

Constituent Societies

ACM
New York, NY 10036
(212) 626-0500

Canadian Information Processing Society
Toronto, ON Canada M5V 1L5
(416) 593-4040

Association of Information Technology Professionals
Chicago, IL 60611
(800) 224-9371

Association for Women in Computing
San Francisco, CA 94104
415-905-4663

DAMA International, The Data Management Association
P. O. Box 5786
Bellevue, WA 98006-5786
(425) 562-2636

Affiliate Societies

ABRS International
Hong Kong
852-598-4811

Information Systems Consultants Association
Atlanta, GA 30346
(404) 458-3080

Bureau of Information Technology Studies
Bombay, India
91-22-5146414

Institute of Applied Data Processing
Nigeria
084-333058,239606

Business Technology Association
Kansas City, MO 60145
(816) 941-3100

International Information Technology Company
Karachi, Pakistan
92 21 535 639

Computer Measurement Group
Westmont, IL
(630) 655-1812

Multi Communication Systems Corporation
Silver Spring, MD 20904
(301) 622-7610

Consejo Profesional en Ciencias Informaticas
Republica Argentina

SISE
Lima, Peru
4448297-448342

Federation of NCR User Groups
Dayton, OH 45479
(513) 445-3131

Society of Computer Professionals
Secaucus, NJ
(201) 865-4669

The Gulf Institute for the Development of Human Resources
Muttrah, Sultanate, OMAN
0968-695056

UNITE
St. Clair Shores, MI 48081-2253
(810) 771-4483

Hong Kong Computer Society
Hong Kong
852-8342228

Yamtech Systems
Ghana
301-236-0269

Independent Computer Consultants Association
St. Louis, MO 63123
(314) 997-4633

Accredited Business Partners

The Data Warehousing Institute
Seattle, WA 98188
206-246-5059

Recertification Guidelines



2350 E. Devon, Suite 115 • Des Plaines, IL 60018
Phone 847-299-4227 • 800-843-8227 • Fax 847-299-4280
email: Office@ICCP.org • www.iccp.org

ICCP Recertification Committee

Director of Recertification: Keith Tennant, ACP, CCP

James Bell, CCP

J. Brett Champlin, CCP

ICCP Executive Committee

President: Patricia Dymkar Cupoli, CCP, CDMP, CBIP

Vice President: J. Brett Champlin, CCP

Treasurer: Kenneth Metcalfe, CCP, ISP

Secretary: Keith Tennant, ACP, CCP

Director of Certification: John Whitehouse, CCP

Executive Director: Kewal Dhariwal, CCP

Associate Computing Professional (ACP), Certified Computing Professional (CCP), Certified Data Processor (CDP), Certified Systems Professional (CSP), Certified Computer Programmer (CCP), Certified Business Intelligence Professional (CBIP), Certified Data Management Professional (CDMP) and Information Systems Analyst (ISA) are registered trademarks of the Institute for Certification of Computing Professionals

The requirements as outlined in this revision apply to all currently active certification and recertification cycles.

