

# Recertification Guidelines

Presented by the CAPP Certification Board of the International Parking & Mobility Institute v. 03, 1/2023



# Table of Contents

|   |    |
|---|----|
| Communications.....   | 3  |
| Maintaining the CAPP Credential.....                        | 3  |
| Recertification Pro Rata Formula.....                       | 3  |
| Recertification Matrix.....                                 | 5  |
| The William M. Voigt, CAPP Scholarship Fund.....            | 7  |
| Recertification Recordkeeping Form.....                     | 8  |
| Credential Status.....                                      | 8  |
| Statement of Understanding.....                             | 9  |
| Appendix A: Writing For <i>Parking &amp; Mobility</i> ..... | 11 |
| Appendix B: Recertification Requirements.....               | 12 |
| Appendix C: Recertification Recordkeeping Form.....         | 13 |

# Communications

**MAILING ADDRESS:** International Parking & Mobility Institute  
ATTN: CAPP Certification Program  
P.O. Box 3787  
Fredericksburg, VA 22402

**PHONE:** 571-699-3011

**WEB:** [parking-mobility.org/professional-development/capp-program/](https://parking-mobility.org/professional-development/capp-program/)

**EMAIL:** [capp@parking-mobility.org](mailto:capp@parking-mobility.org)

## Maintaining the CAPP Credential

To maintain status as a CAPP in good standing, certificants must meet recertification requirements:

- Earn required recertification points.
- Submit the Recertification Recordkeeping Form before December 31 of their recertification year.
- Earn a total of 20 Professional Development points; agree to abide by the [CAPP Code of Ethics](#); attest to the accuracy of the documentation; and pay the recertification fee.

OR

- Retake and pass the examination for the 20 points; agree to abide by the [CAPP Code of Ethics](#); and pay the recertification and retest fees.

## Recertification Pro Rata Formula

### Required Recertification Points per Cycle

The program has a January 1 recertification date for all certificants. Recertification will continue to follow a three-year cycle. Points may be spread across education, training, professional development, and professional service on the recertification matrix. The recertification cycle begins as soon as the credential is earned. Points may not be carried forward from one recertification period to another. The Recertification Recordkeeping Form is included as Appendix B and is also available for download [here](#).

To ensure a fair and equitable process of rolling certificants, the CAPP Certification Board allows the pro-rating of points, depending on the month they take the CAPP exam. The three-year recertification cycle starts the month and year the credential is earned.

To calculate pro-rated points, the year is divided into four quarters. Points per quarter are rounded down to one for calculations.

Identify your CAPP award date, and reference the next column containing required recertification points due before January 1.

| <b>CAPP Award Date</b> | <b>Recertification Date</b> | <b>Pro-Rated Recertification Points Required</b> |
|------------------------|-----------------------------|--|
|------------------------|-----------------------------|--|

