



**CERTIFIED  
CONSTRUCTION  
INDUSTRY FINANCIAL  
PROFESSIONAL**

**A DIVISION OF CFMA**

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www.iccifp.org

# Application for the CCIFP® Examination

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## Application Submission Checklist

- ☐ Confirm you meet the Eligibility Requirements - Page 3-4
- ☐ Complete the Applicant Information - Page 5
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# Application for the Certified Construction Industry Financial Professional (CCIFP®) Credential

**CCIFP®**  
**Candidate  
Application**

## How do I Apply?

You must complete this application form or apply online at [iccifp.org](http://iccifp.org) to register for the examination. Please read all the information included in this application and follow all of the instructions carefully. Only the online application or this application form will be accepted.

Payment in full for the application and examination fees must accompany your Application. The application fee is NON-REFUNDABLE (see page 2 for applicable fees).

When your application has been reviewed and accepted, you will receive an acknowledgment email and your information will be forwarded to Pearson Testing Center.

## Application Instructions

Information you provide on this application form is subject to verification. Please complete the entire application. Incomplete applications will be delayed or rejected. Please print or type all information.

Attach the application and examination fees to the form. Payment made by AMEX, VISA, or MasterCard is valid online only. Checks should be made payable to "CFMA" and accompany all applications.

The CCIFP Candidate Information Bulletin and Application may be revised from time to time. Please consult the [iccifp.org](http://iccifp.org) web site in order to be certain this application form is the most recent one available.

## Application Information

Please return your completed paper application with full payment by check to:

**CFMA Certification Division**  
**100 Village Boulevard**  
**Suite 200**  
**Princeton, NJ 08540-5783**

Questions? Call 609.945.2400 or email: [certification@cfma.org](mailto:certification@cfma.org)

## Fees

Application and Examination fees MUST be received with your completed Application.

### All Applicants:

Application Fee	\$250
Examination Fee	\$600
TOTAL FEE	\$850

### Re-Examination Fees:

Application Fee	\$100
Examination Fee	\$200
TOTAL RE-EXAMINATION FEE	\$300

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**Payment is may be made by check only.** Checks should be made payable to “CFMA” No other form of payment will be accepted. Failure to submit fees in the required form will result in the rejection of your application.

**The application fee is non-refundable.** If, upon review of your application, the Certification Division determines you fail to meet the eligibility requirements at the time of application, your application form and documentation will be returned with your examination fee.

If you have been determined by the Certification Division to meet the eligibility requirements, your examination fee is refundable up sixty (60) days from the date your application is approved. Should circumstances prevent you from sitting at the scheduled date you must notify ICCIFP. If your plans change within 30 days of your examination, you must notify the Certification Division at (609) 945-2400 to request an extension. An extension fee of \$150 will apply. **Failure to cancel or reschedule your examination less than 72 hours from your test date will result in the forfeiture of your examination fee.**

If you defer your payment for a future examination in lieu of a refund, you must meet all eligibility requirements in effect at the time of the Application, complete a new Application form, and resubmit the non-refundable application fee.

The Re-Examination Fee is available to candidates for 18 months from the original unsuccessful examination attempt. You must wait a minimum of two (2) weeks between exam attempts. A new application form and all applicable fees must be submitted each time re-examination is requested and you must meet all eligibility requirements in effect at the time of the application.

## Eligibility Requirements

Please read all requirements before you submit your application

### Option 1: Examination Only

You are eligible to *register* for the examination only if you meet one the following requirements:

- » A Bachelor’s Degree from an accredited college or university, including at least twelve (12) credit hours in business-related coursework (accounting, finance, and management)  
**OR –**
- » An Associates degree from an accredited college or university, including at least twelve (12) credit hours in business-related coursework (accounting, finance, and management)  
**– and –**
- » 4,000 hours of experience, in a professional financial position, working for a construction company in its accounting and/or finance department, or as a provider of accounting and/or financial services to the construction industry.  
**OR –**
- » A high school diploma, or GED equivalent  
**– and –**
- » 8,000 hours of experience, in a professional financial position, working for a construction company in its accounting and/or finance department, or as a provider of accounting and/or financial services to the construction industry

**Option 2: Certification**

You are eligible for *certification* only if you meet one the following requirements:

The candidate must meet one of the Examination Requirements above

– **AND** –

**Professional Experience**

4,000 hours of experience in construction-related activities within the last five (5) years in addition the above requirement. This experience must be in a professional financial position for a construction contractor or in a professional financial position as a provider of accounting and/or financial services to the construction industry. (See the Appendix for examples of professional financial positions.)

**Verification of Work Experience**

We highly recommend that you add all relevant experience at the time of application on the "Statement of Work Experience" on this application form.

