

## CCIFP RECERTIFICATION



This document has been prepared to help navigate through CCIFP's recertification management software and manage your certification with ease throughout the year.

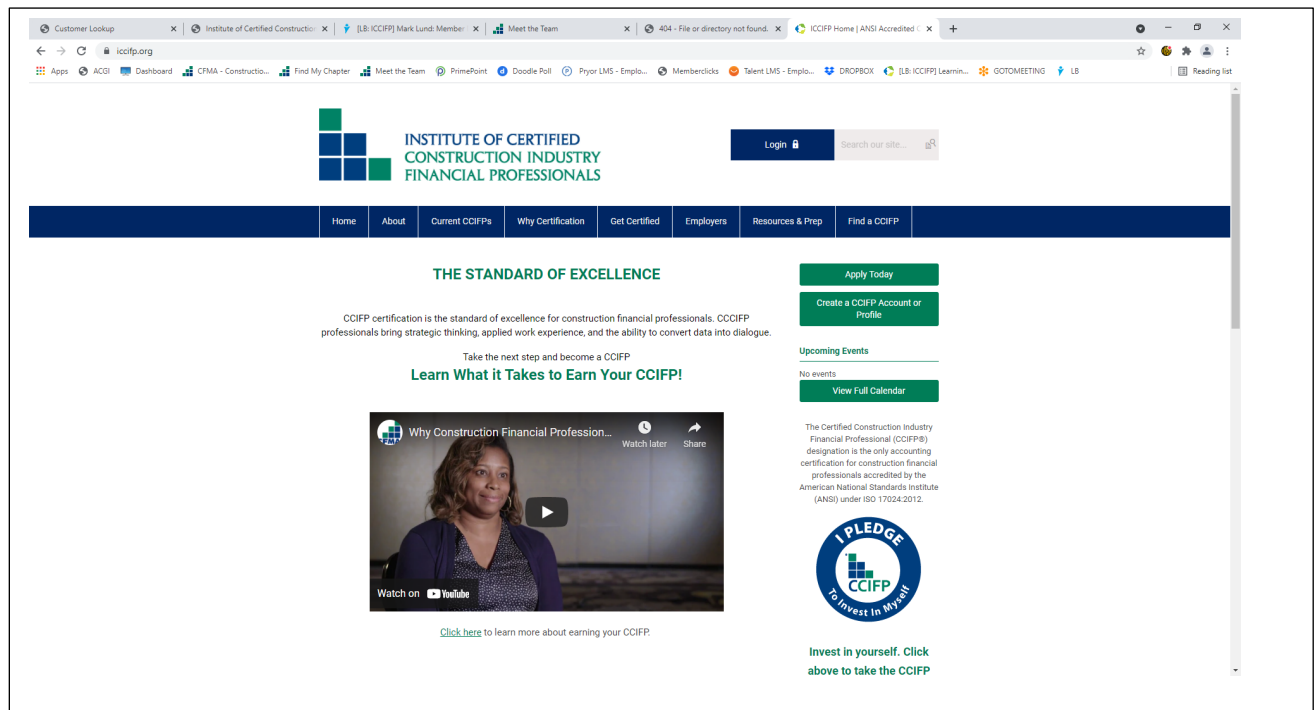
You will access the management software through the CCIFP website and will be redirected. There is no need to have separate credentials - you will be logged in automatically. If by chance you experience an error with the login process, use your CCIFP username/password.

If you have any problems or questions as you go through the process, please email [vwhitehead@cfma.org](mailto:vwhitehead@cfma.org) or phone (609) 945-2400 and we'll be happy to lend assistance.