|                         |              |    |
|-------------------------|--------------|----|
| Jan. 1 – Mar. 31, 2022  | Jan. 1, 2025 | 20 |
| Apr. 1 – Jun. 30, 2022  | Jan. 1, 2025 | 19 |
| Jul. 1 – Sept. 30, 2022 | Jan. 1, 2025 | 17 |
| Oct. 1 – Dec. 31, 2022  | Jan. 1, 2025 | 16 |
| Jan. 1 – Mar. 31, 2023  | Jan. 1, 2026 | 20 |
| Apr. 1 – Jun. 30, 2023  | Jan. 1, 2026 | 19 |
| Jul. 1 – Sept. 30, 2023 | Jan. 1, 2026 | 17 |
| Oct. 1 – Dec. 31, 2023  | Jan. 1, 2026 | 16 |
| Jan. 1 – Mar. 31, 2024  | Jan. 1, 2027 | 20 |
| Apr. 1 – Jun. 30, 2024  | Jan. 1, 2027 | 19 |
| Jul. 1 – Sept. 30, 2024 | Jan. 1, 2027 | 17 |
| Oct. 1 – Dec. 31, 2024  | Jan. 1, 2027 | 16 |
| Jan. 1 – Mar. 31, 2025  | Jan. 1, 2028 | 20 |
| Apr. 1 – Jun. 30, 2025  | Jan. 1, 2028 | 19 |
| Jul. 1 – Sept. 30, 2025 | Jan. 1, 2028 | 17 |
| Oct. 1 – Dec. 31, 2025  | Jan. 1, 2028 | 16 |
| Jan. 1 – Mar. 31, 2026  | Jan. 1, 2029 | 20 |
| Apr. 1 – Jun. 30, 2026  | Jan. 1, 2029 | 19 |
| Jul. 1 – Sept. 30, 2026 | Jan. 1, 2029 | 17 |
| Oct. 1 – Dec. 31, 2026  | Jan. 1, 2029 | 16 |
| Jan. 1 – Mar. 31, 2027  | Jan. 1, 2030 | 20 |
| Apr. 1 – Jun. 30, 2027  | Jan. 1, 2030 | 19 |
| Jul. 1 – Sept. 30, 2027 | Jan. 1, 2030 | 17 |
| Oct. 1 – Dec. 31, 2027  | Jan. 1, 2030 | 16 |
| Jan. 1 – Mar. 31, 2028  | Jan. 1, 2031 | 20 |
| Apr. 1 – Jun. 30, 2028  | Jan. 1, 2031 | 19 |
| Jul. 1 – Sept. 30, 2028 | Jan. 1, 2031 | 17 |
| Oct. 1 – Dec. 31, 2028  | Jan. 1, 2031 | 16 |

# Recertification Matrix

The following matrix outlines recertification point distributions and requirements. Typically, a minimum of 20 points per three-year certification cycle is required. Please refer to the pro-rata requirements based on award dates.

## Program Type 1—Education

*No minimum point requirement. Points must be earned through receipt of a degree, or passing grade of a course offered/taken outside of a degree program, as bestowed by an accredited institution of higher education.*

- College-level course in a related professional discipline (e.g., urban planning, information technology, accounting, finance, economics, etc.): 2 points per class
- Associate degree (or International Equivalent): 8 points
- Bachelor's Degree (or International Equivalent): 16 points
- Master's Degree: 24 points
- Doctorate: 40 points

## Program Type 2—Professional Development/ Continuing Education

*Mandatory: 1 point; Maximum: 4 points per year. Note: Professional development courses/training examples include parking, transportation and mobility seminars, other professional programs or certificates. One point is awarded per continuing education hour up to the maximum.*

Recertification points may be earned by attending education offered through IPMI conferences or other programs, such as approved state and regional educational programs, or other professional development programs.

- IPMI Annual Conference & Expo education sessions. Attendees must attend at least four (4) education sessions, and have badge scanned for verification: 4 points
- IPMI Seminars/Courses/Training Programs: Points as assigned
- Other Professional Seminars/Conferences. Points as assigned

## Program Type 3—Board-Level Professional Service/Leadership/IPMI Committees/CAPP Mentor/CAPP Item Writing

*No minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee up to 4 points per year.*

## Program Type 4—Professional Presentation/Feature Article/Regular Column/Blog

*Mandatory: 1 point; No maximum. Each article/presentation/Parking & Mobility contribution is worth 1 point. Two blog posts per year for three years equaling six blogs are worth 1 point.*

- See Appendix A—Submission Guidelines for Professional Articles for more information.
- Original articles and presentations can only be listed once on the CAPP Recertification Recordkeeping Form (e.g., cannot list a presentation offered at a conference and then also submit it to *Parking & Mobility* for publication).

### **Program Type 5—Online Training Modules (e.g., webinars, web-based seminars, IPMI Online courses)**

*No minimum point requirement; Maximum: Unlimited*

- Online course or webinar relevant to the parking and mobility industry: Points as assigned

### **Program Type 6—Re-taking the Certification Exam**

*20 points for passing the exam to recertify.*

To recertify by retesting, you will need to:

- Submit your information to [capp@parking-mobility.org](mailto:capp@parking-mobility.org).
- Pay the \$150.00 seat fee.
- Sit for and pass CAPP Certification Exam before December 31 of recertification year.
- Failing the exam will result in revocation of the CAPP credential.

