

ICCIFP Professional Development Credit Policy for Recertification Maintenance

Professional Development

As explained elsewhere in the ICCIFP Policy and Procedures Manual, one of the requirements that a Certified Construction Industry Financial Professional (CCIFP) must satisfy in order to be recertified is professional development.

Professional development (PD) enables CCIFPs to maintain their professional competence and perform quality work. All CCIFPs are responsible for complying with all applicable PD requirements, rules and regulations of the ICCIFP.

ICCIFP Professional Development Committee

The ICCIFP Professional Development Committee (PDC) is responsible for the development and maintenance of these PD credit definitions, requirements, policies, and processes. The PDC has at least seven and no more than nine members, and includes CCIFPs as well as representatives from several construction industry associations which provide professional development.

The committee meets at least annually to review this policy. After deliberation by the committee, any changes regarding PD requirements will be incorporated into a proposed revision to the ICCIFP Policies and Procedures Manual, subject to the ICCIFP “Policy Change Protocol.”

Professional Development (PD) Credit Requirements

In addition to satisfying other requirements, every active CCIFP must complete and submit 72 PD credits triennially to be eligible for recertification. There are only two categories of eligible PD credit: 1) Construction-Specific PD credit, and 2) General-Topic PD credit.

The requirement of 72 PD credits may be earned solely in construction-specific PD credit; there is no requirement to earn a minimum number of general-topic PD credit. PD credit eligible toward recertification may be earned in the following ratio: a minimum of two-thirds (or 48 credits) of construction-specific PD credit; and up to one-third (or 24 credits) of general-topic PD credit. ICCIFP has outlined “Qualifying Activities” and “Non-Qualifying Activities” for PD credit below.

As part of this policy, “Topics Eligible for Construction-Specific PD Credit” provides a pre-approved list of construction-specific topics which are eligible to be reported to meet the construction-specific PD credit requirement. Courses covering topics not on this list shall not be considered eligible toward the construction-specific PD credit requirement.

Acceptable PD credit includes successful completion or auditing of any course which is eligible for CPE in accordance with the National Association of State Boards of Accountancy (NASBA) guidelines. Other credit types may also be acceptable toward the PD credit requirement (see “PD Credit Conversion Table” below).

CCIFPs or other interested parties may recommend additions or changes to any part of this policy for consideration by the PDC and should refer to the “Policy Change Protocol” for specific instructions.

Recertification Maintenance PD Credit Requirement Calculations

The annual recertification period is April 1 through March 31. The triennial requirement of 72 PD credits must be earned between the dates of April 1 or initial certification date [year one] and March 31 [year

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three]. Unless subject to “Allowance for Carry-Over of PD Credits Earned” (see below) in the recertification maintenance period, only credits earned on or after the initial date of certification shall be accepted toward the recertification maintenance PD credit requirement.

For the initial certification period: PD credit shall be prorated in the first year of certification in accordance with the Credit Proration Schedule developed by the Compliance & Recertification Committee (CRC) [see “Appendix D: Pro-Rated PD Credit Schedule”]. Thereafter, each CCIFP must complete 48 hours of PD credits in the remaining two years in accordance with current requirements. Only credits earned on or after the initial date of certification shall be accepted toward the recertification maintenance PD credit requirement.

For subsequent recertification maintenance periods: Each CCIFP must complete 72 PD credits in accordance with current requirements for each three year certification period.

Allowance for Carry-Over of PD Credits Earned

If the CCIFP earns more than the required 72 credits in any certification period, a maximum allowance of 12 of the credits reported (over the required 72) shall carry-over into the following recertification period in the category in which it was earned (i.e. construction-specific or general-topic). Except for the maximum 12 credit allowance for carry-over noted above, only PD credit earned during the current recertification period shall be accepted toward the recertification maintenance PD credit requirement.