Effective: February, 2006



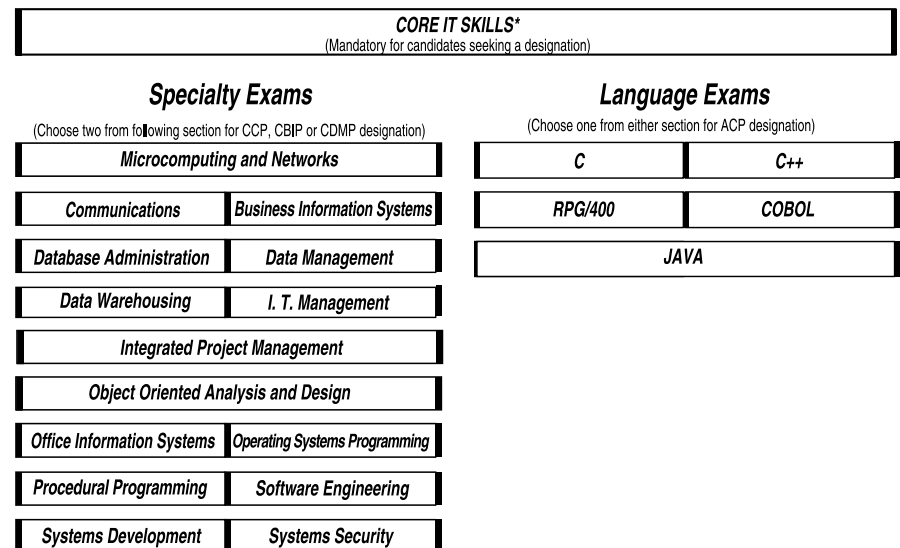
www.iccp.org

Expert Level Proficiency Certificates

Many certificate holders elect to take ICCP exams for additional proficiency and earn recertification credits as described on page 6. A benefit of taking additional ICCP examinations is to earn an Expert Level Proficiency Certificate and upon completion have the new specialty added to their current certificate.

Expert Level Proficiency Certificates can be earned in the following areas:

Diagram of ICCP Exams



*The Core IT Skills examination and each Specialty examination consists of 110 multiple choice questions with 1-1/2 hours allotted. Each Language examination consists of 66 multiple choice questions with 1 hour allotted

Recertification Guidelines

Tools and Techniques

- Manual
- Automated

Skills

- Interpersonal Communications
- Interviewing Techniques
- Team development

Within these topics are study areas that may include (but are not limited to):

- Business Systems
- Legal Considerations
- Client/Server
- Maintenance
- Communication Systems
- Networks
- Controls
- Office Automation
- Costs
- Privacy
- Data and File Organization
- Professional Ethics
- Disaster Planning
- Quality Assurance
- Documentation
- Records Management
- Equipment Capabilities
- Scientific Systems
- Human Factors
- Security
- Information Resource Management
- Systems Programming

Recertification Credit Qualifications

The following codes are used to identify recertification activities:

Activity Code

1. College/University Credit Course

- 1 Quarter Hour = 8 recertification credits
 - 1 Semester Hour = 12 recertification credits
 - 1 Continuing Education Unit (CEU) = 10 recertification credits
- All course credit information are to be converted to recertification hours before reporting*

2. Seminar or vendor course

3. Conference/Symposium with Educational Content

4. Professional Society Educational Activities

5. Company Sponsored Education Courses

6. Teaching/Lecturing/Presentations

Credit may be granted for the development and initial presentation of educational material. Credit is limited to 60 recertification credits per three year period.

7. Self Study

Credit limited to 60 recertification credits per three year period.

8. Published Article, Book, Monograph

Original book review (suitable for publication) Published articles-One recertification credit for each 100 words. Credit is limited to 60 recertification credits per three year period.

9. ICCP Examination/Examination Questions

see Page 6 for description of recertification credits

10. Other Certifications = 40 recertification credits

Recertification Guidelines

Recertification credits are awarded for taking ICCP examinations based on performance percentage. This percentage is determined by dividing the number in the column headed "YOUR SCORE" by the numbers of items in the examination.

Recertification credits for Performance

Core/Specialty/Language Examination

70% or better= 60 credits

60-69% = 30 credits

50-59% = 20 credits

less than 50%= 0 credits

Two recertification credits will be granted for each examination questions accepted by the respective council.

Policies

1. All continuing professional development information can be submitted on an Educational Activity Form. All forms are to be signed and dated.

Credits may also be submitted through the ICCP web site www.iccp.org. Holders may choose to sign a "Verification of Activities" form in lieu of submitting individual credits. All submittals are subject to review, audit and approval by the ICCP.

2. Documentation for most submitted activities must be maintained by the member in the event of audit. Documentation for submitted activities must include a certificate, grade report, transcript, or other materials received from the activity sponsor. Copies of published articles must be submitted. Documentation for the authoring of a book is the ISBN, Library of Congress Number or copy of the table of contents and title page.

Sponsoring organizations may submit educational evidence of completion on behalf of certificate holders. In addition, sponsoring organizations can submit materials for pre-approval recommendations.

Recertification Opportunities

The following topics are considered applicable toward professional development. All ICCP holders are expected to maintain a well-rounded professional development program.

Organizational Environment

- Culture
- Human Relations
- Organizational Behavior
- Regulation/Law
- Reengineering

Strategic Planning

- Policy and Strategic Formulation

Operational Planning

- Policy Implementation
- Means and Resources
- Action Plans

Methodologies

- Problem Solving
- Quantitative Techniques
- Systems Analysis
- Life Cycle Management
- Testing

Software

- Languages
- Techniques
- Utilities
- Database
- Application

Recertification Guidelines

Recertification Credits are awarded for various types of professional development activities. The ICCP notifies the certificate holders of their status regularly. Satisfactory compliance with these guidelines allows the continued use of the ICCP designations.

