

APPENDIX C — Recertification Recordkeeping Form

This form will help you keep track of the recertification points you need to maintain your credential. This completed form will be required to be submitted to the Certification Program staff when you have obtained all necessary points to be eligible to recertify. Please see the Recertification Guidelines on the IPI website at parking.org/capp for more information about recertification.

In order to maintain an active status as a CAPP in good standing, certificants must meet these recertification requirements:

- Submit the Recertification Recordkeeping Form by January 1 of the recertification year.
- One point of the 20 recertification points must be earned either by serving as a presenter/co-presenter of a one-hour or longer parking-related presentation, or through successful submission Program Type 4 - Professional Presentation/Feature Article/Regular Column (please see Appendix A for guidelines for professional articles).
- Agree to abide by the CAPP Code of Ethics.
- Pay the \$175 (IPI member) or \$275 (IPI non-member) recertification fee.
- Maintain accurate backup documentation for submitted recertification points in case you are selected by the CAPP Certification Board's random audits of recertification documentation.

Certificants may appeal the denial of any recertification points or issues associated with recertification to the CAPP Appeals and Discipline Committee. Certificants failing to recertify within the three-year window may not use the CAPP designation. Certificants whose certification has lapsed will be reinstated if the certificant completes the initial certification application, pays the initial application fees, and takes and passes the certification examination.

Prior to your recertification deadline, submit the completed Recertification Recordkeeping Form (and any additionally completed sheets). Email to capp@parking.org, or mail to:

International Parking Institute
c/o CAPP Certification Program
1330 Braddock Place, Suite 350
Alexandria, VA 22314

For questions, contact the Certification Program staff at 571.699.3011, or capp@parking.org.

RECERTIFICATION RECORDKEEPING FORM

Name:	
Title:	
Organization:	
Street Address:	
City, State/Province, Zip/Postal Code, Country	
Phone (include ext.)	
Alternate/Mobile Phone	
Email	
Recertification Date:	

My professional development/continuing education points were obtained through the following program types including: parking webinars, seminars, online learning, professional training programs, and other professional certificates. One point is awarded per continuing education unit of professional development/continuing education.

Note: The following forms may be copied if additional space is required to document points for the last three year certification period.

Program Type 1 – Education – No point requirement

Note: Points must be earned through receipt of a degree or passing grade of a course bestowed by an accredited institution of higher education during the last three year certification period.

College-level course in a related professional discipline (e.g., urban planning, information technology, accounting, finance, economics) – 2 points per class. Associate’s Degree (or International Equivalent) – 8 points. Bachelor’s Degree (or International Equivalent) – 16 points. Master’s Degree – 24 points. Doctorate – 40 points. No minimum point requirement.

Description of Course/Degree:	Date of Degree/Completion of Course:
Location of Course/College/University:	Email address of College/University:

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Program Type 2 - Professional Development/Continuing Education –

Mandatory: 1 point*; Maximum: 4 points per year.

Annual IPI Conference & Expo Attendance – 4 points. IPI Seminars/Courses/Training Programs – Points as assigned; up to max. 4 points per year. Other Professional Seminars/Conferences (such as IPI Allied State and Regional Conferences) – Points as assigned; up to max. 4 points per year.

Note: Professional development courses/training examples include parking webinars, seminars, other professional training programs, other professional certificates. One point is awarded per continuing education unit of professional development/continuing education.

Name of Meeting:	Date of Meeting:
Location of Meeting:	# of points/Continuing Education Units obtained:

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Location of Meeting:	# of points/Continuing Education Units obtained:

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Location of Meeting:	# of points/Continuing Education Units obtained:

Name of Meeting:	Date of Meeting:
Location of Meeting:	# of points/Continuing Education Units obtained:

Program Type 3 – Board-Level Professional Service/Leadership/IPI Committees – No minimum point requirement; Maximux: 2 points per year, per Board or IPI Committee/4 points per year.

Name of Committee or Board:	Dates of Service:
Affiliated Organization:	# of Points:

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Affiliated Organization:	# of Points:

Program Type 4 – Professional Presentation/Feature Article/Regular Column – Mandatory: 1 point *; No maximum. Each article/presentation/*The Parking Professional* Parking Spotlight is worth 1 point. Two blog posts per year for three years are worth 1 point.

Professional Feature Article – 1,600 word, original submission. **Regular Column** – IPI’s Sustainability Committee’s regular column – 650 words, case studies, and one blog post; 1 point. Parking Spotlight – 1,000 word minimum; 1 point.

Name of Journal/Magazine:	Issue Date of Journal/Magazine:
Title of Featured Article/Regular Column:	Page Number:

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Title of Featured Article/Regular Column:	Page Number:

Professional Presentation - One hour, original presentation. 1 point.

Title of Presentation:	Date of Presentation:
Event/Location:	

Title of Presentation:	Date of Presentation:
Event/Location:	

Title of Presentation:	Date of Presentation:
Event/Location:	

Parking Matters® Blog Posts – to achieve 1 point for blog posts, they must be 300 words max. and you will be required to post two blogs per year for each of your three year certification (six blog posts total).

