



CERTIFIED CLAIMS PROFESSIONAL ACCREDITATION COUNCIL, INC.

REGISTRATION FORM TO APPLY FOR CERTIFICATION EXAM AS A CERTIFIED CLAIMS PROFESSIONAL

I hereby apply for to take the CCP Exam 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 Street Address: _____

City, State, Zip & Country: _____

Work Phone Including A/C & Ext.. _____

Work Email Address: _____

Home Street Address: _____

City, State, Zip & Country: _____

Home Phone Incl. A/C: _____ Cell Phone Incl. A/C: _____

Home E-mail Address: _____

Correspondence will be mailed to your office address unless you check here: [] Home

I herewith submitting this Application, Calculation of Points Form, my resume of professional experience, listing employers and the inclusive dates which I was employed including the positions held. I am also providing certificates of completion from various accredited courses and seminars were continuing education credits were awarded and I am enclosing a certificate of transcript of courses taken, credit hours awarded, grades earned, and degrees conferred from an accredited institution of higher learning.

I am enclosing payment of the exam fee in the amount of \$275.00, payable to the Certified Claims Professional Accreditation Council, Inc. (CCPAC, Inc.). I understand that if this application and payment of the exam fee are received by CCPAC late (45 days or less prior to the exam) a late fee of \$35 is being paid. I understand that if I fail to appear for the exam or do not pass the exam, I will have one year to make up or re-take the exam without having to reapply. The fee for makeup or retaking the CCP exam within one year is \$150.00. No refunds.

I hereby certify the information contained in this application and the enclosures is true to the best of my knowledge and belief.

Date: _____ Signature: _____

Mail to:

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

APPLICANT'S CALCULATION OF ACCUMULATED POINTS SCHEDULE FORM
Complete this 2-page form to determine eligibility to sit for the
CCP Primer Class and/or the CCP Exam

In order to be eligible to take the CCP exam and/or to attend the CCP Exam Primer Course, the applicant must have earned no fewer than 100 points (at least 25 must be derived from cargo claim experience) under the minimum requirements described in the Rules for Certification. The following constitutes a sufficient summary of the Rules and space for you to record your points in each category. 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.

A1. _____ EXPERIENCE: Enter points for Schedule A1 in the space provided based on your job experience

Employment: Cargo claims preparation and filing, investigation and settling or supervision or management thereof; teaching of courses related thereto as a full-time faculty member, and/or an attorney at law in the practice of transportation law. 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.

B2. _____ VOLUNTEER EXPERIENCE: Enter points for Schedule B2 in the space provided based on your volunteer work in helping others professionally through volunteer work in the area of cargo claims, loss prevention, cargo security. 5 points per year for each year of volunteer work. If you are serving in the capacity as the Chairman, President, Director, Officer, Committee Chairperson of a cargo claim organization, you are entitled to 10 points per year.

C3. _____ EDUCATION: Enter points for Schedule C2 in the space provided based on higher education degree you have earned.

College or University Degree in any subject matter: (a) Degree Credit or (b) Non Degree Credit:

a) If you received a degree from an accredited college, university in any subject matter, 15 points for Associate, 50 points for a Bachelor degree, 25 points for a Masters and 25 points for Doctorate. If your degree is in Transportation from an accredited college, university or transportation academy, add an additional 10 points to your education points.

b) If you did not receive any such degree, 10 points for successfully completing an academic year (non-degree).

D4. _____ SPECIAL COURSES: Enter point based on any special transportation related courses in the space provided.

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

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

Conferences, Seminars & Webinars Courses taken at accredited educational Conferences, seminars and webinars or on-line or home study, where the focus is cargo loss, damage, prevention and/or security and have been accredited by CCPAC; 1 point per hour of formal classroom lecture or the equivalent thereof.

Publication of Articles. No less than 2 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: Full time faculty member 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 and/or its 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 of the exam fee (\$275.00) must be received by CCPAC no later than October 1st. The November CCPAC Exam is scheduled on the first Saturday in November of each year. A non-refundable late application fee of \$35.00 will be charged for applications received after September 15. Applications received after October 1 may be held for the following year's examination.

CCPAC will from time to time offer optional dates and times for CCP certification exams and CCP Exam Primer Classes typically held in conjunction with a Co-Sponsor Organization conferences and meetings. Information on fees, submitting applications and payment of exam and class fees will be made available on the Office CCPAC website (ccpac.com)

Total Points Accumulated: _____
100 Minimum Required (25 must be cargo claim handling experience)
Attach to Application for Certification