



Certification Program Recertification Guidelines

Presented by the IPMI Certification Board
of the International Parking & Mobility Institute
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certification@parking-mobility.org

www.parking-mobility.org/education-advancement/



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Communications

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P.O. Box 3787
Fredericksburg, VA 22402

PHONE: 571-699-3011

WEB: www.parking-mobility.org/education-advancement/

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Maintaining the PTMP™ Credential

To maintain status as a PTMP in good standing, certificants must meet recertification requirements:

- Earn required recertification points.
- Submit the Recertification Recordkeeping Form before December 15 of their recertification year.
- Earn a total of 20 Certification points; agree to abide by the PTMP Code of Ethics; attest to the accuracy of the documentation; and pay the recertification fee.

OR

- Retake and pass the examination for the 20 points; agree to abide by the PTMP Code of Ethics; and pay the recertification and retest fees.

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. Points may be spread across various program types 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 C and is available for download.

To ensure a fair and equitable process of rolling certificants, the Certification Board allows the pro-rating of points, depending on the month the PTMP exam is passed. The three-year recertification cycle starts the month and year the credential is earned.

To calculate pro-rated points, the year is divided into four quarters. Points per quarter are rounded down for calculations.

Identify your PTMP award date and reference the next column containing required recertification points due before January 1.

(See chart on next page)

To calculate pro-rated points, the year is divided into four quarters. Points per quarter are rounded down to one for calculations.

Identify your PTMP award date and reference the next column containing required recertification points due before January 1.

PTMP™/CAPP Award Date	Recertification Date	Pro-Rated Recertification Points Required
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	17
Oct. 1 – Dec . 31, 2023	Jan. 1, 2026	16
Jan. 1 – Mar . 31, 2024	Jan. 1, 2027	20
Apr. 1 – Jun . 30, 2024	Jan. 1, 2027	19
Jul. 1 – Sept. 30, 2024	Jan. 1, 2027	17
Oct. 1 – Dec 31, 2024	Jan. 1, 2027	16
Jan. 1 – Mar 31, 2025	Jan. 1, 2028	20
Apr. 1 – Jun. 30, 2025	Jan. 1, 2028	19
Jul. 1 – Sept. 30, 2025	Jan. 1, 2028	17
Oct. 1 – Dec 31, 2025	Jan. 1, 2028	16
Jan. 1 – Mar. 31, 2026	Jan. 1, 2029	20
Apr. 1 – Jun. 30, 2026	Jan. 1, 2029	19
Jul. 1 – Sept. 30, 2026	Jan. 1, 2029	17
Oct. 1 – Dec. 31, 2026	Jan. 1, 2029	16
Jan. 1 – Mar . 31, 2027	Jan. 1, 2030	20
Apr. 1 – Jun . 30, 2027	Jan. 1, 2030	19
Jul. 1 – Sept . 30, 2027	Jan. 1, 2030	17
Oct. 1 – Dec . 31, 2027	Jan. 1, 2030	16
Jan. 1 – Mar . 31, 2028	Jan. 1, 2031	20
Apr. 1 – Jun . 30, 2028	Jan. 1, 2031	19
Jul. 1 – Sept . 30, 2028	Jan. 1, 2031	17
Oct. 1 – Dec . 31, 2028	Jan. 1, 2031	16
Jan. 1 – Mar . 31, 2029	Jan. 1, 2032	20
Apr. 1 – Jun . 30, 2029	Jan. 1, 2032	19
Jul. 1 – Sept . 30, 2029	Jan. 1, 2032	17
Oct. 1 – Dec . 31, 2029	Jan. 1, 2032	16

Recertification Matrix

The following matrix outlines recertification point distributions and requirements. A minimum of 20 points per three-year certification cycle is required. If this is your first recertification cycle, please refer to the pro-rata requirements based on award dates.

Program Type 1—Education

No mandatory minimum or maximum point requirement. 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, etc.): 2 points per class
- Associate 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. Note: Examples of accepted professional development courses/training include attendance at in-person parking, transportation and mobility seminars, other professional programs or certificates. One point is awarded per continuing education hour up to the maximum of four points per year.

