



# CERTIFIED CLAIMS PROFESSIONAL ACCREDITATION COUNCIL, INC.

## RULES FOR CERTIFICATION ADOPTED March 25, 1986

### I. Statement of Objectives

To raise the professional standards and improve the practices of domestic and international freight 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. These organization of CCPAC, TCPC, NFC&SC, etc.

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 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, 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. Proof of Compliance**

Proof of compliance shall be obtained from the appropriate education institution, and shall include official transcripts of courses taken, credit hours awarded, grades earned and degrees given. No applicant shall become eligible to take the examination until his/her college transcript has been submitted to the CCPAC Secretary. Photocopies of CCPAC certificates should be submitted for all CCPAC accredited courses.

## **III. Certificate Examination**

The preparation and grading of certification examinations shall be performed in a manner, which insures compliance with federal and state law. Actual examinations shall be prepared by the Certification Examination Committee appointed by the President of CCPAC. Examinations shall consist of sound, job related, equitable, and meaningful questions and answers. A guide to taking the certification examination shall be prepared by the Examination Committee.

The examination shall be given annually, usually on the first Saturday in November, at numerous locations throughout the country to make them accessible to a wide spectrum of applicants. The examinations shall be proctored. Hence, the examination will be held as near to the applicant as possible depending on the availability of a suitable proctor.

All modes of transportation including insurance and claims prevention shall be encompassed in the examination. Each applicant must take and pass the general sector of the examination plus two of the modal examination sectors to qualify as a Certified Claims Professional.

#### **IV. Certification Title**

One level of certification has been approved, to wit:

Certified Claims Professional (CCP)

The award of the Certified Claims Professional status shall include the requirement to maintain competency as indicated under Section V below. The applicant shall indicate the acceptance of the maintenance of competency requirement in writing, including therein a provision whereby the applicant agrees to abide by these rules and Code of Professional Responsibility as established by CCPAC, and consents to a possible court order prohibiting the use of the certification title upon failure to maintain a minimum currency qualification.

A higher level of certification may be created at a later state of the program, subject to the successful completion of additional criteria.

#### **V. Continuing Education and Certification Program**

##### **A. Maintenance of Competency**

Periodic maintenance of the Certified Claims Professional (CCP) rating shall be required of all individuals who hold the CCP rating. The maintenance of the currency of the CCP rating shall be accomplished by accumulating 30 points each year under the provisions of B (below) in each 3-year period following original certification or by re-examination during the third year. CCPAC considers the importance of continuing education and service to reach beyond the experience of one's current job performance. A true professional is constantly seeking additional knowledge to increase his or her professional qualifications.

##### **B. Continuing Education Time Limits**

Continuing education points may be earned during the 3-year period following certification and during each subsequent 3-year period as follows:

###### **1. Participation in Transportation Organizations**

Applicants who have participated in transportation trade or professional organization related to freight claims in a position of leadership (e.g., Chairman, President, Director, Officer, Committee Chairperson) shall be entitled to a maximum of 15 points for each year of service. These organizations include all levels of organization of CCPAC, TCPC, NFC&SC, etc.

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

## **2. 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 earn 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.

## **3. Special Courses and Publications**

- A. Loss and Damage Courses – Completion of courses in which the focus is freight loss and damage and which have CCAPC accreditation shall entitle the applicant to one point per 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 are to 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.

## **4. 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.

## **5. Essay**

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.

## **6. Verification**

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

## **VI. 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 filling for course accreditation from Secretary of CCPAC.

## **VII. Fees and Conditions**

The application fee for certification as a Certified Claims Professional (CCP) is \$150.00. Applications must be submitted no later than August 31<sup>st</sup> each year (postmark date) for the next CCP examination (the first Saturday in November). A non-refundable late filing fee of \$5.00 will be charged for applications postmarked September 1-30. Applications received after that date will be held for the following year.

Applicants who file 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. Except for good cause shown, 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 apply in following years for half the fee (\$62.50).

## **VIII. 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.

### **Certification Test Date**

CCPAC's Certification Examination is administered annually on the first Saturday in November. Anyone who does not complete the application in time to meet this date must wait until the following year to take the examination.

Application deadline is August 31 of each year for the following November's examination. A late application fee will be charged for applications postmarked between September 1 and September 30<sup>th</sup> to cover additional administrative costs for processing late applications. Applications postmarked after September 30<sup>th</sup> will be held for the following year and the late application fee less \$5.00 will be returned to the applicant. The late application fee is \$25.00 and the fee must accompany all applications postmarked between September 1 – 30<sup>th</sup>.

Applications will be reviewed by the CCPAC Examination Committee and the applicant notified as to his or her eligibility to take the examination.

### **Test Administration and Location**

Examination locations will be located as near to the individual applicant's location as possible depending on the availability of a suitable test site and proctor. 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. Any notes made by the examinee must be given to the proctor along with the numbered examination and the completed answer sheet.

### **Notifications of Results**

On completion of the examination the proctors will return test papers to CCPAC headquarters where they will be graded by the Certification Examination Committee. After completion of grading of all papers and certification by the Board of Governors the applicants will be notified from CCPAC national headquarters. Each individual passing will receive a certificate and a CCPAC lapel pin.