Qualifying Activities

Acceptable PD credit for the construction-specific requirement includes:

- Successful completion or auditing of accredited college or university credit courses relevant to the practice of construction financial management.
- Successful completion of continuing education courses offered by a professional or trade organization, university or college, or offered in-house by an entity relevant to the practice of construction financial management.
- Successful completion of seminar, conference, convention or workshop, relevant to the practice of construction financial management.
- Successful completion of online courses relevant to the practice of construction financial management.
- Authoring published papers, articles, or books on a pre-approved topic from “Topics Eligible for Construction-Specific PD Credit” (a maximum of one paper, article or book publication may be used only once in any three year period, and only in the year that it was published, for a maximum of 12 PD credits toward recertification).
- Instruction of construction financial management relevant courses, seminars or workshops (a course title may be submitted only once in any three year period, for a maximum of 8 PD credits annually or 24 PD credits toward recertification in any three year period).
- Live web seminars relevant to the practice of construction financial management where the provider is able to verify and confirm attendance and participation.
- Full-time or adjunct faculty teaching a construction financial management course at a college or university in an accredited curriculum (a maximum of 12 PD credits may be claimed one-time only for teaching in any three year period).
- Being an officer, committee chair or committee member, at the local or national level, of any construction-related industry organization. A construction industry organization is defined as an

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organization that has a group with a construction related mission and goals. It is comprised of different people who are assigned tasks to make sure the organization runs in supporting construction activities. Construction related activities are defined as the activities, tools, products or services that are needed or required in order to put in place hard and soft costs during the construction process. (2 PD credits granted for service in a maximum of one organization annually, for a maximum of 6 PD credits toward recertification in any three year period).

Topics and activities not relevant to the construction financial management profession (relevancy is defined in “Topics Eligible for Construction-Specific PD Credit”) are unacceptable for satisfying the construction-specific PD credit requirement, but are acceptable for fulfilling the general-topic PD requirement provided that said topics or activities are not those listed in “Non-Qualifying Activities.”

Non-Qualifying Activities

Unacceptable PD credit for all categories includes:

- Elementary and entry-level training normally expected to have been completed by construction financial professionals prior to CCIFP application.
- Regular full-time employment.
- Any level of computer courses in spreadsheet, word processing, presentation, or web design software (MS Office, Excel, Word, Power Point, Dream Weaver, etc.).
- Self-directed study.
- Attending general committee or business meetings as required by your employment.
- A published book, article, or paper prior to the applicable reporting period.
- Any formal professional examinations, including the CCIFP examination.

PD Credit Conversion Table

Credit Type or Other PD Activity*	Other Description <i>(See “Qualifying Activities” above for additional eligibility information)</i>	PD Credit Equivalent	Maximum Claim <i>(in any 3 year period)</i>
1 CPE	By NASBA-licensed providers (50 min hour)	1	none
1 CLU, CE, CEU	Other continuing education units	1	none
1 semester credit	accredited university or college	15	15
1 paper/article/book authored	Published in the year for which credit is being claimed	12	12
1 contact hour of instruction	Class, seminar, course or workshop (one course title per 3 year certification period)	2	24
1 year service as officer, committee chair, or committee member of construction organization	service as an officer, committee chair, or committee member of any construction industry organization	2	6
<i>*These credit types and other PD activities are subject to the restrictions set forth in “Qualifying Activities.”</i>			

CCIFPs may request clarification or recommend additions for consideration by the committee and should refer to the “Policy Change Protocol” for specific instructions.

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As questions arise related to implementation and application, they will be presented to the PD Committee. After deliberation by the committee, any changes regarding PD requirements will be incorporated into a proposed revision to the ICCIFP Policies and Procedures Manual, subject to the ICCIFP "Policy Change Protocol."

Recordkeeping

Each CCIFP shall be responsible for maintaining records to support any claim of professional development credits. Records for PD credits submitted for recertification must be maintained by the CCIFP for a minimum period of one (1) year after the end of the 3 year period for which such PD credits have been submitted. Such documentation shall be made available to ICCIFP upon demand, within thirty (30) days, for verification purposes. Documentation must support the professional development hours claimed.

