



CAPP Certification Program RECERTIFICATION GUIDELINES

Presented by the CAPP Certification Board of the International Parking & Mobility Institute

IPMI - International Parking & Mobility Institute
CAPP Certification Program

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COMMUNICATIONS

Please direct all communications in writing to:

International Parking & Mobility Institute

ATTN: CAPP Certification Program

Email Address: capp@parking-mobility.org

Office Phone: 571.699.3011

Web Address: parking-mobility.org/capp

MAINTAINING THE CREDENTIAL

To maintain an active status as a CAPP in good standing, certificants must meet these recertification requirements:

- Earn the required recertification points.
- Submit the Recertification Recordkeeping Form by December 31 or earlier of their recertification year.
- Earn a total of 20 Professional Development points needed to recertify; agree to abide by the CAPP Code of Ethics; attest to the accuracy of the professional experience, education, and professional development documentation; and pay the \$200 (IPMI member) or \$300 (IPMI non-member) recertification fee.

OR

- Retake and pass the examination for the 20 points; agree to abide by the CAPP Code of Ethics; attest to the accuracy of the professional experience, education, and professional development documentation; and pay the \$350 (\$200 IPMI member recertification fee + \$150 retest fee) or the \$450 fee (\$300 IPMI non-member recertification fee + \$150 retest fee).

Points may be spread across education, training, professional development, and professional service on the recertification matrix.

The recertification cycle begins as soon as the credential is earned.

Points may not be carried forward from one recertification period to another. The Recertification Recordkeeping Form is included as Appendix B and is also available for download at parking-mobility.org/capp.

RECERTIFICATION PRO RATA FORMULA

Required Recertification Points per Cycle

The program has a January 1 recertification date for all certificants. Recertification will continue to follow a three-year cycle.

To ensure a fair and equitable process of rolling certificants into this program, the CAPP Certification Board has adopted a policy that will allow the pro-rating of points required for any new certificants, depending on the month they take the CAPP exam. Their three-year recertification countdown starts the month and year they earn the credential.

To calculate pro rates, the year is divided into four quarters. The points per quarter are rounded down to one for the purposes of the pro-rata calculations.

Using the chart below, identify your current recertification date. Follow across the row to the fourth column to find the number of required recertification points that will be due on the January 1 recertification renewal cycle.

CAPP Award Date	Recertification Date	Pro-Rated Recertification Points Required
Jan . 1 – Mar . 31, 2017	Jan . 1, 2020	20
Apr . 1 – Jun . 30, 2017	Jan . 1, 2020	19
Jul . 1 – Sept . 30, 2017	Jan . 1, 2020	18
Oct . 1 – Dec . 31, 2017	Jan . 1, 2020	17
Jan . 1 – Mar . 31, 2018	Jan . 1, 2021	20
Apr . 1 – Jun . 30, 2018	Jan . 1, 2021	19
Jul . 1 – Sept . 30, 2018	Jan . 1, 2021	18
Oct . 1 – Dec . 31, 2018	Jan . 1, 2021	17
Jan . 1 – Mar . 31, 2019	Jan . 1, 2022	20
Apr . 1 – Jun . 30, 2019	Jan . 1, 2022	19
Jul . 1 – Sept . 30, 2019	Jan . 1, 2022	18
Oct . 1 – Dec . 31, 2019	Jan . 1, 2022	17
Jan . 1 – Mar . 31, 2020	Jan . 1, 2023	20
Apr . 1 – Jun . 30, 2020	Jan . 1, 2023	19
Jul . 1 – Sept . 30, 2020	Jan . 1, 2023	18
Oct . 1 – Dec . 31, 2020	Jan . 1, 2023	17
Jan . 1 – Mar . 31, 2021	Jan . 1, 2024	20
Apr . 1 – Jun . 30, 2021	Jan . 1, 2024	19
Jul . 1 – Sept . 30, 2021	Jan . 1, 2024	18
Oct . 1 – Dec . 31, 2021	Jan . 1, 2024	17
Jan . 1 – Mar . 31, 2022	Jan . 1, 2025	20
Apr . 1 – Jun . 30, 2022	Jan . 1, 2025	19
Jul . 1 – Sept . 30, 2022	Jan . 1, 2025	18
Oct . 1 – Dec . 31, 2022	Jan . 1, 2025	17
Jan . 1 – Mar . 31, 2023	Jan . 1, 2026	20
Apr . 1 – Jun . 30, 2023	Jan . 1, 2026	19
Jul . 1 – Sept . 30, 2023	Jan . 1, 2026	18
Oct . 1 – Dec . 31, 2023	Jan . 1, 2026	17

