

APPENDIX C: 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 parking webinars, seminars, online learning, professional training programs, and other professional certificates. One point is awarded per hour 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

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.

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.

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 IPMI Conference & Expo attendance at education sessions - One point is awarded per 60-minute education session attended up to a maximum of 4 points annually.

IPMI Seminars/Courses/Training Programs - Points as assigned; up to max. 4 points per year.

Other Professional Seminars/Conferences (such as IPMI allied State and Regional Conferences) - Points as assigned; up to max. 4 points per year.

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

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

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

Name of Meeting:	
Date of Meeting:	
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/CAPP Mentor/ CAPP Item Writing – No minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee or 4 points per year for CAPP Mentor.

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

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Dates of Service:	
Affiliated Organization:	
# of points:	

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

Name of Mentee:	
Dates of Mentorship:	
# of points:	

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

Professional Feature Article - 1,600 word, original submission.

IPMI 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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Issue Date of Journal/Magazine:	
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:	

IPMI Blog Posts - Two blog posts (300 words each max.) per year for three years: 1 point (six posts total). Vlog posts must be a minimum of 2 minutes.

First Year - Two Blog/Vlog Posts

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

Second Year - Two Blog/Vlog Posts

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

Third Year - Two Blog/Vlog 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):	
# 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: 20 points for passing the exam to recertify for the next three-year period.

Date of Re-examination:	
Location of Re-examination:	

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 (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	

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 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 member database will cause revocation of certification status.

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

Payment

Please select one: _____ credit card _____ check

To pay by credit card, please submit your recertification paperwork to capp@parking-mobility.org. Once the recertification paperwork is received and approved, IPMI will send you an email with login instructions to make payment online with a credit card. In order for your recertification to be processed, the recertification fees must be paid within 48 hours.

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

And remit to:

International Parking & Mobility Institute (IPMI)

CAPP Processing Department

1330 Braddock Place, Suite 350

Alexandria, VA 22314 USA

Checks must be received within 10 business days of the CAPP Recertification submission or your recertification will not be processed.