

CERTIFICATION APPLICATION FORM

(Please Print)

I am registering for the [CAPP / CAPA] exam in the [Spring / Fall] testing window of 20_____.

Name: _____ **Title:** _____ **Company:** _____
(MUST Match Government Issued ID Exactly)

Primary Contact Information: Work Home

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact Information: Work Home

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Member/Customer ID Number: _____

QUALIFICATIONS:

Depending on the exam you are applying for please select the one that best applies to you:

CAPP (AP or related professionals with managerial experience)

- 2 or more years with a Bachelor or higher degree
(must submit copy of degree)
- 3 or more years with an Associate degree
(must submit copy of degree)
- 5 or more years with no degree

CAPA (AP or related professionals without managerial experience)

- 1 year or more with an Associate or higher degree
(must submit copy of degree)
- 3 or more years with no degree

Employment History (Attach additional sheet if necessary)

Company Name: _____ Title: _____ Phone: _____ Employed from: _____ to: _____

Company Name: _____ Title: _____ Phone: _____ Employed from: _____ to: _____

Company Name: _____ Title: _____ Phone: _____ Employed from: _____ to: _____

Company Name: _____ Title: _____ Phone: _____ Employed from: _____ to: _____

Current Manager's Name: _____ Title: _____ Email: _____

CODE OF ETHICS:

It is mandatory for all members of The Institute of Financial Operations as well as CAPP and CAPA candidates and certificants to adhere to the Code of Ethics set forth in the principles listed in detail below. The Institutes' Code of Ethics contains four principles or components. They are: integrity, objectivity, confidentiality, and professional competency.

Integrity

The principle of integrity establishes the expectation of one to be honest and straightforward in all professional activities, dealings with other professionals, and when representing The Institute in any public forum. This principle also specifies that one should not falsify information within their organization or provide misleading or false statements to others.

Objectivity

The principle of objectivity establishes the expectation of one not to compromise their professional or business judgment because of bias, undue influence of others or conflict of interest. One may be exposed to such situations and should make every effort to avoid the situation. If there are any known conflict of interest situations, they should be remediated immediately.

Confidentiality

One should maintain confidentiality of The Institute, company, and competitor information.

- One should not disclose confidential information acquired as of a result of professional and business relationships without proper and specific authority unless there is a legal duty to do so.
- One should maintain confidentiality even in a social environment.
- One should maintain confidentiality disclosed by a prospective employer or competitor of others.

Professional Competency

This principle establishes the following standards:

- To maintain the professional knowledge and skill at the level required ensuring that the position held is performed at the highest competency.
- To act diligently in accordance with applicable technical and professional standards while supporting their organization or company.
- One is expected to provide their staff with training along with an awareness of all of The Institutes' educational offerings and material.
- Professional competency encompasses the responsibility to act in accordance with the requirements of an assignment or position and to ensure that all deliverables are completed in an accurate and timely manner.

PAYMENT INFORMATION:

CAPP FEES

| APPLICATION | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
|----------------------|---|---|
| (REQUIRED) | \$25.00 | \$50.00 |
| EXAM | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (REQUIRED) | \$275.00 | \$445.00 |
| MANUAL | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (RECOMMENDED) | \$129.99 | \$199.99 |
| ONLINE COURSE | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (OPTIONAL) | \$375.00 | \$500.00 |

CAPA FEES

| APPLICATION | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
|----------------------|---|---|
| (REQUIRED) | \$25.00 | \$50.00 |
| EXAM | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (REQUIRED) | \$175.00 | \$345.00 |
| MANUAL | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (RECOMMENDED) | \$89.99 | \$129.99 |
| ONLINE COURSE | <input type="checkbox"/> Member Pricing | <input type="checkbox"/> Non-Member Pricing |
| (OPTIONAL) | \$250.00 | \$325.00 |

MANUAL SHIPPING (REQUIRED IF MANUAL IS BEING PURCHASED)

Please select one based on shipping location and shipping type:

| Standard | <input type="checkbox"/> Non-Florida State | <input type="checkbox"/> Florida | <input type="checkbox"/> Hawaii, Alaska, and International |
|-----------|--|----------------------------------|--|
| | \$21.95 | \$21.95 + taxes | Will Vary |
| Expedited | <input type="checkbox"/> Non-Florida State | <input type="checkbox"/> Florida | <input type="checkbox"/> Hawaii, Alaska, and International |
| | \$42.95 | \$42.95 + taxes | Will Vary |

*Manual to be shipped to: Work Home
(No PO Boxes)

If paying by check:

OR

If paying by credit card:

CHECK # _____

Make check payable to:
The Institute of Financial Operations
PO Box 540323
Orlando, FL 32854
Tax ID # 59-3217295

Total Amount to be Charged: \$ _____

Card Type: American Express Discover Visa Mastercard
Card # _____ Exp. Date _____
Name on Credit Card _____
Signature of CardHolder _____
 Corporate Card

STATEMENT OF UNDERSTANDING:

I understand that any knowingly false statement herein or lack of compliance with the above Code of Ethics is grounds for rejection of this application, and once certified, any violation of the above Code of Ethics will result in annulment of certification.

Signature of Applicant: _____ Date: _____

Please submit your completed application form via mail or email.

For Questions or additional information please contact The Institute of Financial Operations Certification Department at 407-351-3322 or at Certification@FinancialOps.org.



The Institute of Financial Operations
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Orlando, FL 32854
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