



*Respected worldwide as the
leading credential in parking*

Tips & FAQs

CAPP stands for Certified Administrator of Public Parking but since it embodies all industry sectors it is simply known as CAPP.

The Designation

- Once you pass the certification exam, you may immediately begin using CAPP after your name. As a standard rule, letters must be capitalized and periods are never used to abbreviate the designation.
- Be sure that you use the CAPP designation on letterhead, business cards, email signatures, and all forms of address, including presentations and articles.

The Graduation Ceremony

- The CAPP Graduation Ceremony is held each year at IPI's Conference & Expo. You will be asked to submit a professional head and shoulders photo to for use in the Official Program Guide and in the PowerPoint presentation as you walk across the stage.
- The photo should be an original, unedited JPG, TIF or BMP file of at least 300 dpi resolution and/or 1MB in size. It should be 2" x 2" and attached to an email (not embedded in an email or a Word document.)
- Information about the IPI Conference & Expo and the hotels can be found at www.parking.org/conference by October 1 of each year.
- Although IPI distributes a press release announcing everyone's achievements while onsite at the conference (at the conclusion of the graduation ceremony), IPI also has a template that you can use to announce yourself in your community.

Stay Connected

- Be sure to join the CAPP Facebook page at <http://www.facebook.com/CAPPIPI>
- There is also a CAPP Connections LinkedIn page that is only for CAPPs. If you would like to join this community group, please send an email request to capp@parking.org for an invitation to join if you have not yet received one. Or, you can go to <https://www.linkedin.com/groups?home=&gid=8267639> and request to join.
- The year of your recertification expiration, you will be added to an Outlook Calendar item with all of the recertification information that you'll need to recertify. If you accept the

calendar item it will be updated every three months until the deadline to help you manage your recertification deadline.

- Be sure to keep in contact with the IPI headquarters regarding your contact information. You will need to notify us if and when you change jobs so that we can keep in contact with you during your certification period as we will require your updated email address.

Recertification Requirements

There are requirements that must be accomplished every three years to maintain the credential. To continue to hold the right to use the CAPP designation, CAPPs must maintain active status, which is dependent upon:

- Submitting the **CAPP Recertification Recordkeeping Form** by January 1 of your applicable recertification year;
- Adhering to the **CAPP Code of Ethics**, which can be found at parking.org/capp;
- Completing and maintaining an active record of the recertification points earned over the three-year cycle. **NOTE:** It is strongly recommended that you complete a draft Recertification Recordkeeping Form as soon as possible to determine the number of points that you still may need to obtain before your recertification deadline.
- Obtain a total of 20 points (or a pro-rated number based on the chart on page 4 of the CAPP Recertification Guidelines), which are required to recertify.
- One point of your recertification renewal is required in Program Type 4 – Professional Presentation/Feature Article/Regular Column:
 - Professional Feature Article – 1,600 word, original submission; IPI's Sustainability Committee's Regular Column – 1,000 words, case studies, and one blog post.
 - *Parking Matters*® Blog posts – to achieve 1 point for blog posts, they must be a 300 words max. and you will be required to post two blogs per year for each year of your three year certification (six blogs total.)
- **NOTE:** if you do not have the minimum required points for recertifying, you can re-take and pass the certification exam for 19 points and submit the Program Type 4 requirement Professional Presentation/Feature Article/Regular Column for 1 point and receive the full 20 points for recertification. The recertification fee will also apply.
 - To receive the Petition to Exam, contact capp@parking.org and request the form so that the exam can be completed prior to the recertification deadline date.
 - An exam fee will apply.
- You can earn CAPP Points by attending IPI [monthly or archived webinars](#), IPI [online courses](#) or [onsite trainings](#). Onsite trainings include IPI's Accredited Parking Organization (APO) Site Reviewer course and/or Parksmart/GBCI classes. You can

review all of the courses on [IPI's website](#) or contact the Certification Department at capp@parking.org for more information.

- Please note that on the Recordkeeping Form there is a maximum number of points you can claim annually for each program type. For details, be sure to download the [CAPP Recertification Guidelines](#) document at parking.org/capp.
- Points over and above the minimum required points to recertify may not be carried forward from one recertification period to another.
- Once you have determined that you have accumulated all necessary points and requirements, please feel free to submit your CAPP Recertification Recordkeeping Form and fee for processing as soon as possible.
- Payment of the \$175 (members) / \$275 (non-members) recertification fee is required with submittal of the completed CAPP Recertification Recordkeeping Form.

Contact IPI With Questions

Email capp@parking.org for assistance or additional information.