Individuals and organizations have to appeal decisions related to the implementation of these guidelines. Appeals must be in writing and submitted to:

ICCP
2350 East Devon Avenue
Suite 115
Des Plaines IL 60018-4503 USA
ATTN.: Recertification Committee
or via email at office@iccp.org

A final decision is rendered within 60 days of the date of the appeal.

Period

The three-year period for earning recertification credits begins in January following the date certification is issued. Participants may include activities from the month following the date certification was issued.



Teaching, lecturing, and presentation documentation must include a topical or course outline, announcement, or other evidence to support recertification credit requests.

Documentation is to be retained by the certificate holder for 120 days after the close of a recertification cycle. The ICCP conducts random audits of certificate holders' records and requests copies of documentation materials. The copies will not be returned. Recertification credits that cannot be supported with documents will be disallowed.

3. All Requirements must be completed and submitted prior to the end of the certification period. If a certificate lapses, the individual must retest to earn certification.
4. Recertification credit that exceeds the 120 credits required initiated during the final six months of a recertification cycle are carried forward to the next recertification cycle.
5. To ensure expeditious processing, send all recertification credit information to (do NOT send in supporting documentation, but retain for your records in event your submission is chosen for audit) :

ICCP
2350 East Devon Avenue Suite 115
Des Plaines, IL 60018-4503
Phone (847) 299-4227
800-843-8227
FAX (847) 299-4280
Email: office@iccp.org
Internet: www.iccp.org

6. Our web page: www.iccp.org contains a complete listing of organizations whose activities have been pre-approved for credit by the ICCP.

Recertification Guidelines

Cooperation with Other Professional Certifications

All certificate holders can request transcripts to meet reporting requirements of other professional certifications.

Certificate holders whose continuing education records are recorded by another organization or employer may simply attach these records to an Educational Activity form and complete the following information:

- All the requested information at the top of form.
- Title of Activity : Enter "Transcript Attached."
- Starting Date of each applicable activity if it is to appear on the transcript.
- Recertification credits claimed for each applicable activity.
- Name of the organization preparing the transcript or education record if not shown elsewhere. The supporting documentation requirements remains in effect for these activities.

What to Expect After Reporting

At any time throughout the year, an active certificate holder can request an official copy of their transcript reflecting a record of Recertification Credits submitted. There is no charge for up to two transcripts per year. The certificate holder may verify the information appearing on the transcript and contact the ICCP if any changes or corrections are necessary.

Responsibilities

Responsibility for the Recertification Procedures and Guidelines rests with the Recertification Committee and the Director of Recertification of the Institute for Certification of Computing Professionals (ICCP). Standards for the Recertification Program are periodically reviewed and modified by the Committee. The Committee audits the records and practices of the ICCP for compliance with these Guidelines.

Overview

Society's reliance on computer and communication-based systems requires the highest professional abilities, ethics and standards of the people who plan, develop and support these systems. The certification program administered by the Institute for the Certification of Computing Professionals (ICCP) is designed to identify those practitioners and assist them in improving and maintaining their professional competence by requiring continuing education, training and retesting.

This booklet contains the basic requirements for maintaining the Certified Computing Professional (CCP) and the Associate Computing Professional (ACP), the Certified Business Intelligence Professional (CBIP) the Certified Data Management Professional (CDMP) and the Information Systems Analyst (ISA) designations.

Program Goals

Since the environment in which certified professionals function is so dynamic, it is vital that certificate holders remain current in the field to ensure that new developments in computing systems may be appropriately incorporated. The goals of continuing professional developments are :

1. To maintain professional competence.
2. To update existing knowledge and skills.
3. To attain new or additional knowledge and skills.

Requirements

During each three-year recertification period:

CCP, CBIP and CDMP holders are required to submit 120 recertification credits
ACP and ISA holders are required to submit 60 recertification credits.

**All holders are required to pay an Annual Non-Refundable fee:
ACP and ISA - \$35.00 (US funds only)**

CCP, CBIP and CDMP - \$75.00 (US funds only)

Annual fees are due and payable when invoiced. CCP recertification requirements supercede ACP recertification requirements.

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