RECERTIFICATION POINT MATRIX

The following matrix outlines the recertification point distributions and requirements. A minimum of 20 points per three-year certification cycle is required to recertify.

Program Type 1 – Education

No minimum point requirement. Note: Points must be earned through receipt of a degree or passing grade of a course offered/taken outside of a degree program, as bestowed by an accredited institution of higher education.

- College-level course in a related professional discipline (e.g., urban planning, information technology, accounting, finance, economics): 2 points per class
- Associate’s Degree (or International Equivalent): 8 points
- Bachelor’s Degree (or International Equivalent): 16 points
- Master’s Degree: 24 points
- Doctorate: 40 points

Program Type 2 - Professional Development/ Continuing Education

Mandatory: 1 point; Maximum: 4 points per year.*

Recertification points may be earned by attending educational seminars offered through IPMI-sponsored conferences or other programs, such as state and regional conferences, or other professional development programs. Individuals or organizations may write to capp@parking-mobility.org to have their educational programs recognized for CAPP recertification points.

Note: Professional development courses/training examples include parking, transportation and mobility seminars, other professional training programs, other professional certificates. One point is awarded per continuing education hour of professional development/continuing education, up to the maximum.

- IPMI Annual Conference and Expo. Attendees must attend at least four (4) education sessions: 4 points (1 point per hour of instruction)
- IPMI Seminars/Courses/Training Programs: Points as assigned; up to max. 4 points per year**
- Other Professional Seminars/Conferences (such as IPMI allied State and Regional conferences): Points as assigned; up to max. 4 points per year**

Program Type 3 – Board-Level Professional Service/Leadership/IPMI Committees/CAPP Mentor/CAPP Item Writing

No minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee up to 4 points per year for CAPP Mentor.

Program Type 4 – Professional Presentation/Feature Article/Regular Column/Blog

Mandatory: 1 point; No maximum. Each article/presentation/Parking & Mobility Spotlight is worth 1 point. Two blog posts per year for three years are worth 1 point.*

- Feature articles must be original and a minimum of 1,600 words.
- Original articles and presentations can only be listed once on the CAPP Recertification Recordkeeping Form for points (e.g. cannot list a presentation that was given at a conference and then also submit it to *Parking & Mobility* for publication).
- Committees' recurring columns are 650 words each, written once per year, and assigned by IPMI's Vice President, Program Development up to one year in advance.
- Spotlights are 1,000 words each and can be submitted at any time during the year. They usually consist of case studies.
- Blog posts must be 300 words max. and vlog posts must be a minimum of 2 minutes, two blog/vlog posts per year for each of your three years of current certification. Blog posts should be submitted to editor@parking-mobility.org. Vlog posts should be submitted to professionaldevelopment@parking-mobility.org
- See Appendix A - Submission Guidelines for Professional Articles in this document for more information.

Program Type 5 – Online Training Modules (e.g., webinars, web-based seminars, IPMI Online courses)

No minimum point requirement; Maximum: Unlimited

- Attendance at any online course (1 point per hour of instruction): Points as assigned**
- Attendance at any webinar (1 point per hour of instruction): Points as assigned**

Program Type 6 – Re-taking the Certification Exam

20 points for passing the exam to recertify for the next three-year period.

To recertify by retesting, you will need to:

- Contact capp@parking-mobility.org.
- Submit your information and exam fee for processing to capp@parking-mobility.org.
- Sit for and pass the Certification Exam.
- Sitting for and passing the exam must be completed before December 31 of the recertification year.