First Year – Two Blog Posts

Title of Blog Post:	Date Posted
Title of Blog Post:	Date Posted

Second Year – Two Blog Posts

Title of Blog Post:	Date Posted
Title of Blog Post:	Date Posted

Third Year – Two Blog Posts

Title of Blog Post:	Date Posted
Title of Blog Post:	Date Posted

Program Type 5 – Online Training Modules (e.g., webinars, web-based seminars, IPI Online courses) - No minimum point requirement; Maximum: Unlimited

Name of Online Program/Course:	Date(s) of Program/Course:
Administered by: (name of company/organization)	# of points/Continuing Education Units obtained:

Name of Online Program/Course:	Date(s) of Program/Course:
Administered by: (name of company/organization)	# of points/Continuing Education Units obtained:

Name of Online Program/Course:	Date(s) of Program/Course:
Administered by: (name of company/organization)	# of points/Continuing Education Units obtained:

Name of Online Program/Course:	Date(s) of Program/Course:
Administered by: (name of company/organization)	# of points/Continuing Education Units obtained:

Program Type 6 – Re-Taking the Certification Exam – 19 points for passing the exam and 1 point for the Program Type 4 requirement = minimum 20 points to recertify for the next three-year period.

Date of Re-examination:	Location of Re-examination:
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Comment/Notes:

Total Number of Points/Continuing Education Units (CEUs): (please see Recertification Guidelines for the recertification point matrix for the MINIMUM of 20 points per three-year certification cycle (pages x-x), which are required to recertify.

Program Type 1: Education	+	_____
Program Type 2: Professional Development/Continuing Education	+	_____
Program Type 3: Board-Level Professional Service/Leadership/IPI Committees	+	_____
Program Type 4: Professional Presentation/Feature Article/Regular Column/Parking Spotlight/Blogs	+	_____
Program Type 5: Online Training Modules	+	_____
Program Type 6: Re-Taking the Certification Exam	+	_____
TOTAL RECERTIFICATION POINTS:		= _____

Note: Be sure to review the information regarding retention of documentation for at least 12 months and possible auditing in the CAPP Recertification Recordkeeping Form section of the CAPP Recertification Guidelines at parking.org/capp before submitting for recertification.

Statement of Understanding

To qualify for recertification, you must respond to the following questions and sign the Statement of Understanding:

1. Ethics

I hereby attest that the following statements are true, correct, and accurate to the best of my knowledge, and I further agree to fulfill the following obligations:

- a. **Y** **N** – I agree to give the CAPP Certification Board timely notice of any contact or address change in writing.
- b. **Y** **N** – Having read the CAPP Code of Ethics on the CAPP website, I hereby confirm that I have not violated any of its provisions in the past and will comply with all tenets in the future. I agree to act and conduct my professional practice in accordance with the currently adopted code.
- c. **Y** **N** – I understand that any intentional or unintentional failure to provide true and complete responses to this application may result in sanctions by the CAPP Appeals and Discipline Committee.

If you answered “no” to any statements above, please provide a written explanation on a separate page. Attach the page to this application.

2. Privacy Policy

I understand that a condition of recertification is accepting all official correspondence from the CAPP Certification Board. I understand that refusal to accept official correspondence or requesting to have my personal information removed from the IPI member database will cause revocation of certification status. I understand that the CAPP Certification Board may share my contact information with outside agents promoting education and programs of interest to parking professionals.

For Non-IPI Members Only:

- Y** **N** I give my permission for the CAPP Certification Board to share U.S. Postal Service mail and email contact information with outside organizations promoting programs that may be of interest to parking professionals.

By signing this document, I hereby certify that the information provided within and attached to this recertification application is true, accurate, and complete to the best of my knowledge and belief. I understand and agree that the CAPP Certification Board has the right to contact any person, agency/entity, or organization to review or confirm any information provided in this application. I further agree to authorize the release of any information requested by the CAPP Certification Board with respect to the review of this application. I further understand and agree that the CAPP Certification Board has the right to notify pertinent credentialing and professional organizations if it is determined that this application contains false information.

I understand and agree that CAPP certification and recertification depends upon my fulfillment of all required criteria and obligations, including compliance with the CAPP Code of Ethics and Policies and Procedures. I further agree to inform the CAPP Certification Board in a timely manner if I become the subject of any ethics, criminal, or lesser offenses, complaints, and/or charges.

I understand that all material included in this application becomes the property of the CAPP Certification Board upon receipt and that neither originals nor photocopies will be returned to me. In the event that my certification is suspended or revoked, I agree to comply with all directives or orders of the CAPP Certification Board, including the return of all CAPP credentialing documents. I agree to comply with such directives and orders in a timely manner and at my own expense.

Signature: _____ Date: _____

Print Name: _____

Recertification Payment

- I am an IPI member applying for CAPP Recertification. Please bill the credit card listed below for the \$175 recertification fee.
- I am a non-IPI member applying for CAPP Recertification. Please bill my credit card below for the \$275 recertification fee.
- I am forwarding or enclosing a check in the amount of \$175 (IPI member) or \$275 (IPI non-member). I understand my recertification will be held until the check clears.

Credit Card Payment:

Name of Certificant	
Certificant's Employer/Organization	
Credit Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
Name on Card	
Credit Card Number	
Expiration Date (two-digit month and four-digit year)	
CCV Code	
Phone	
Email	

Fax to 703.566.2267 or scan/save and email to capp@parking.org. For questions, contact the CAPP Certification Department at 571.699.3011.