*Note: Please see Appendix B—Sample Recertification Pathways in this document for examples of recertification requirements.*



# The William M. Voigt, CAPP Scholarship Fund

[The William M. Voigt, CAPP Scholarship Fund](#) was established in 1997 to benefit CAPP applicants in need of financial support to earn the credential. The scholarship fund is designed to provide financial assistance to support applicants' efforts to achieve and maintain the CAPP credential. The CAPP Certification Board offers scholarship awards based on:

- Scholarships are available to offset the cost of registration fees and travel and lodging expenses related to earning and maintaining the CAPP credential.
- If requesting assistance for professional development to support an application, applicants must demonstrate progress toward the required 50 eligibility points.
- If requesting assistance toward recertification requirements, a CAPP must demonstrate that he or she has accumulated a minimum of 6 recertification points supporting the three-year, 20- point requirement.
- There is a lifetime award limit of \$2,500 per applicant.

## Applying for a Scholarship

[Scholarship application forms are downloadable here.](#) All information included on the scholarship application is kept confidential in accordance with IPMI's privacy policy.

Scholarships are provided to individuals to attend in-person and/or virtual training and/or professional development courses. Applications are accepted year-round but must be submitted at least six weeks prior to the event. Award decisions are made within 30 days of the course/conference deadlines.

### CAPP Chats

IPMI hosts multiple free Member Chats on IPMI Programs, including CAPP. [Register for free chats](#) to learn more and to start to pursue CAPP, engage with the CAPP Board, current and prospective CAPPs, and staff to answer questions and share insights on the program, resources, and benefits.

#### 1. CAPP Track

[CAPP Track is a new free program for all who want to learn more about CAPP.](#) No matter where you are in your career—from the seasoned professional to those just beginning their careers in parking, transportation, and mobility—CAPP Track offers resources to assist with your path to certification. When you sign up for CAPP Track:

- It alerts IPMI to your interest in pursuing CAPP in the next few years, so we can offer you tailored activities and events to help you plan your path to CAPP.
- We will send periodic updates on the CAPP Program, requirements, events, and resources. These will do two things: help you earn CAPP points toward your application and share knowledge and information you'll need to know.
- We will share information on eligibility requirements to submit your application successfully. CAPP Track is designed to help you submit your CAPP application when you are ready!
- Look for the CAPP Track logo. You'll see the logo in our communications next to events, articles, courses, and content that advance your path towards CAPP. CAPP point activities will be clearly marked with CAPP Point logos assigning point values.



# Recertification Recordkeeping Form

Certificants are responsible for updating contact information. [Log in to your membership profile here.](#) If you need assistance, contact [capp@parking-mobility.org](mailto:capp@parking-mobility.org).

Certificants are responsible for maintaining an active record of points earned and are expected to retain documentation until recertification has been awarded. A completed Recertification Recordkeeping Form must be submitted to IPMI for review prior to the January 1 deadline.

The CAPP Certification Board conducts random audits of recertification documentation.

Failure to provide documentation of recertification points, or recertify within the three-year window, will result in revocation of the credential. Applicants must then complete the new certification application, pay the application fees, and pass the examination.

A certificant may appeal the denial of any recertification points or issues associated with recertification to the CAPP Appeals and Discipline Committee. To file an appeal, submit a narrative to [capp@parking-mobility.org](mailto:capp@parking-mobility.org).

To locate your IPMI CAPP Points, click [this link](#) and enter your username and password. Navigate to the User Menu to the left of the IPMI logo and select the dropdown menu for My Activities. Select the Courses tab to view your IPMI courses. Select the “External Training” tab to enter non-IPMI training classes or to view your IPMI points earned at the IPMI Conference & Expo.

