



**APPLICATION TO TAKE THE CCP EXAM FOR CERTIFICATION AS A
CERTIFIED CLAIMS PROFESSIONAL**

I hereby apply for certification as a Certified Claims Professional (CCP) by the Certified Claims Professional Accreditation Council, Inc. (CCPAC).

Full Name: _____

Title or Present Position: _____

Company: _____

Company Address: _____

City, State,
Zip &Country: _____

Business e-mail address: _____

Home
Address: _____

City, State,

Zip & Country: _____

Office
Phone No: (_____) _____ - _____ Fax No: (_____) _____ - _____

Home
Phone: (_____) _____ - _____ Cell No: (_____) _____ - _____

Home
E-mail
Address: _____

Please check if correspondence to be mailed to: () Office or () Home

I am enclosing herewith the applicant's calculation of points accumulated form, my resume of professional experience, list of employers and the inclusive dates which I was employed. I have obtained from the instructors certificates of completion from various accredited courses and seminars were continuing education credits were awarded and I am enclosing herein a certificate of transcript of courses taken, credit hours awarded, grades earned, and degrees conferred from an accredited institution of higher learning. I hereby certify the information contained in this application and the enclosures as true to the best of my knowledge and belief. I am enclosing payment in the amount of \$150.00, payable to the Certified Claims Professional Accreditation Council, Inc., to cover the application fee and administrative costs for the CCP exam and certification. (The fee for retaking the CCP examination is reduced by half or \$62.50)

Date: _____ Signature: _____

Mail to: CCPAC, Inc. • Exam Committee • P. O. Box 550922 • Jacksonville, FL 32255-0922

CCP APPLICANT'S CALCULATION OF POINTS ACCUMALTED SCHEDULE FORM

Attach to Application for Certification

Applicant's full name: _____

Company: _____

In order to be eligible to take the CCP examination, the applicant must have earned no fewer than 100 points (at least 25 of which must be derived from experience) under the system described in the Rules for Certification. The following constitutes a sufficient summary of the Rules. However, the applicant should carefully examine the CCPAC Rules for Certification to be certain that he/she understands them.

The schedule below can be used to show how point accumulation has been met.

A. EXPERIENCE: Enter points here based on schedule below; [_____]

(1) Employment: Freight claims preparation and filing, investigation and settling or supervision or management thereof; teaching of courses related there to as a full-time faculty member, and in the practice of transportation law or insurance. If more than 50 percent of your responsibilities consisted of these functions, 20 points per year; if less than 50 percent, 10 points per year.

(2) Officer in a Professional Organization? Enter points here based on schedule below; [_____]

Participation as Chairman, President, Director, Officer, Committee Chairperson of freight claims or related organizations entitles the applicant to record earned points, with a maximum of 10 points per year of service.

B. EDUCATION: Enter total points here based on schedule below; [_____]

College or University Credit? (a) Degree Credit or (b) Non-Degree Credit:

(a) If you received a degree from an accredited college, university, or transportation academy, 50 points; 25 additional points for a Master's Degree, and 25 additional points for a Doctorate. Transcripts required.

(b) If you did not receive any such degree, 12 points per each successfully completed academic year (non-degree).

Special Courses: Enter points here based on schedule below; [_____]

(a) Transportation Courses (other than those focusing on loss and damage) received from an accredited university or transportation academy; 5 points per "quarter hour" and 7 points per "semester hour" (or the equivalent).

(b) Loss and damage courses successfully completed at an accredited college, university, or transportation academy; 10 points per "quarter hour" and 15 per "semester hour" (or the equivalent).

(c) For courses taken at educational seminars, conferences, meetings or home study, whose focus is freight loss and damage and which have been accredited by CCPAC; one point per hour of formal classroom lecture or the equivalent thereof.

(d) Publication of Articles. No less than two points nor more than ten points per article, as determined by CCPAC.

In computing your points, remember that each category is cumulative. An applicant with a degree or years of credit at a business school, but without a transportation or logistics major, may upon subsequently achieving 15 credits in logistics or transportation may amend and petition CCPAC for full academic credit for the previous education. NOTE: Fulltime faculty at accredited colleges, universities, or transportation academies shall not be entitled to points for teaching their college credit courses. Completion of special courses such as seminars conducted by CCPAC or CCPAC Co-Sponsor Organizations, where the courses have been accredited by CCPAC shall entitle the applicant to the points ascribed by CCPAC. A certificate designating successful completion of the course and listing the CCPAC Educational Credits assigned should be given to each person attending.

Applications for the national exam in November and payment (\$150.00) must be submitted no later than August 31st each year (postmark date) for the next CCPAC examination generally scheduled on the first Saturday in November of each year. A non-refundable late application fee of \$25.00 will be charged for applications postmarked between September 1-30. Applications received after that date will be held for the following year's examination. CCPAC will from time to time offer optional dates, locations and times for CCP certification exams to be held in conjunction with Co-Sponsor Organization conferences and meetings. Information on submitting applications and payment of exam fees will be made available on the Official CCPAC website.

Total Points Accumulated: _____

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