Note: *Please see Appendix B - Sample Recertification Pathways in this document for examples of recertification requirements.*

THE WILLIAM M. VOIGT, CAPP, SCHOLARSHIP FUND

The William M. Voigt, CAPP, Scholarship Fund was established in 1997 to provide financial assistance to support applicants' efforts to achieve and maintain the CAPP credential. The Scholarship Committee is responsible for making the scholarship awards based on:

- Availability to offset the cost of registration fees, travel, and lodging expenses related to earning and maintaining the CAPP credential.
- A CAPP requesting assistance toward recertification requirements must demonstrate an accumulation of a minimum of 6 recertification points supporting the three-year, 20-point requirement.
- There is a lifetime award limit of \$2,500 U.S. per applicant.

Applying for a Scholarship

Scholarship application forms are downloadable at parking-mobility.org/capp. All information included on the scholarship application is kept confidential and secure in accordance with the IPMI privacy policy.

Scholarships are provided to individuals needing to attend in-person training and/or professional development courses. Scholarship applications are accepted year-round but must be submitted at least six weeks prior to the event. Award decisions are made within 30 days of the course/conference deadlines. Questions concerning the scholarship program should be directed to capp@parking-mobility.org or 571.699.3011.

RECERTIFICATION RECORDKEEPING FORM

Certificants are responsible for updating their contact information: visit parking-mobility.org, click the red “Login” button at the top right, and proceed to log in to your membership profile. If you don’t know if you are registered, contact capp@parking-mobility.org.

Certificants are also responsible for maintaining an active record of the recertification points they have earned during the three-year cycle. Certificants are expected to retain documentation until recertification has been awarded. A completed Recertification Recordkeeping Form must be submitted to IPMI for review prior to the January 1 deadline.

The CAPP Certification Board will conduct random audits of recertification documentation, so it is important to keep records and documentation of recertification points earned.

Failure to provide documentation of recertification points or failure to recertify within the three-year window will result in revocation of the CAPP credential. Applicants must then complete the initial certification application, pay the initial application fees, and pass the examination.

A certificant may appeal the denial of any recertification points or issues associated with recertification to the CAPP Appeals and Discipline Committee. To file an appeal, the certificant should submit a written document that outlines the appeal to the CAPP Appeals and Discipline Committee at capp@parking-mobility.org.

CREDENTIAL STATUS

Certificants failing to recertify within the three-year window may not use the CAPP designation. However, under special circumstances the following alternative statuses will be considered:

- CAPP Retired status may be requested by certificants in good standing who are retiring or leaving the parking or mobility profession. Requests must be made within one year of the individual's retirement or professional change. Recertification requirements are waived for professionals holding this status. The designation CAPP (Ret.) may be used. CAPP (Ret.) is a permanent change to the certification status. If for any reason the CAPP wants to remove the retired status, a new CAPP application must be completed and submitted, the initial application fees paid, and the examination passed.
- Suspended CAPP status may be awarded in the case of extenuating circumstances that preclude a certificant from earning the required recertification points within the three-year recertification window (e.g., serious illness, military leave, or family emergency). The CAPP designation may not be used during suspension, and the credential may only be reactivated once the missed recertification points have been made up and recertification fees are paid.

APPENDIX A: WRITING FOR *PARKING & MOBILITY*

Certificants are encouraged to submit feature articles to *Parking & Mobility*, IPMI's monthly magazine, at any time during the year. Full writers' guidelines, an editorial calendar, and deadlines are available at parking-mobility.org/magazine but here are a few things to remember:

- Feature stories are a minimum of 1,600 words. Shorter pieces will be returned with a request for more text.
- Features do not need foot/endnotes but should cite sources (people, books, papers, etc.) where they are quoted.
- Features are generally researched or offer first-person experiences with information others can use; think news story or case study over essay. Please do not sell a product or service in a story.
- Each feature story should include the name, title, and email address of the author at the end. Please include an author headshot photo as a separate .JPG file of at least 300 dpi resolution.
- Photos, charts/graphs, and other graphics should be sent as individual files in their original format (JPG, Excel, etc.) Please only submit graphics you own, as items copyrighted by others cannot be used by the magazine.
- Articles that have been submitted to other publications or that you've published in any format cannot be considered. Please only send original work. You will need to sign an author's release certifying that the work is your own.
- All articles and elements submitted for publication are subject to editing.
- Magazine editorial is planned about three months ahead of time. If your story is perfect for December, for example, please send it by mid-September at the latest.
- Committees' recurring columns are 650 words each, written once per year, and assigned by IPMI's Vice President, Program Development up to one year in advance.
- Contact IPMI's Director of Publications at editor@parking-mobility.org to discuss your story idea or ask questions.

APPENDIX B: RECERTIFICATION REQUIREMENTS

This form will help you keep track of the recertification points you need to maintain your credential. This completed form will be required to be submitted to the Certification Program staff when you have obtained all necessary points to be eligible to recertify. Please see the Recertification Guidelines at parking-mobility.org/capp for more information.

To maintain an active status as a CAPP in good standing, certificants must meet these recertification requirements:

- Submit the Recertification Recordkeeping Form by January 1 of the recertification year.
- One point of the 20 recertification points must be earned either by serving as a presenter/co-presenter of a one-hour or longer parking-related presentation, or through successful submission of Program Type 4 - Professional Presentation/Feature Article/Regular Column or submitting two 300-word blog/vlog posts per year of your recertification cycle. (Please see Appendix A for guidelines for professional articles).
- Agree to abide by the CAPP Code of Ethics.
- Pay the \$200 (IPMI member) or \$300 (IPMI non-member) recertification fee.
- Maintain accurate backup documentation for submitted recertification points in case you are selected by the CAPP Certification Board's random audits of recertification documentation.

Prior to your recertification deadline, submit the completed Recertification Recordkeeping Form (and any additionally completed sheets). Email to capp@parking-mobility.org.

For questions, contact the Certification Program staff at 571.699.3011, or capp@parking-mobility.org.

APPENDIX C: RECERTIFICATION RECORDKEEPING FORM

Name: _____

Title: _____

Organization: _____

Street Address: _____

City, State/Province, Zip/Postal Code, Country: _____

Phone (include ext.): _____

Alternate/Mobile Phone: _____

Email: _____

Recertification Date: _____

My professional development/continuing education points were obtained through parking webinars, seminars, online learning, professional training programs, and other professional certificates. One point is awarded per hour of professional development/continuing education.

Note: The following forms may be copied if additional space is required to document points for the last three-year certification period.

Program Type 1 – Education – No point requirement

College-level course in a related professional discipline (e.g., urban planning, information technology, accounting, finance, economics) - 2 points per class.

Associate's Degree (or International Equivalent) - 8 points.

Bachelor's Degree (or International Equivalent) - 16 points.

Master's Degree - 24 points.

Doctorate - 40 points.

No minimum point requirement.

Note: Points must be earned through receipt of a degree or passing grade of a course bestowed by an accredited institution of higher education during the last three-year certification period.

Description of Course/Degree:	
Date of Degree/Completion of Course:	
Location of Course/College/University:	
Email address of College/University:	

Description of Course/Degree:	
Date of Degree/Completion of Course:	
Location of Course/College/University:	
Email address of College/University:	

Description of Course/Degree:	
Date of Degree/Completion of Course:	
Location of Course/College/University:	
Email address of College/University:	

Description of Course/Degree:	
Date of Degree/Completion of Course:	
Location of Course/College/University:	
Email address of College/University:	

Program Type 2 - Professional Development/Continuing Education –
Mandatory: 1 point*; Maximum: 4 points per year.

Annual IPMI Conference & Expo attendance at education sessions - One point is awarded per 60-minute education session attended up to a maximum of 4 points annually.

IPMI Seminars/Courses/Training Programs - Points as assigned; up to max. 4 points per year.