Records required include, but are not limited to:

- A log (which may be kept in MS Excel or other program) showing the type of activity claimed, sponsoring organization, date, location, duration, instructor(s) name, and credit earned.
- Documents supporting evidence of attendance: completion certificates, attendance log, or other documents supporting evidence of completion.

CCIFPs may log in to their user account on the ICCIFP web site at any time to see the courses which they have submitted for any recertification maintenance period by visiting <http://www.iccifp.org/get-recertified/recertify-online> and clicking on "Update or View your Professional Development Credits."

Exemptions/Waivers

An exemption from the PD credit requirement may be granted if a CCIFP is on active duty in the U.S. military. A request must be made by submitting the "Professional Development Waiver Request Form" to the Compliance & Recertification Committee (CRC) and must include official documentation of active military duty. Incomplete forms will not be considered by the CRC.

In limited cases, the Compliance & Recertification Committee may grant an exemption from the PD credit requirement because of a medical condition or other reason. You must contact the ICCIFP for a "Professional Development Waiver Request Form." The request must be submitted with a written explanation of the reason for request to the CRC for consideration. Professional development credit waivers shall be evaluated and outcomes determined on a case-by-case basis within ICCIFP policy guidelines, precedent, and fair, unbiased judgment.

(See the "Professional Development Waiver Request Form" for additional details and eligibility requirements for consideration.)

Verification

ICCIFP will conduct annual verification of PD credits submitted as part of the "Recertification Maintenance Application" data in accordance with the "Review of Recertification Maintenance Application and Professional Development Credits Affidavits" policy and report all compliance shortcomings to the Compliance & Recertification Committee for disposition.

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Topics Eligible for Construction-Specific PD Credit

The following is a pre-approved list of construction-specific topics which are eligible to be reported to meet the construction-specific PD credit requirement. Courses covering topics not on this list shall not be considered eligible toward the construction-specific PD credit requirement.

1. ACCOUNTING AND REPORTING

- a. Accounting Standards and Guidelines
 - i. FASB updates related to construction
 - ii. Construction accounting principles
 - iii. Accounting Codification 605-35 (Accounting for Performance of Construction-Type and Certain Production-Type Contracts) [formerly SOP81-1]
- b. Basic Methods of Accounting
 - i. Percentage of completion
 - ii. Completed contract
 - iii. Accrual accounting
 - iv. Cash accounting
- c. Receivables
 - i. Collection procedures
 - ii. Cash flow
 - iii. Receivable reporting on financial statements
 - iv. Applicable disclosures
 - v. Accruals for doubtful receivables
- d. Costs in Excess and Billings in Excess
 - i. Calculation of costs in excess/billings in excess
 - ii. Overbillings/underbillings
 - iii. WIP Schedule
 - iv. Accounting for contracts-in-progress using CCM
 - v. Nature of assets & liabilities
 - vi. Disclosures
 - vii. Balance sheet classification
- e. Construction Equipment
 - i. Equipment cost allocation to contracts
 - ii. Depreciation
 - iii. Acquisition cost
 - iv. Balance sheet or footnote disclosure
- f. Subcontractor Payables
 - i. Cash flow
 - ii. Lien management
 - iii. Financial statement disclosure and reporting
- g. Capitalized Interest

