

INFORMATION CAPTURE PROFESSIONAL CERTIFICATION PROGRAM

Renewal Information

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The ICP Credential has been developed by The Association for Work Process Improvement (TAWPI) in collaboration with the Human Resources Research Organization. TAWPI is an international not-for-profit membership organization dedicated to enhancing the performance of organizations and strengthening the value of professionals that employ emerging technologies in mail, remittance, document and forms processing.

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MAINTAINING CERTIFICATION

Continual professional development activities are essential to enable information capture professionals to cope with a rapidly changing environment. Therefore, to retain the Information Capture Professional (ICP), accredited ICP professionals may renew their accredited status for an additional five years beyond the current expiration date by successfully completing another ICP examination *or* by earning sufficient continuing education credits within their current five-year accreditation period.

Candidates may choose to maintain their accreditation by successfully completing another examination in either the fourth or fifth year of their current accreditation period. Successful completion of another examination will result in the continuation of the candidate's ICP status for an additional five (5) years. The Institute of Financial Operations will notify candidates of eligibility for reaccreditation in the fourth year after initial accreditation. If unsuccessful in re-testing in either the fourth or fifth year after accreditation, the candidate's original ICP status will expire at the end of the fifth year.

Candidates whose accreditation has lapsed may be awarded ICP accreditation (valid for five years) at any time by successfully completing another examination.

As an alternative to retaking the ICP examination to renew accredited status for an additional five-year period, ICPs may choose the option of earning sufficient continuing education credits. In order to retain ICP status, an ICP must earn sixty (60) continuing education credits within the five-year accreditation period, with no more than twenty (20) credits earned in any one year.

The reporting year for ICP renewal credits is January 1 to December 31. ICP continuing

education credits must be reported annually, with submission of all documentation to The Institute of Financial Operations postmarked no later than March 15 of the calendar year immediately following the year in which continuing education credits were earned.

DOCUMENTATION

ICPs are not required to submit supporting documentation with the continuing education credit reporting form. However, each ICP must maintain records documenting ICP continuing education credit activity for five years following the date reported. An audit of ICP renewal credits is conducted annually by TAWPI, and candidates who are audited will be required to submit documentation for continuing education credits filed with The Institute of Financial Operations. Examples of acceptable documentation include copies of registration forms or programs for seminars and training sessions, copies of articles written, etc. Any credits that cannot be documented by the ICP during the audit process will be disqualified. Each continuing education credit reporting form must be signed by the ICP and must be accompanied by the appropriate processing fee.

Only educational activities covering ICP and related information capture issues are eligible for ICP renewal credits. Eligible topic areas are covered in the ICP Handbook and the ICP Rules and include the following general ICP topic areas:

- Forms Processing
- Forms Design
- Data Capture
- Remittance Processing
- Document Management and Workflow
- Human Resources
- Ergonomics
- Technology

-ICP Certification Renewal-

Below is a description of the types of educational programs eligible for continuing education credits and the number of credits which may be earned from each type of program. Continuing education programs do not need to be approved by The Institute of Financial Operations provided that they fall within the categories of eligible topic areas as defined above.

Professional Seminars/Training

One (1) renewal credit is awarded for each 50-minute seminar or training session. A maximum of twenty (20) credits may be earned in this category per renewal year.

Examples of eligible seminars include: Association Conferences (IFO, AIIM, ARMA, AFP, BAI, BFMA, etc.), User Group Meetings/Conferences, Professional Seminars

Teaching (ICP-related topics)

Two (2) renewal credits are awarded for each 50-minute seminar or training session. A maximum of sixteen (16) credits may be earned in this category per renewal year.

Publishing Articles/Books/Papers

One (1) renewal credit is awarded per page published. A maximum of ten (10) credits may be earned in this category per renewal year.

Volunteer Service

A maximum of ten (10) credits may be earned in this category per renewal year.

The Institute of Financial Operations and Chapter Committees

National Committees (3 renewal credits are awarded per year for active participation, to a maximum of 6 credits per renewal year)
Chapter Committees (3 renewal credits are awarded per year for active participation, to a maximum of 6 credits per renewal year)

The Institute of Financial Operations (& related industry) Task Forces/Advisory Groups/Work Groups

Two (2) renewal credits are awarded per year for active participation, to a maximum of 10 per year.

FEES

Each year, the continuing education credit reporting form must be signed by the ICP and must be accompanied by a processing fee of \$25 for a member or \$35 for a non-member. The ICP Blue Ribbon Panel has set the following policy to address the loss of certification due to failure to meet renewal requirements:

ICPs who have not acquired sufficient continuing education credits for renewal on the scheduled renewal date will be notified in writing that their certification is suspended and they are prohibited from using the ICP designation and will no longer be listed as an ICP in any The Institute of Financial Operations publication until the individual resubmits to the certification process and successfully meets the criteria for certification by application and examination.

ICP CERTIFICATION RENEWAL REPORT FORM

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

If your affiliation is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report:

Company: _____

Address: _____

Date of Original Certification: _____ Date of Last Renewal (if applicable): _____

Please enclose your renewal fee when you submit your Renewal Form. The fee is \$25 for members and \$35 for non-members.

Check enclosed Visa MasterCard American Express Discover

In the amount of \$ _____

For credit card use:

Card #: _____ Exp. Date: _____

Cardholder name: _____

I certify that the attached information is complete and accurate to the best of my knowledge. I understand that The Institute of Financial Operations reserves the right to revise or update the renewal requirements, Standards of Conduct, and other material, and that it is my responsibility to be aware of The Institute of Financial Operations current requirements. I further understand that I am obligated to inform The Institute of Financial Operations of changed circumstances that may materially affect my renewal application. I understand and agree ICP certification does not constitute The Institute of Financial Operations warranty or guarantee of my fitness or competency to practice as an information capture professional. I authorize The Institute of Financial Operations to include my name in a list of certified individuals and agree to use the ICP designation and related The Institute of Financial Operations trade names, trademarks, and logos only as permitted by The Institute of Financial Operations policies. I further understand and agree that The Institute of Financial Operations may also use anonymous and aggregate application and examination data for statistical and research purposes.

Signature: _____ Date: _____

ACCEPTABLE CONTINUING EDUCATION CREDIT FOR ICP MAINTENANCE

In order to retain ICP status, an ICP must earn sixty (60) continuing education credits within the five-year accreditation period, with no more than twenty (20) credits earned in any one year. All professional development and/or other activities listed must only be activities performed since the original date of certification or last renewal, whichever is more recent. If needed, you may add supplemental pages to this form.

Activity Date	Activity Title	Activity Sponsor	ICP Topic Area (i.e. remittance processing, technology, etc.)	ICP Continuing Education Category (i.e. seminar, volunteer service)	Number of Credits

TOTAL CREDITS _____

Full name: _____ Date: _____

Signature: _____

Please send or fax this form with payment to:
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