## Credential Status

Certificants failing to recertify may not use the CAPP designation. Under special circumstances the following may be considered:

- CAPP Retired status may be requested by certificants in good standing who are retiring or leaving the parking or mobility profession. Requests must be made within one year of retirement or professional change. Recertification requirements are waived for professionals holding this status. The designation CAPP (Ret.) may be used.
  - CAPP (Ret.) is a permanent change to the certification status. To remove retired status, a new CAPP application must be submitted, the application fees paid, and the examination passed.
- Suspended CAPP status may be awarded in the case of extenuating circumstances that preclude a certificant from earning required recertification points within the three-year recertification window (e.g., serious illness, military leave, or family emergency). The CAPP designation may not be used during suspension, and the credential may only be reactivated once the missed recertification points have been made up and recertification fees are paid. Suspended status will not change the certificant's three-year recertification cycle.



# 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.  Yes  No — I agree to give the CAPP Certification Board timely notice of any contact or address change in writing.
- b.  Yes  No — Having read the [CAPP Code of Ethics](#) confirm that I have not violated any 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 code.
- c.  Yes  No — I understand that any intentional or unintentional failure to provide accurate responses may result in sanctions by the CAPP Appeals and Discipline Committee.

If you answered “no” to any statements above, please attach a written explanation.

## 2. Privacy Policy:

- I understand that a condition of recertification is accepting official correspondence from the CAPP Certification Board. Refusal to accept correspondence or requesting to have my personal information removed will cause revocation of certification status.

By signing this document, I certify that the information provided within and attached to this document is true, accurate, and complete to the best of my knowledge. 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 document. I agree to authorize the release of information requested by the CAPP Certification Board with respect to the review of this document. 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 document contains inaccurate information.

I understand and agree that CAPP certification and recertification depends upon my fulfillment of required criteria and obligations, including compliance with the [CAPP Code of Ethics](#). 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.

In the event 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 in a timely manner and at my own expense.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Payment

- I am an IPMI member applying for the CAPP Recertification. **\$200 recertification fee.**
- I am an IPMI non-member applying for CAPP Certification. **\$300 recertification fee.**
- If paying by check, I understand my application will be held until the check clears.

Please select one:  credit card  check

**To pay by credit card**, submit your application to [capp@parking-mobility.org](mailto:capp@parking-mobility.org). Once received, IPMI will send login instructions and an online invoice. For your application to be processed, application fees must be paid within 48 hours.

**To pay by check**, make all checks payable to International Parking & Mobility Institute (IPMI) and remit to:

International Parking & Mobility Institute (IPMI)  
CAPP Processing Department  
P.O. Box 3787  
Fredericksburg, VA 22402 USA

Checks must be received within 10 business days, or your documentation will not be processed.

# Appendix A: Writing For *Parking & Mobility*

Certificants are encouraged to submit articles to *Parking & Mobility*, IPMI's monthly magazine, upon discussion and coordination with IPMI's Director of Communications. Full writers' guidelines, an editorial calendar, and deadlines are available [online using this link](#), but here are a few things to remember:

- Feature articles must be approved by the [Director of Communications](#) before submission. Articles must be original and exclusive content for *Parking & Mobility* magazine and contain a minimum of 1,500 words, maximum of 2,500 words. Submissions with less words will be returned for more content; submissions with more words will be edited at the discretion of the Director of Communications.
- Submissions not approved in advance may not be accepted.
- Features do not need footnotes or endnotes but should cite sources where quoted.
- Features are generally researched or offer first-person experiences with information others can use; think news story or case study over essay. **Please do not sell a product or service in a story.**
- Each submission must include the name, title, and email address of the author. Include an author headshot photo as a separate .JPG file of at least 300 dpi resolution.
- Photos, charts/graphs, and other graphics should be sent as individual files in their original format (JPG, Excel, etc.) Please only submit graphics you own, as items copyrighted by others cannot be used by the magazine. Supply any photographer credits as required by your usage agreements. **Right to publish verification is the responsibility of the submitter.**
- Articles must be original and exclusive content for *Parking & Mobility* magazine. Previously published or pending publications in any format will not be considered. You will need to sign an author's release certifying that the work is your own.
- All articles and elements submitted for publication are subject to editing.
- Standing column contributions are 650 to 1,000 words and assigned by IPMI's Director of Communications up to one year in advance. Submissions not approved in advance may not be accepted.
- Contact IPMI's Director of Communications at [editor@parking-mobility.org](mailto:editor@parking-mobility.org) to discuss your story idea or ask questions.
- Blog posts may be submitted at any time without prior approval and will be posted on a rolling schedule based on submission date. Blogs must be 200 words minimum and should be submitted to [editor@parking-mobility.org](mailto:editor@parking-mobility.org).