Other Professional Seminars/Conferences (such as IPMI allied State and Regional Conferences) - Points as assigned; up to max. 4 points per year.

Note: Professional development courses/training examples include parking seminars, other professional training programs, other professional certificates. One point is awarded per hour of professional development/continuing education.

Name of Meeting:	
Date of Meeting:	
Location of Meeting:	
# of points/Continuing Education Units obtained:	

Name of Meeting:	
Date of Meeting:	
Location of Meeting:	
# of points/Continuing Education Units obtained:	

Name of Meeting:	
Date of Meeting:	
Location of Meeting:	
# of points/Continuing Education Units obtained:	

Name of Meeting:	
Date of Meeting:	
Location of Meeting:	
# of points/Continuing Education Units obtained:	

Program Type 3 – Board-Level Professional Service/Leadership/IPI Committees/CAPP Mentor/ CAPP Item Writing – No minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee or 4 points per year for CAPP Mentor.

Name of Committee or Board:	
Dates of Service:	
Affiliated Organization:	
# of points:	

Name of Committee or Board:	
Dates of Service:	
Affiliated Organization:	
# of points:	

Name of Committee or Board:	
Dates of Service:	
Affiliated Organization:	
# of points:	

Name of Mentee:	
Dates of Mentorship:	
# of points:	

Program Type 4 – Professional Presentation/Feature Article/Regular Column – Mandatory: 1 point *; No maximum. Each article/presentation/Parking & Mobility Parking Spotlight is worth 1 point. Two blog/vlog posts per year for three years are worth 1 point.

Professional Feature Article - 1,600 word, original submission.

IPMI Committee's regular column - 650 words, case studies, and one blog post: 1 point.

Parking Spotlight - 1,000 word minimum: 1 point.

Name of Journal/Magazine:	
Issue Date of Journal/Magazine:	
Title of Featured Article/Regular Column:	
Page Number:	

Name of Journal/Magazine:	
Issue Date of Journal/Magazine:	
Title of Featured Article/Regular Column:	
Page Number:	

Name of Journal/Magazine:	
Issue Date of Journal/Magazine:	
Title of Featured Article/Regular Column:	
Page Number:	

Professional Presentation - One-hour, original presentation. 1 point.

Title of Presentation:	
Date of Presentation:	
Event/Location:	

Title of Presentation:	
Date of Presentation:	
Event/Location:	

Title of Presentation:	
Date of Presentation:	
Event/Location:	

IPMI Blog Posts - Two blog posts (300 words each max.) per year for three years: 1 point (six posts total). Vlog posts must be a minimum of 2 minutes.

First Year - Two Blog/Vlog Posts

Title of Blog Post:	
Date Posted:	
Title of Blog Post:	
Date Posted:	

Second Year - Two Blog/Vlog Posts

Title of Blog Post:	
Date Posted:	
Title of Blog Post:	
Date Posted:	

Third Year - Two Blog/Vlog Posts

Title of Blog Post:	
Date Posted:	
Title of Blog Post:	
Date Posted:	

Program Type 5 – Online Training Modules (e.g., webinars, web-based seminars, IPMI Online courses) - No minimum point requirement;
Maximum: Unlimited

Name of Online Program/Course:	
Date(s) of Program/Course:	
Administered by: (name of company/organization):	
# of points/Continuing Education Units obtained:	

Name of Online Program/Course:	
Date(s) of Program/Course:	
Administered by: (name of company/organization):	
# of points/Continuing Education Units obtained:	

Name of Online Program/Course:	
Date(s) of Program/Course:	
Administered by: (name of company/organization):	
# of points/Continuing Education Units obtained:	

Name of Online Program/Course:	
Date(s) of Program/Course:	
Administered by: (name of company/organization):	
# of points/Continuing Education Units obtained:	

Program Type 6 – Re-taking the Certification Exam: 20 points for passing the exam to recertify for the next three-year period.

Date of Re-examination:	
Location of Re-examination:	

Comment/Notes:

Total Number of Points/Continuing Education Units (CEUs): (please see Recertification Guidelines for the recertification point matrix for the MINIMUM of 20 points per three-year certification cycle (page 6), which are required to recertify.