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- i. Project allocation of capitalized interest
- h. Loss Provision
 - i. Recognition
 - ii. Disclosure
- i. Financial Statements
 - i. Opinion letter: audit, review, compilation
 - ii. Balance sheet classification – operating cycle (classified vs. unclassified)
 - iii. Income statement – profit center
 - iv. Contract revenue
 - 1. Management contracts
 - 2. Owner-furnished material
 - 3. Incentive & penalty provisions
 - v. Cash flow statements
 - 1. Direct vs. Indirect Method
 - 2. Operating, Investing and Financing
 - vi. Assets/Liability management
 - vii. Notes to financial statements
 - 1. Basic method of accounting
 - 2. Employee benefit plans
 - 3. Contingencies
 - 4. Disclosure of backlog
 - 5. Business and credit concentration
 - 6. Employers' accounting for post-retirement benefits
 - viii. Supplemental statements
 - ix. Auditing procedures
- j. Project Management
 - i. Integrating project management processes with accounting
 - ii. Communication operations and accounting
 - iii. Accounting for change orders
 - iv. Incentive & penalties
 - v. Back charges
 - vi. Claims
- k. Joint Ventures
 - i. JV agreements
 - ii. JVs vs. Partnerships vs. Corporations
 - iii. Accounting for JVs

2. **INCOME RECOGNITION METHODS**

- a. Financial Reporting
 - i. WIP schedule

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- ii. Costs in excess/billings in excess
 - b. Percentage of Completion Accounting Method
 - i. Cost-to-Cost method
 - ii. Efforts method
 - iii. Output method
 - iv. Measurement of completion
 - v. Requirements for use
 - vi. Special Income recognition considerations
 - vii. Contract types
 - viii. Change orders
 - c. Contract Revenues
 - i. Completed contract
 - ii. Percentage of completion
 - d. Contract Costs
 - i. Direct costs
 - ii. Indirect costs
 - e. Accounting for the Effects of Change in Estimates
 - i. Recognizing losses in contracts
 - f. Completed-contract Accounting Method
 - i. Proper use of CCM
 - g. Independent Construction Audit
 - i. Fraud detection
 - ii. Internal detection
3. **BUDGETING AND PLANNING**
- a. Strategic Planning
 - i. As relative to construction companies
 - ii. SWOT
 - b. Strategic Cost Management
 - i. Analyzing construction
 - ii. Enterprise management
 - iii. Activity Based Costing (ABC)
 - c. Capital Budgeting
 - i. Acquisition of Assets – costs
 - ii. Determination of ROI
 - d. Cash Management
 - i. Cash flow reporting
 - ii. Collections
 - iii. Disbursements
 - iv. Contract negotiations

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- v. Banking relationships

4. **RISK MANAGEMENT**

- a. Risk Management Techniques
- b. Sections of an Insurance Contract
- c. Risk Management Responsibilities
 - i. CG&L Insurance
 - ii. Professional liability coverage
 - iii. Pollution and other specialty coverages
 - iv. Workers compensation
 - v. Safety program
- d. Construction Related Insurance
- e. Risk Financing
- f. Surety
 - i. Bonding requirements
 - ii. Types of bonds
 - iii. Underwriting factors

5. **TAXES**

- a. Accounting methods unique to the construction industry
- b. Tax filing
 - i. Income taxes
 - ii. Sales taxes
 - iii. Depreciation
 - iv. Look back
 - v. Change in accounting method
 - vi. Construction elections
 - vii. Corporate AMT
 - viii. Exemptions

6. **HUMAN RESOURCES**

- a. Federal Laws and Regulations
- b. Compensation
 - i. Compensation plans
- c. Employee benefit plans
 - i. Medical plans
 - ii. Cafeteria plans
 - iii. 401(k) /pension plans
- d. Accounting/finance department administration
 - i. Hiring practices
 - ii. Internal controls

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- iii. Fraud prevention

7. **LEGAL**

- a. Preparation and review of contracts
- b. Subcontracts
- c. Applicable Construction Laws
- d. Warranties
- e. Types of Claims
- f. Eichleay Formula
- g. Alternatives to Litigation
 - i. Mediation
 - ii. Arbitration
 - iii. Mini-trial
 - iv. Negotiation
 - v. Dispute Review Board

8. **INFORMATION TECHNOLOGY**

- a. Applications for Construction Management
 - i. Accounting programs
 - ii. Project management
 - iii. Estimating
 - iv. Program integration
 - v. Networks
 - vi. Internet