# Appendix B: Recertification Requirements

Use this form or the IPMI eLearning Platform to track recertification points. To maintain active status as a CAPP in good standing, recertificants must meet recertification requirements:

- Submit the Recertification Recordkeeping Form before December 31 of the recertification year.
- One point must be earned by:
  - Serving as a presenter/co-presenter of a one-hour or longer presentation related to parking and mobility.
  - Successful submission of Program Type 4 - Professional Presentation/Feature Article/Regular Column (***Please see Appendix A for guidelines for professional articles***).
  - or
  - Submitting two 200-word blog posts per three-year recertification cycle.
- Agree to abide by the [CAPP Code of Ethics](#).
- Pay the recertification fee.
- Maintain accurate documentation for recertification points in case you are selected by the CAPP Certification Board's random audits of recertification documentation.

Prior to recertification deadline, submit the completed Recertification Recordkeeping Form [via the learning platform](#). If you require assistance, email [capp@parking-mobility.org](mailto:capp@parking-mobility.org).

# Appendix C: Recertification Recordkeeping Form

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Country: \_\_\_\_\_

Phone (plus extension if applicable): \_\_\_\_\_

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

Recertification date \_\_\_\_\_

*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

- **College-level course in a related professional discipline (e.g., urban planning, information technology, accounting, finance, economics)**—2 points per class.
- **Associate degree (or International Equivalent)**—8 points.
- **Bachelor’s Degree (or International Equivalent)**—16 points.
- **Master’s Degree**—24 points.
- **Doctorate**—40 points.

**Description of Course/Degree** \_\_\_\_\_

Date of Degree/Completion of Course \_\_\_\_\_

Location of Course/College/University \_\_\_\_\_

Email address of College/University \_\_\_\_\_

**Description of Course/Degree** \_\_\_\_\_

Date of Degree/Completion of Course \_\_\_\_\_

Location of Course/College/University \_\_\_\_\_

Email address of College/University \_\_\_\_\_

**Description of Course/Degree** \_\_\_\_\_  
\_\_\_\_\_

Date of Degree/Completion of Course \_\_\_\_\_

Location of Course/College/University \_\_\_\_\_

Email address of College/University \_\_\_\_\_

**Description of Course/Degree** \_\_\_\_\_  
\_\_\_\_\_

Date of Degree/Completion of Course \_\_\_\_\_

Location of Course/College/University \_\_\_\_\_

Email address of College/University \_\_\_\_\_

**Description of Course/Degree** \_\_\_\_\_  
\_\_\_\_\_

Date of Degree/Completion of Course \_\_\_\_\_

Location of Course/College/University \_\_\_\_\_

Email address of College/University \_\_\_\_\_



**Program Type 2—Professional Development/Continuing Education—Mandatory**

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

- **Annual IPMI Conference & Expo attendance at education sessions**—One point per 60-minute education session up to a maximum of 4 points annually.
- **IPMI Seminars/Courses/Training Programs**—Points as assigned.
- **Other Professional Seminars/Conferences including IPMI-approved State and Regional education programs**—Points as assigned.

**Name of Meeting** \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Number of Points/ Continuing Education Units Obtained \_\_\_\_\_

**Name of Meeting** \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Number of Points/ Continuing Education Units Obtained \_\_\_\_\_

**Name of Meeting** \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Number of Points/ Continuing Education Units Obtained \_\_\_\_\_

**Name of Meeting** \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Number of Points/ Continuing Education Units Obtained \_\_\_\_\_

**Program Type 3—Board-Level Professional Service/Leadership/IPMI Committees/  
CAPP Item Writing**

No minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee.

