



**OFFICIAL APPLICATION FORM TO APPLY FOR THE CERTIFICATION EXAM
AS A CERTIFIED CLAIMS PROFESSIONAL**

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

Full Name: _____ Birth Date (mm/dd/year) _____

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 submit this Application and Calculation of Points Form, signed and dated Code of Responsibility, 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 where continuing education credits were awarded and I am enclosing a certificate of transcript for courses taken, credit hours awarded, grades earned, and degrees conferred from an accredited institution of higher learning.

Upon approval of this CCP Exam Application and Calculation of Points Forms, I will pay the on-line exam fee in the amount of \$575.00 USD for members and \$725 USD for non-members, Please Note that the fee to take the exam live at conference the fee is \$725.00 USD for members and \$875 for non-members, payable with a credit card on-line or an ACH bank transfer or a check by mail to the Certified Claims Professional Accreditation Council, Inc. (CCPAC, Inc.) Please note that taking the exam live at conference is higher to cover hotel and Proctor fees.

I understand that if I fail to take the CCP Exam or do not finish 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 \$287.50, USD. Please note that if you Retaking the Exam live at a conference, the Retake Fee is \$450.00 USD. Fees for live exams at conferences are higher in order to cover hotel and Proctor fees. No refunds once CCPAC has received and approved the application.

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 724 • Barnegat, NJ 08005

APPLICANT'S CALCULATION OF POINTS FORM
Complete this additional form to determine eligibility to take the
CCP Primer Class and/or the CCP Exam either on-line or live at a conference.
Include with Application

To determine eligibility to take the CCP exam and/or the CCP Exam Primer Course, the applicant must have earned no fewer than 100 points (**at least 25 must be derived from actual cargo claim experience**) to meet the minimum requirements. The following constitutes a sufficient summary of the Rules and space for you to record your points in each category. The schedule below will 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 where you actually performed preparing and/or filing of Cargo claims; investigation and settling of cargo claims or the 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 daily work routine consists of these functions, give yourself **20** points per year of experience; if less than 50 percent of your daily work routine, then give yourself **10** points per year experience instead of 20. Submit a resume of employment history as it pertains to cargo claim experience.
- B2. _____ VOLUNTEER EXPERIENCE:** Enter points for Schedule B2 in the space provided based on your volunteer work in helping others professionally through volunteer work either locally or nationally at a conference in any association or council where the primary subject is cargo claims, loss prevention and/or cargo security. Give yourself **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 such as the Transportation & Logistics Council, the Transportation Loss Prevention and Security Association, Delta Nu Alpha Transportation Fraternity or CCPAC, give yourself **10** points per year instead of 5.
- C3. _____ EDUCATION:** Enter points for Schedule C3 in the space provided based on any higher education completed including any degree you have earned.
College or University Degree in any transportation related subject matter: (a) Degree Credit or (b) Non-Degree Credit:
a) If you received a degree from an accredited college, university in any transportation related subject matter, choose the single point value that reflects your highest degree or learning as follows: give yourself **15** points for Associate Degree in Transportation, or give yourself **50** points for a Bachelor Degree in Transportation, or give yourself **75** points for a Master's Degree in Transportation and an give yourself 100 points for Doctorate Degree in Transportation.
b) **Attended but No Degree** If you did not receive any degree, give yourself **5** points for successfully completing an academic year (non-degree) in which you received credit or grade or a certificate where the subject matter was Transportation related.
- D4. _____ SPECIAL COURSES:** Enter points based on any special transportation related courses not associated with any school or institution of higher learning such as at a business trade conference in the space provided.
Transportation Courses (Distribution/Warehousing; Freight Broker; Logistics; Management) courses accredited seminar or webinar; give yourself **1** point per "credit hour" completed.
Cargo Loss and Damage & Transportation Security courses accredited seminar or webinar; **1** point per "credit hour" completed.
Conferences, Seminars & Webinars courses taken at accredited educational Conferences, seminars, webinars or on-line or at-home study, where the focus is cargo loss, damage, prevention and/or transportation security and have been accredited by CCPAC; **1** point per credit hour of formal classroom lecture or the equivalent thereof.
Self Authored Publication on cargo claim handling, loss prevention and/or cargo or transportation facility security. Articles Must have been published in an association newsletter, trade magazine. Give yourself **2** points per different article and no more than **10** points cumulative for all articles published as determined acceptable by CCPC of submissions included with application.

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