## Date\_\_\_\_\_

Name of Employer \_\_\_\_\_ Your Title \_\_\_\_\_

Primary Phone (\_\_\_\_)\_\_\_\_\_ Primary Email \_\_\_\_\_

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## Eligibility Information

(ICCIFP reserves the right to verify the accuracy of this information)

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### EDUCATION

You must show at least twelve (12) credit hours in business-related coursework (accounting, finance, and management).

	College/University	City/State/Zip	Year Graduated	Major
Bachelor's Degree	_____	_____	_____	_____
Associates Degree	_____	_____	_____	_____

Does your college degree include at least 12 hours of business related course work? ☐ YES ☐ NO

## Professional Experience

(Required of all applicants seeking certification)

4,000 hours of experience in construction-related activities within the last five (5) years. This experience must be in a professional financial position for a construction contractor or in a professional financial position as a provider of accounting and/or financial services to the construction industry. (See the Appendix for examples of professional financial positions.)

Do you have:

Bachelor's Degree **AND** 4,000 hours of experience in construction-related job functions/activities within the last five (5) years? ☐ YES ☐ NO

Associates Degree **AND** 8,000 hours of experience in construction-related job functions/activities within the last five (5) years? ☐ YES ☐ NO

High School Diploma/GED **AND** 12,000 hours of experience in construction-related job functions/activities within the last five (5) years? ☐ YES ☐ NO

If "Yes," include details on pages 6 & 7, Statement of Work Experience. If "No" you may take the CCIFP examination but are ineligible for certification until the experience requirement is satisfied.

If you are a CPA, or other provider of financial services, please estimate the percentage of your time focused on construction clients: \_\_\_\_\_ %

## Statement of Work Experience

(The CCIFP Certification Division reserves the right to verify the accuracy of this information)

Please list your employment experience below, beginning with your current position (photocopy and/or attach additional pages as needed).

Please indicate which eligibility requirement provided in Employer 1 is being submitted to satisfy:

☐ Education Option B      -or-      ☐ Professional Experience

### EMPLOYER 1

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Industry Classification \_\_\_\_\_ # of Employees \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ # of Weekly Hours Worked (average) \_\_\_\_\_

Please elaborate on job functions performed for this employer demonstrating your experience as a financial professional in each of the following domains:

#### Accounting & Reporting

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#### Income Recognition

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#### Budgeting & Planning

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#### Risk Management

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#### Taxes

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#### Human Resources

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#### Legal

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#### Information Technology

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## Statement of Work Experience

(The CCIFP Certification Division reserves the right to verify the accuracy of this information)

Please list your employment experience below, beginning with your current position (photocopy and/or attach additional pages as needed).

Please indicate which eligibility requirement provided in Employer 2 is being submitted:

### Employer 2

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

\_\_\_\_\_ Industry Classification \_\_\_\_\_ # of Employees \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ # of Weekly \_\_\_\_\_

Hours Worked (average) \_\_\_\_\_

Please elaborate on job functions performed for this employer demonstrating your experience as a financial professional in each of the following domains:

#### Accounting and Reporting

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#### Income Recognition

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#### Budgeting & Planning

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#### Risk Management

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#### Taxes

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#### Human Resources

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#### Legal

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#### Information Technology

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## Agreement, Waiver & Release (Please read thoroughly)

## CCIFP® Candidate Application

I hereby submit this Application to the CCIFP Certification Division of CFMA in accordance with and subject to its rules, bylaws, and procedures. I understand the information gathered in the certification process may be used by the Certification Division for statistical purposes in evaluation of the certification program.

I further understand the Certification Division will use reasonable efforts to keep the information in its possession confidential. I agree to and understand that certification personnel will disclose confidential information when required by law.

The Certification Division reserves the right to verify any or all of the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules governing certification may constitute grounds for the rejection of this application, revocation of certification, or other appropriate disciplinary action.

I further understand the Certified Construction Industry Financial Professional (CCIFP) credential is issued by Construction Financial Management Association of Princeton, NJ and is valid for a period of 3 years. I understand that I must maintain my CCIFP in good standing by complying with any and all mark usage regulations, timely submission of annual recertification maintenance fees, and all other recertification requirements as incorporated in Certification Division Charter and instituted by the Officers and/or Board of the Certification Division.

I understand I can be disqualified from taking or completing the examination, or from receiving examination scores, if the Certification Division determines through either proctor observation or statistical analysis I have engaged in collaborative, disruptive, or other inappropriate behavior during administration of the examination.

I agree if I am unsuccessful in meeting the minimum requirements to pass the CCIFP examination, I must wait a minimum of 2 weeks between examination attempts and pay any and all current fees associated with any subsequent attempts at the examination.