**Name of Committee or Board** \_\_\_\_\_

Dates of Service \_\_\_\_\_

Affiliated Organization \_\_\_\_\_

Number of points \_\_\_\_\_

**Name of Committee or Board** \_\_\_\_\_

Dates of Service \_\_\_\_\_

Affiliated Organization \_\_\_\_\_

Number of points \_\_\_\_\_

**Name of Committee or Board** \_\_\_\_\_

Dates of Service \_\_\_\_\_

Affiliated Organization \_\_\_\_\_

Number of points \_\_\_\_\_

**Name of Committee or Board** \_\_\_\_\_

Dates of Service \_\_\_\_\_

Affiliated Organization \_\_\_\_\_

Number of points \_\_\_\_\_

**Program Type 4—Professional Presentation/Feature Article/Regular Column—Mandatory**

1 point \*; No maximum.

- **Professional Feature Article**—1,500 to 2,500-word, original submission: 1 point.
- **Standing Column/Spotlight**—650 to 1,000 words, case studies: 1 point.
- **Blog**—Two blog posts per year for three years equaling six total blogs: 1 point.

**Name of Journal/Magazine** \_\_\_\_\_

Issue Date of Journal/Magazine \_\_\_\_\_

Title of Featured Article/Regular Column \_\_\_\_\_

Page Number \_\_\_\_\_

**Name of Journal/Magazine** \_\_\_\_\_

Issue Date of Journal/Magazine \_\_\_\_\_

Title of Featured Article/Regular Column \_\_\_\_\_

Page Number \_\_\_\_\_

**Name of Journal/Magazine** \_\_\_\_\_

Issue Date of Journal/Magazine \_\_\_\_\_

Title of Featured Article/Regular Column \_\_\_\_\_

Page Number \_\_\_\_\_

**Name of Journal/Magazine** \_\_\_\_\_

Issue Date of Journal/Magazine \_\_\_\_\_

Title of Featured Article/Regular Column \_\_\_\_\_

Page Number \_\_\_\_\_

**Title of Presentation** \_\_\_\_\_

Date of Presentation \_\_\_\_\_

Event/Location \_\_\_\_\_

**Title of Presentation** \_\_\_\_\_

Date of Presentation \_\_\_\_\_

Event/Location \_\_\_\_\_

**IPMI Blog Posts**—Two blog posts per year for three years: 1 point (six posts).

**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, IPMI Online courses)**

No minimum point requirement; Maximum: Unlimited

**Name of Online/Program/Course** \_\_\_\_\_

Date(s) of Program/Course \_\_\_\_\_

Administered by (name of company/organization) \_\_\_\_\_

Number of points/Continuing Education units obtained \_\_\_\_\_

**Name of Online/Program/Course** \_\_\_\_\_

Date(s) of Program/Course \_\_\_\_\_

Administered by (name of company/organization) \_\_\_\_\_

Number of points/Continuing Education units obtained \_\_\_\_\_

**Name of Online/Program/Course** \_\_\_\_\_

Date(s) of Program/Course \_\_\_\_\_

Administered by (name of company/organization) \_\_\_\_\_

Number of points/Continuing Education units obtained \_\_\_\_\_

**Name of Online/Program/Course** \_\_\_\_\_

Date(s) of Program/Course \_\_\_\_\_

Administered by (name of company/organization) \_\_\_\_\_

Number of points/Continuing Education units obtained \_\_\_\_\_

**Program Type 6—Retake the Certification Exam:** *20 points for passing the exam to recertify for the next three-year period. If the exam is failed, the certificant loses the CAPP credential.*

Date of Re-examination \_\_\_\_\_

Location of Re-examination \_\_\_\_\_

Comments/Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Number of CAPP Points: (please see Recertification Guidelines for the recertification point matrix for the MINIMUM of 20 points per three-year certification cycle (page 6), which are required to recertify.**

- **Program Type 1:** Education \_\_\_\_\_
- **Program Type 2:** Professional Development/Continuing Education \_\_\_\_\_
- **Program Type 3:** Board-Level Professional Service/Leadership/Committee \_\_\_\_\_
- **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** \_\_\_\_\_