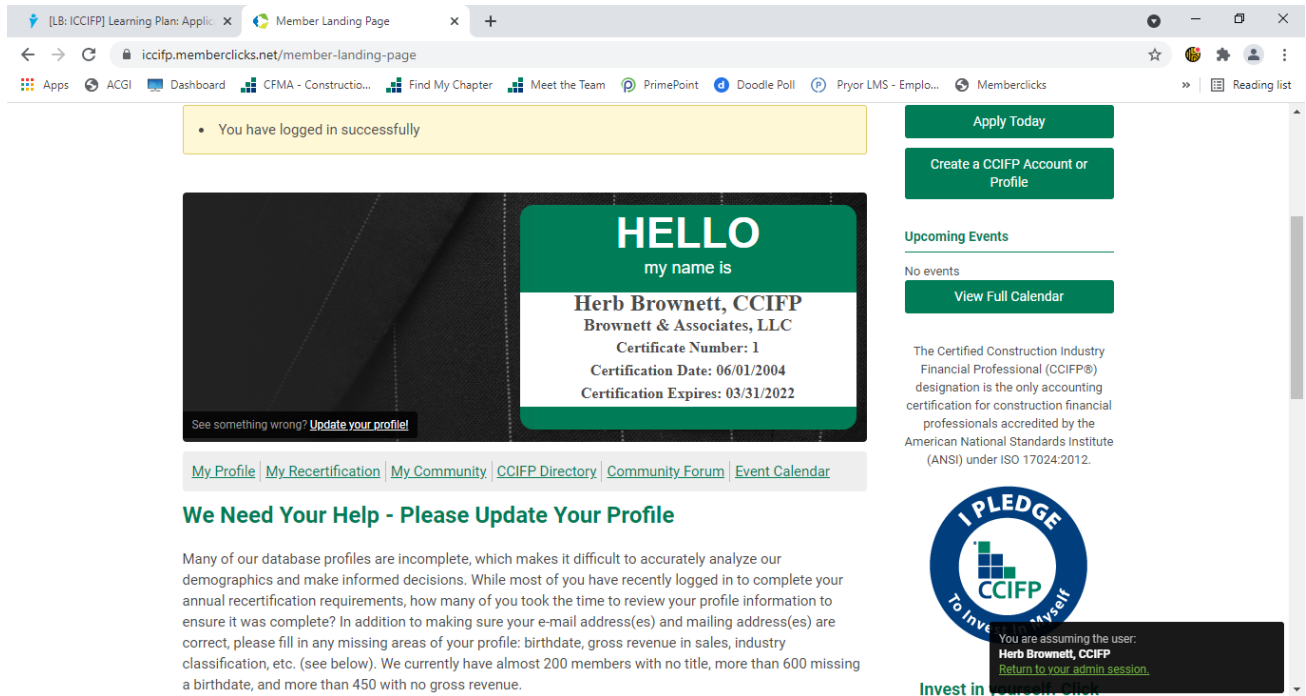


## ACCESSING THE RECERTIFICATION SOFTWARE

Visit [ccifp.cfma.org](http://ccifp.cfma.org) and login.



Once logged in you will arrive at the CCIFP Landing Page. Click “My Recertification.”



The screenshot shows the CCIFP Member Landing Page in a web browser. The browser's address bar displays "iccfp.memberclicks.net/member-landing-page". A yellow notification box at the top left states "You have logged in successfully". The main content area features a large green and white graphic with the text "HELLO my name is Herb Brownett, CCIFP Brownett & Associates, LLC Certificate Number: 1 Certification Date: 06/01/2004 Certification Expires: 03/31/2022". Below this graphic is a link to "Update your profile!". To the right of the graphic, there are buttons for "Apply Today" and "Create a CCIFP Account or Profile". Further down, there is a section for "Upcoming Events" which currently shows "No events" and a "View Full Calendar" button. Below the events section, there is a paragraph about the CCIFP designation and a circular logo that says "I PLEDGE To Invest in Myself". At the bottom of the page, there is a section titled "We Need Your Help - Please Update Your Profile" with a paragraph explaining the importance of updating profiles. A small black box in the bottom right corner of the page displays the user's name "Herb Brownett, CCIFP" and a link to "Return to your admin session".

After clicking, you will have a separate tab open in your browser to begin managing your recertification requirements.

## USING THE SOFTWARE

When you click on your new tab, you will arrive at the following page. There you will see your name and current triennial certification period.

From this location you will be able to review the total credits you have entered to date and a subtotal of your construction specific credits. You will also have the ability to pay your annual maintenance fee and enter professional development credits all from this location.