I understand and agree that upon receiving a passing score on the CCIFP exam, I am NOT considered certified unless I have submitted the required amount of experience as documented in the Eligibility Requirements. I further understand that I will be required to pay an annual maintenance fee until such time I am certified, upon which I will pay an annual recertification fee and meet all CPE requirements.

I agree I shall only use CCIFP trademarks and other intellectual property in accordance with policies developed by The Certification Division and agree to cease using such intellectual property upon expiration, suspension, resignation, or termination of my credential. I hereby grant the Certification Division and governing bodies the right to terminate my credential if I am not able to uphold the policies of certification. I also agree to notify the Certification Division if I become unable to abide by the certification policies and procedures. I understand that said notification may result in the voluntary withdrawal of my credential.

I understand and agree the Certification Division makes no claims or warranties regarding my competence, and I agree not to misrepresent my certification status or meaning in any manner that suggests otherwise. I hereby irrevocably assign to CFMA all right, title, and interest in and to this application. I agree to release and hold harmless individually and collectively the officers, directors, members, employees, and agents of CFMA for any decision, action, or omission in connection with this application or the examination; for the failure of the Certification Division to grant certification; or for the revocation of certification.

I hereby authorize the Certification Division to make inquiries regarding my fitness for certification and authorize any persons or entities contacted by the Certification Division to respond to such inquiries and provide copies of any relevant and non-confidential information to the Certification Division. I have read the application. The information I submit on this application is complete and correct. I believe I am in compliance with all eligibility requirements set forth by the Certification Division for the CCIFP examination.

Requests for testing accommodations pursuant to the ADA should be made at the time of application. For further assistance, contact ICCIFP staff at 609-945-2400 or [certification@cfma.org](mailto:certification@cfma.org)

Candidate Signature \_\_\_\_\_

Date \_\_\_\_\_

## Payment

Payment in full may be made by money order, certified check, personal check. *We do not accept credit card payments on paper applications.* Visa, MasterCard or American Express is only accepted via applications submitted online.

Checks should be made payable to "CCIFP"; please allow 5-7 business days for checks to clear. No other form of payment will be accepted. Failure to submit fees in the required form will result in the rejection of your application. Application fees are non-refundable.

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### Please remit payment as follows:

Examination Fee – **Total Fee - \$850** (\$600 examination fee/\$250 non-refundable application fee)

Re-Examination – **Total Fee - \$300** (\$200 examination fee/\$100 non-refundable application fee)

