make the commitment.

Michael T. Klein, CAPP  
Class of 2008

My involvement in the Certified Administrator of Public Parking (CAPP) Program was a very good decision for me after 15 years working as a Director of Parking. The program challenged me to learn aspects of the industry that my day-to-day work could not have provided me. Learning from other colleagues gave me an instant network of friends that I now collaborate with often. Do not wait as long as I did to get your CAPP. This accomplishment will bring immense value to you and those you work with.

Remember: "It is never too late to be what you might have been"...George Eliot.

J. Diane Hale, CAPP  
Class of 2007

The CAPP Program was not only a remarkable learning experience, but it provided me with invaluable connections to other parking professionals.

Jim Sayre, CAPP  
Class of 2007

I entered the CAPP Program entirely for self-fulfillment purposes – I wanted to be the first in my company to earn a certification that no one else claimed. What I obtained from the program were not just initials to place after my name. I obtained a wealth of knowledge and valuable relationships with professionals that I will always be fond of. These professionals have helped me better understand the industry and are a great resource to turn to when I have questions or a particular need. The CAPP Program truly offers a unique opportunity to learn from industry experts, to build lasting relationships and help build careers. I strongly urge anyone interested in developing professional relationships and advancing their career and knowledge to participate in the program.

Chuck Reedstrom, CAPP  
Class of 2003

The CAPP certification gives you an edge because people know you have taken that extra step to be the best. The networking and camaraderie with other parking and transportation professionals going through the program is incredible. There will always be a bond with all those that have gone through the CAPP Program. It's not an easy walk in the park; you have to be dedicated to get through it but it is well worth it. CAPP sets the standard for educated leaders in the parking and transportation industry. It's really simple, CAPP equals success. So my question to you: If you have made the parking and transportation industry your career, why not be one of the best in the business?

Lance L. Lunsway, CAPP  
Class of 2001



Committee on Professional Certification  
International Parking Institute  
P.O. Box 7167  
Fredericksburg, VA 22404-7167  
540.371.7535 | Fax: 540.371.8022  
[ipi@parking.org](mailto:ipi@parking.org) | [www.parking.org/capp](http://www.parking.org/capp)

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The International Parking Institute is the premier authority on parking; connecting professionals in a dynamic multi-modal world.