### **PAYING YOUR RECERTIFICATION FEE**

Click the “[Pay Fee](#)” button and follow the screens and prompts to complete the process. You may pay online via credit card or request an invoice for payment via check.

## Recertification Fees: Record Payment



If your CFMA Membership status is not properly reflected, please click the "Save" button to have the status updated.

Payments made prior to 3/31/2015 will show as having been paid on 3/11/2016 due to the migration of data to our new system.

**Year 1 Annual Payment:** \$ 150.00 for Annual Payment paid on 3/11/2016 3:27:16 PM  
Transaction Id: Legacy

**Year 2 Annual Payment:** **Title:** Year 2 Annual Payment  
**Amount:** \$ 175.00

Pay Fees

Save

Request Invoice

Cancel

### Check Out

Return to: [Year 2 Annual Payment](#)

#### Item(s) To Be Purchased

Item	Price	Quantity	Total
Year 2 Annual Payment	\$ 150.00	1	\$ 150.00
<b>Total:</b>			<b>\$ 150.00</b>

#### Terms & Conditions

Year 2 Annual Payment

Payment of annual recertification fees is non-refundable.

☐ I have read and agree to these Terms & Conditions.

### Confirm Purchase

Return to: [Check Out](#)

Your purchase is not complete until you click "Complete Purchase" below.

#### Item(s) To Be Purchased

Item	Price	Quantity	Total
Year 2 Annual Payment	\$ 150.00	1	\$ 150.00
<b>Total:</b>			<b>\$ 150.00</b>

#### Payment Information

Credit card information hidden for your protection.

#### Contact Information

**Bill To:** Test User2  
**Address:** Test 1  
**City, State Zip/Postal Code:** Cop, VA 22221  
**Country:** USA  
**Phone:** 5404559182

Complete Purchase

Edit Payment Information

Cancel

### Payment Confirmation

**Thank you for your payment!** You will receive an email summary of this transaction shortly.  
Details of this and all previous transactions are available in your [Payment History](#).

[View Receipt](#)

Continue

## ENTERING PROFESSIONAL DEVELOPMENT CREDITS

Managing your professional development credits is an easy process. Once you click the “Add Activity” button in the Continuing Education section, you will be prompted to enter all of the necessary information.

The screenshot shows the 'Completing LP' interface. At the top, there's a blue header with 'Completing LP' and a 'Complete LP' button. Below this is a 'Requirements' section with a 'Collapse Legend' (Remaining, Not Counted) and 'Collapse Requirements'. It shows two progress bars: 'You must complete 72 hours of continuing education (0 of 72)' and 'You must complete at least 48 hours of construction related continuing education (0 of 48)'. A green arrow points to the first progress bar. Below the requirements is a 'Recertification Fees' section with a table showing 'Year 3 Payment is Due' for 150, with a 'Pay Fee' button. At the bottom is a green 'Continuing Education' section with an 'Add Activity' button, which is highlighted by a red arrow.

Select Construction-Specific or General:

The screenshot shows the 'Select Activity for Continuing Education' dialog box. It has a title bar with 'Select Activity for Continuing Education' and a close button. Below the title is a 'Search Results' section with a table. The table has two rows: 'Construction Related Continuing Education' and 'General Topic Continuing Education'. Each row has a 'Select' button. A red arrow points to the 'Select' button for 'Construction Related Continuing Education'.

Enter the necessary information. The option to upload your certificates is also available and you may utilize one certificate for numerous entries if necessary.

Construction Related Continuing Education: Record Activity

Activity Type:

Continuing Education - Construction Specific

Course Name\*:

AICPA 2015 Construction Conference

Sponsoring Organization\*:

AICPA

Please enter the date you completed your course\*:

12/04/2015

Please upload a copy of your Proof of Course completion:

[Choose from library](#) or 

Upload

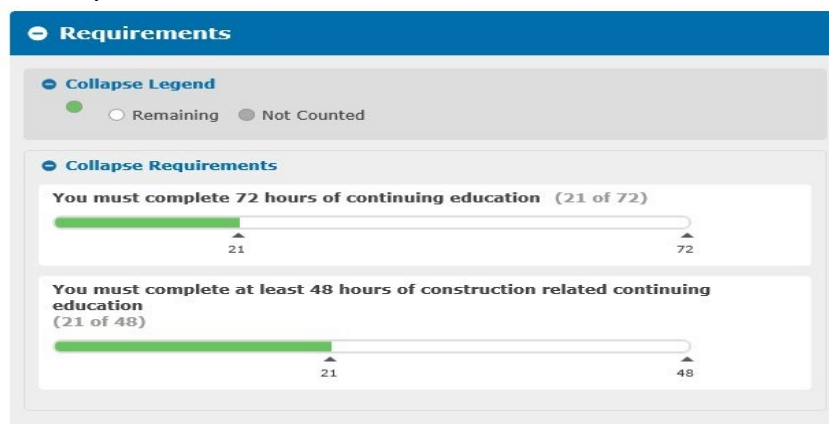
Credit Hours requested\*:

21

Save & Finish Later

Submit Activity

Once completed, you will return to the home screen and your progress bar will include the credits you submitted.



## TRIENNIAL RECERTIFICATION

For those CCIFPs who have reached the end of their triennial period, there are a few additional steps. After making your payment and entering an adequate amount of credits, you will click **“Complete LP.”**

Recertification (4/1/2015 to 3/31/2018) [Show Details](#) [Return to: Learning Plans](#)

**Completing LP** [Complete LP](#)

**Requirements**

**Collapse Legend**  
☒ Remaining ☐ Not Counted

**Collapse Requirements**

You must complete 72 hours of continuing education (84 of 72)

72 84

You must complete at least 48 hours of construction related continuing education (58 of 48)

48 58

**Recertification Fees**

(required)

Year 3 Payment is Due 150

[Payment Made](#) [Help](#) [Settings](#)

The next screen will ask you to reaffirm the CCIFP Code of Ethics in conjunction with submitting your recertification application. After reviewing the Code of Ethics, click **“Submit Recertification Application”** and you will have completed your requirements pending our review of your application.

**Recertification: Complete LP**

Active Instructions

Your Certificate Number:

**Code of Ethics:**

**Standards of Conduct**

- As a CCIFP, I shall be honest and forthright and act with integrity, fairness, and professional care in all dealings with employers, employees and all other parties with whom I may have business-related dealings.
- As a CCIFP, I shall not knowingly violate any generally accepted accounting principles, local, state or federal law or regulation in the execution of my professional duties.
- As a CCIFP, I shall not disclose confidential information acquired in the course of my duties unless permitted to do so or when required by law.
- As a CCIFP, I shall not engage in any activity that may give the appearance of illegal or unethical behavior; will practice and encourage others to practice in a professional and ethical manner that will reflect credit on myself and the profession, and will actively model and encourage the integration of ethics into all aspects of the management of the employer/enterprise.
- As a CCIFP, I shall be alert to activity of my company/employer and if I discover any activity which I know to be illegal or fraudulent, I shall report such knowledge to company executives in accordance with my employer's applicable procedures or, in the absence of established reporting procedures or in the event such procedures are compromised, then I shall report such knowledge to appropriate law enforcement authorities.
- As a CCIFP, I shall disclose all actual, apparent and potential conflicts of interest to all appropriate parties who could be affected by the existence of an actual, apparent or potential conflict. In this regard, a "conflict of interest" is defined as a situation in which someone in a position of trust has competing professional and/or personal interests which may cause that individual to be unable or unwilling to give his/her undivided allegiance to his/her employer, client, or other entity that has placed the individual in a position of trust.
- As a CCIFP, I shall maintain my competence through continuous professional education as appropriate to my job requirements; and promote continuous advancement in the skills, knowledge, development and competence of employers and employees in their own professional careers.

I assert that I have conducted myself in an ethical manner in the past and pledge to continue to do so in the future on an annual basis.\*: Yes

[Save](#) [Cancel](#) [Submit Recertification Application](#)

Instructions on using the software will be included with the recertification notices you receive via email. If after reviewing those instructions and this guide, you find you have additional questions, please contact us using the information provided on page 1.

## END OF GUIDE