## Payment Information:

- ☐ Check (certified)
- ☐ Check (corporate or personal)
- ☐ Money Order

Payer information \_\_\_\_\_

Check number \_\_\_\_\_

Candidate Signature \_\_\_\_\_

Phone \_\_\_\_\_

### Exam Modality (Choose one)

PearsonVUE Test Center (must take exam withing ninety days) \_\_\_\_\_

Live Remote Proctor (must take exam withing fourteen days) \_\_\_\_\_

# Appendix

## Examples of Professional Financial Positions

**CCIFP®**  
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Accountant Accounting	Controller/Secy./Treasurer	Finance & Admin. Vice Pres.	Office Manager/Bookkeeper	Senior Cost Accountant
Assistant Accounting	Comptroller	Finance Director	Office Manager/Comptroller	Senior Cost Manager
Controller	Comptroller & Treasurer	Finance Manager	Office Manager/Treasurer	Senior Financial Analyst
Accounting Coordinator	Construction Accounting Manager	Finance Mgr./Controller	Office Mgr./Sec./Treas.	Senior Financial Manager
Accounting Executive	Construction Controller	Financial Accountant	Office/Accounting Manager	Senior Manager – Business
Accounting Manager	Construction Cost Manager	Financial Accounting Manager	Office/Credit Management	Senior Operation Manager
Accounting Manager/Division	Contract Administrator	Financial Advisor	Office Manager/Bookkeeper	Senior Project Accountant
Accounting Operations	Contract Surety Manager	Financial Analysis Manager	Operations Controller	Senior Project Manager
Accounting Supervisor	Contracts Manager	Financial Analyst	Owner	Senior Staff Accountant
Accounting/Office Manager	Controller	Financial Consultant	Owner/Controller	Senior Vice President
Accounts Payable Manager	Controller/Credit Manager	Financial Controller	Owner/Corp. Secretary	Senior Vice President/CFO
Accounts Receivable Manager	Controller & CFO	Financial Manager	Partner	Senior Vice President – Finance
Administration Manager	Controller/Corp. Secretary	Financial Planner	Payroll Administrator	Senior VP & CFO
Administrative Vice President	Controller/CPA	Financial Reporting Manager	Payroll Manager	Senior VP – Enterprise Risk
Assistant Controller	Controller/General Manager	Financial Reporting Supervisor	Payroll Supervisor	Senior VP of Finance
Assistant Corporate Controller	Controller/Office Manager	Financial Systems Manager	Payroll/AR	Staffing Specialist
Assistant Division Controller	Controller/Operations Manager	Financial VP	PBG Group Controller	Subcontractors Payable
Assistant General Manager	Controller/Secretary	Financial/Cost Accountant	Personnel Director	Supervisor
Assistant Project Manager	Controller/Treasurer	G/L Accountant	President	Supervisor/Cost Accounting
Assistant Secretary	Corp Sec. Treas./Office Mgr.	General Accounting Manager	President/CEO	Supervisor of Project Acct.
Assistant Secretary/Controller	Corporate Accounting Manager	General Manager	President/CFO	SVP Finance & Admin.
Assistant Treasurer	Corporate Secretary	General Manager/CFO	Principal	Tax & Audit Manager
Assistant VP	Corporate Tax Manager	Global Financial Manager GM/	Principal Accountant	Tax Consultant
Attorney	Corporate Treasurer	President	Project Accounting Manager	Tax Manager
Audit Manager	Cost Accountant	Group Controller	Project Accounting Supervisor	Tax Supervisor
Billing Supervisor	Cost Accounting Manager	Group Financial Administrator	Project Administrator	Team Controller, Comm. Group
Bond Account Manager Bond	Cost Control Administrator	Head Accountant	Project Assistant	Treasurer
Account Specialist Bond	Cost Controller	Head Bookkeeper	Project Claim Analyst	Treasurer, Asst. Secretary
Account Underwriter	Cost/Equipment Manager	Human Resources Director	Project Controller	Treasurer/CFO
Bookkeeper	CPA	Human Resources Manager	Project Cost Admin. Manager	Treasurer/Controller
Bookkeeper/Controller	CPA/Audit Accounting	Internal Auditor	Project Cost Specialist	Treasurer/Controller/Asst. Sec.
Bookkeeper/Office Manager	CPA/Tax Accounting	Internal Systems Consultant	Project Mgr./Systems Coordinator	Treasurer/CR Manager
Bookkeeper/	Credit Manager	IS Manager	Purchasing/Risk Manager	VP Secretary & Treasurer
Personnel Assistant	Deputy Controller	Job Cost Accountant	Regional Admin. Director	VP Special Projects
Branch Administrator	Director Accounting Operations	Job Cost Manager	Regional Business Manager	VP/CFO
Branch Controller	Director Financial Operations	Lead Project Accountant	Regional Controller	VP/Treasurer
Budget Analyst	Director Internal Audit	Manager Field Admin. Services	Regional Cost Accounting Mgr.	VP Finance & Treasurer
Budget Director/Auditor	Director of Accounting	Manager Finance & Admin.	Regional Credit Manager	VP Information Services
Business Manager	Director of Audit	Manager Financial Analyst	Risk Manager	VP of Operations
Business Manager/Accountant	Director of Construction Acctg.	Manager Financial	Safety Director/Accountant	VP Secretary/Treasurer
Business Systems Manager Cash	Director of Financial Reporting	Performance Manager	Secretary/Comptroller	VP/Office Manager
Administrator	Director of Internal Operations	Information Systems Manager	Secretary/Controller	VP/Comptroller
CAO	Director of Internal Operations	of Accounting Manager of	Secretary	VP/Treasurer – General Mgr.
CEO	Director of Surety Services	Administration Manager of	Secretary/CFO	VP/Corp. Risk Strategies
CFO	Director of External Audit	Cost Controls Manager of	Secretary/CFO/Treasurer	Vice Chairman
CFO/Controller CFO/Corp.	Director of Finance	Finance	Secretary/Controller	Vice President/Accounting
Counsel CFO/Corporate	Director of Finance and Admin.	Manager of Finance & RM	Secretary/Manager	Vice President/Administration
Secretary	Director of Information Svcs.	Manager of Financial Services	Secretary/Treasurer	Vice President/CFO
CFO/Secretary/Treasurer	Director of Job Accounting	Manager of Tax	Secretary/Treasurer/Owner	Vice President/Finance
CFO/Treasurer	Director of Operations	Mgr, Operations Accounting Mgr,	Senior Accountant	Vice President/Finance & Admin.
CFO/VP – Finance	Director of Risk Management	Project Controls & Admin.	Senior Bookkeeper	Vice President & CAO
CFO/Risk Management	Division Accounting Manager	Managing Partner	Senior Branch Admin.	Vice President & Controller
Chairman of the Board	Division Controller	Manager, Corporate Taxes	Senior Consultant	Vice President & Treasurer
Chief Accounting Officer	Equip. Accounting Manager	Office Manager/Accountant		Vice President of Accounting
Chief Financial Officer	Executive Vice President			
Chief Information Officer				