

RULES FOR CCPAC CERTIFICATION

I. Statement of Objectives

To raise the professional standards and improve the practices of domestic and international cargo claims management by giving special recognition to those persons, who, by passing an examination and fulfilling prescribed standards of performances and conduct, have demonstrated a high level of competence and ethical fitness for freight claims management; To identify persons with the required degree of knowledge of the law, principles and practices of freight claims management; To encourage freight claims personnel to improve their knowledge, understanding, and application of paralegal aspects of freight claims management. The purpose of this voluntary program adopted by the Certified Claims Professional Accreditation Council, Inc. (CCPAC) is not to determine who shall engage in claims management. The lack of certification does not indicate that a person is not qualified to practice in the field.

II. Certification

No applicant shall be deemed qualified to take the certification examination unless and until a total of 100 points have been accumulated by the applicant (no less than 25 percent of which shall be derived from experience) according to the following system:

A. Experience

1. Employment

Applicants shall receive 20 points for every year during which the applicant devoted more than 50 percent of his/her professional time (i.e., employed hours) to the following functions; the applicant shall receive 10 points for every year during which less than 50 percent of his/her professional time was devoted to such functions:

- a. The preparation and filing of freight claims;
- b. The investigation, settlement, or adjudication of freight claims;
- c. The supervising or managing of freight claims processing, analysis, prevention, adjudication or administration;
- d. The teaching by individuals, who hold a full-time faculty position, of courses in cargo transportation liability, investigation, settlement, or adjudication of cargo claims, or the teaching of other related courses, as accredited by CCPAC and/or
- e. The practice of transportation law as a licensed attorney

2. Participation in Transportation Organizations

Applicants who have participated in a transportation trade or professional organizations related to freight claims in a position of leadership (e.g., Chairman, President, Director, Officer, Committee Chairperson) shall be entitled to a maximum of 10 points for each year of service. The following co-sponsor organizations recognized by CCPAC are: T&LC, TLP&SA, S&LPMC, LPC or SMC³

Claims arbitrators shall be entitled to 10 points for each case in which they participate as an arbitrator.

3. Verification

The duration, continuity, and nature of the applicant's experience shall be verified by the applicant as true on the basis of the applicant's knowledge and belief.

B. Education

1. College and University Credit

- a. Degree credit – Applicants who have earned a degree in transportation or logistics from an accredited college, university or transportation academy shall receive 50 points for the completion of the BA or BS degree, an additional 25 points for a Masters Degree, and an additional 25 points for a Doctorate.
- b. Applicants who have not earned a degree shall receive 12 points for each year in which they earned 30 semester hours (45 quarter hours) of undergraduate credit and/or 12 semester hours (18 quarter hours) of graduate credit from an accredited college, university, or transportation academy.

2. Special Courses and Publications

a. Loss and Damage Courses – Completion of courses in which the focus is freight loss and damage and which have CCPAC accreditation shall entitle the applicant to one point for each hour of instruction (actual contact hours less time lost for breaks and meals).

b. Transportation Courses – Completion of transportation or logistics courses (the focus of which is other than freight loss and damage) which receive CCPAC accreditation shall entitle the applicant to 5 points for each 8 hours of instruction (actual contact hours less time lost for breaks and meals) or fraction thereof. No points shall be awarded for courses of less than 4 hours of instruction.

c. Publications – Articles about claims, claims prevention, or insurance published by the applicant in professional journals, trade publications, etc., shall entitle the applicant to 10 points for each different article published. Similar articles published in the CCPAC newsletter, Proclaim, shall entitle the applicant to 10 points for each different article published, and 5 points for articles on claims in other newsletters.

3. Faculty Credit

Time spent in teaching of courses described herein shall entitle the instructor to twice as many points as awarded to the students (e.g., where students are awarded 10 points for a course the instructor is entitled to 20 points. For one hour of instruction the instructor would be entitled to 2 points). NOTE: Fulltime faculty at accredited colleges, universities, or transportation academies shall not be entitled to points for teaching their college credit courses.