Program Type 1: Education	
Program Type 2: Professional Development/Continuing Education	
Program Type 3: Board-Level Professional Service/Leadership/Committee	
Program Type 4: Professional Presentation/Feature Article/Regular Column/Parking Spotlight/Blogs	
Program Type 5: Online Training Modules	
Program Type 6: Re-Taking the Certification Exam	
TOTAL RECERTIFICATION POINTS	

Note: Be sure to review the information regarding retention of documentation for at least 12 months and possible auditing in the CAPP Recertification Recordkeeping Form section of the CAPP Recertification Guidelines before submitting for recertification.

STATEMENT OF UNDERSTANDING

To qualify for recertification, you must respond to the following questions and sign the Statement of Understanding:

1. Ethics:

I hereby attest that the following statements are true, correct, and accurate to the best of my knowledge, and I further agree to fulfill the following obligations:

- a. Y/N – I agree to give the CAPP Certification Board timely notice of any contact or address change in writing.
- b. Y/N – Having read the CAPP Code of Ethics on the CAPP website, I hereby confirm that I have not violated any of its provisions in the past and will comply with all tenets in the future. I agree to act and conduct my professional practice in accordance with the currently adopted code.
- c. Y/N – I understand that any intentional or unintentional failure to provide true and complete responses to this application may result in sanctions by the CAPP Appeals and Discipline Committee.

If you answered “no” to any statements above, please provide a written explanation on a separate page. Attach the page to this application.

2. Privacy Policy:

I understand that a condition of recertification is accepting all official correspondence from the CAPP Certification Board. I understand that refusal to accept official correspondence or requesting to have my personal information removed from the member database will cause revocation of certification status.

For Non-IPMI Members Only:

Y/N I give my permission for the CAPP Certification Board to share U.S. Postal Service mail and email contact information with outside organizations promoting programs that may be of interest to parking professionals.

By signing this document, I hereby certify that the information provided within and attached to this recertification application is true, accurate, and complete to the best of my knowledge and belief. I understand and agree that the CAPP Certification Board has the right to contact any person, agency/entity, or organization to review or confirm any information provided in this application. I further agree to authorize the release of any information requested by the CAPP Certification Board with respect to the review of this application. I further understand and agree that the CAPP Certification Board has the right to notify pertinent credentialing and professional organizations if it is determined that this application contains false information.

I understand and agree that CAPP certification and recertification depends upon my fulfillment of all required criteria and obligations, including compliance with the CAPP Code of Ethics and Policies and Procedures. I further agree to inform the CAPP Certification Board in a timely manner if I become the subject of any ethics, criminal, or lesser offenses, complaints, and/or charges.

I understand that all material included in this application becomes the property of the CAPP Certification Board upon receipt and that neither originals nor photocopies will be returned to me. In the event my certification is suspended or revoked, I agree to comply with all directives or orders of

the CAPP Certification Board, including the return of all CAPP credentialing documents. I agree to comply with such directives and orders in a timely manner and at my own expense.

Signature: _____ Date: _____

Print Name: _____

Recertification Payment

- I am an IPMI member applying for CAPP Recertification. \$200 recertification fee.
- I am a non-IPMI member applying for CAPP Recertification. \$300 recertification fee.
- If paying by check, I understand my recertification will be held until the check clears.

Payment

Please select one: _____ credit card _____ check

To pay by credit card, please submit your recertification paperwork to capp@parking-mobility.org. Once the recertification paperwork is received and approved, IPMI will send you an email with login instructions to make payment online with a credit card. In order for your recertification to be processed, the recertification fees must be paid within 48 hours.

To pay by check, please make all checks payable to: International Parking & Mobility Institute (IPMI)

And remit to:

International Parking & Mobility Institute (IPMI)

CAPP Processing Department

1330 Braddock Place, Suite 350

Alexandria, VA 22314 USA

Checks must be received within 10 business days of the CAPP Recertification submission or your recertification will not be processed.