4. Essay (continuing education only)

Applicants may submit for continuing education credit written verification describing precise pieces of literature, articles, and/or books that the applicant has studied in order to keep abreast of current developments in the freight claims area, and an original manuscript (of no less than 2,500 words) analyzing and critiquing such literature, or portion thereof, or describing current developments in freight claims. Such an original manuscript shall be of such quality as to positively contribute to the state of the art. Such an essay, when accepted by CCPAC, shall entitle the author to a maximum of 50 points. The author shall grant CCPAC the right to publish the article in Proclaim or other CCPAC publications. If the author desires to submit the article to other publications, the author shall acknowledge that the article was submitted to CCPAC to meet continuing education requirements for certification. Essays will be evaluated for credit by the Certification Examination Committee of the Council.

5. Verification

Applicants for CCP concurrency update shall provide similar verification of competency as required by Section III above.

III. Educational Courses and Texts

CCPAC shall publish a list of accredited courses, seminars and recommended texts to aid applicants in their preparation for the certification examination. Organizations and/or individuals offering freight claims courses and seminars may obtain instructions and an application for filing for course accreditation from the Executive Director of CCPAC.

IV. Fees and Conditions

The application fee for certification as a Certified Claims Professional (CCP) is \$200.00. Applications must be submitted no later than September 30 without paying a late fee. CCPAC must receive the completed application, calculation of points form and support documentation i.e. employment history, education transcripts, etc by September 30 for the examination the first Saturday in November. A non-refundable late filing fee of \$25.00 will be charged for applications postmarked October 1st. Applications received after October 15 may be held for the following year. CCPAC offers additional opportunities to take the CCP exam at other times and locations during the year as determined by the Board of Directors. Applicants who desire to take the exam in person at one of these specific locations should watch for announcements on the website www.ccpac.com. Applications for specific site exams must be received by CCPAC 30 days prior to the exam date. Applicants who make a CCP application, but who are determined by CCPAC to be ineligible for the certification examination, may receive a total refund of their application fee (not including late filing fees), upon request. Applicants who qualify to take the examination, but fail to appear or to successfully complete the examination shall not be entitled to a refund of the application fee. Applicants who fail the examination are entitled to retake the exam within one year for a reduced fee (\$100.00).

V. Code of Professional Responsibility

On May 16, 1982, the CCPAC Board of Governors adopted a Code of Professional Responsibility with which all persons certified by CCPAC are expected to comply. Any failure of compliance with or breach of this Code will entitle the CCPAC Board of Governors to decertify the Claims Professional involved. Adopted by the CCPAC Board of Governors on March 25, 1986.

VI. Certification Examination Date

CCPAC's national Certification Examination is administered in most major US Cities annually on the first Saturday in November. Other opportunities to take the exam at specific times and locations during the year may be available as determined by the Board of Directors. Applications and fee to take the exam must be received by CCPAC 30 days prior to the exam. Anyone who does not complete the application in time to meet this timeline may have to wait until the following year to take the examination. Application deadline for the national exam is September 30 of each year for the exam in November. A late application fee will be charged for applications received by CCPAC after October 1. Applications received by CCPAC after October 15th will be held for the following year and the late application fee less \$25.00 will be returned to the applicant. The late application fee is \$25.00 and the fee must accompany all applications received by CCPAC after September 30th. Applications will be reviewed by the CCPAC Examination Committee and the applicant notified as to his or her eligibility to take the examination.

VII. Examination Administration and Location

Examination locations for the annual national exam will be located as near to the individual applicant's location as possible depending on the availability of a suitable test site and proctor. Other opportunities to take the exam at specific locations during the year will require the examinee's attendance at the exam location. CCPAC assumes no responsibility for transportation or over night accommodations for the national or specific locations. Proctors will administer all examinations in accordance with the instructions provided by the Certification Examination Committee. No copies will be made of the examination by proctors. All numbered copies of the examination and completed answer sheets must be returned to CCPAC Headquarters by the proctor immediately after the exam. Any notes made by the examinee must be given to the proctor along with the numbered examination and the completed answer sheet.

VIII. Notifications of Results

On completion of the examination the proctors will return exams to CCPAC headquarters where they will be validated and sent to the Certification Examination Committee for grading. After completion of grading of all papers and certification by the Board of Directors the applicants will be notified by CCPAC national headquarters by telephone and followed with written confirmation of exam status.