Recertification points may be earned by attending education offered through IPMI conferences or other programs, such as approved state and regional educational programs, or other professional development programs.

- IPMI Annual Conference & Expo education sessions. One point can be earned per 60-minute education session up to a maximum of 4 points annually.
- IPMI Seminars/Courses/Training Programs: Points as assigned up to a maximum of 4 points annually.
- Other Professional Seminars/Conferences. Points as assigned up to a maximum of 4 points annually.

Program Type 3—Board-Level Professional Service/Leadership/ IPMI Committees

No mandatory minimum point requirement. Maximum: 2 points per year. This includes Board or IPMI Committee service up to the maximum of 4 points per year.

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

Mandatory: 1 point; No Maximum point requirement. Each article/Parking & Mobility contribution is worth 1 point, with no less than 1500 words. Two 200 word blog posts per year for three years equaling six blogs are worth 1 point.

One point must be earned by:

- Professional Presentation
Serving as a presenter/co-presenter of a one-hour or longer educational presentation (virtual or in-person) that includes objectives and is related to the topics within parking, transportation, and/or mobility and is provided to an audience within the field.
- See Appendix A—Submission Guidelines for Professional Articles for more information.
- Original articles and presentations can only be listed once on the PTMP Recertification Recordkeeping Form (e.g., cannot list a presentation offered at a conference and then also submit the same content to Parking & Mobility for publication).

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

No mandatory minimum or maximum point requirement.

- Online course or webinar relevant to the parking and mobility industry: Points as assigned, One point can be earned per 60-minutes of online education.

Program Type 6—Re-taking the Certification Exam

20 points for passing the exam to recertify.

To recertify by retesting, you will need to:

- Submit your information to Certification@parking-mobility.org.
- Pay the \$150.00 U.S. seat fee.
- Sit for and pass PTMP Certification Exam before December 15 of recertification year.
- Failing the exam will result in revocation of the PTMP credential.

The Certification Scholarship Fund

The Certification Scholarship Fund was established in 1997 to benefit applicants in need of financial support to earn the credential. The scholarship fund is designed to provide financial assistance to support applicant's or recertificant's efforts to achieve and maintain the PTMP credential. The IPMI Certification Board offers scholarship awards based on:

- offsetting the cost of registration fees, travel, and lodging expenses related to earning and maintaining the credential.
- demonstrating progress toward the required eligibility points for the application or recertification.
- demonstrating the applicant or recertificant has accumulated a minimum of 6 recertification points supporting the three-year, 20- point requirement.
- IPMI membership in good standing.
- There is a lifetime award limit of \$2,500 U.S. per applicant.

Applying for a Scholarship

Scholarship application forms are downloadable here. All information included on the scholarship application is kept confidential in accordance with IPMI's privacy policy.

Scholarships are provided to individuals to attend IPMI in-person and/or virtual training and/or IPMI professional development courses. Applications are accepted year-round but must be submitted at least six weeks prior to the IPMI event. Award decisions are made within 30 days of the course/conference deadlines.

Recertification Recordkeeping Form

Certificants are responsible for updating contact information. Log in to your membership profile here. If you need assistance, contact certification@parking-mobility.org.

Certificants are responsible for maintaining an active record of points earned and are expected to retain documentation until recertification has been awarded. A completed Recertification Recordkeeping Form must be submitted to IPMI for review by December 15 of the recertification year.

The Certification Board conducts random audits of recertification documentation.

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

A certificant may appeal the denial of any recertification points associated with recertification to the IPMI Certification Board. To file an appeal, submit a narrative to certification@parking-mobility.org.

To locate your IPMI PTMP Points, click this link and enter your username and password. Navigate to the User Menu to the top left of the IPMI logo and select the dropdown menu for My Activities. Select the Courses tab to view your IPMI courses. Select the "External Training" tab to enter non-IPMI training classes or to view your IPMI points earned at the IPMI Conference & Expo.

Credential Status

Certificants failing to recertify may not use the PTMP designation. Under special circumstances the following may be considered:

- PTMP Retired status may be requested by certificants in good standing who are retiring or leaving the parking, transportation, or mobility profession. Requests must be made within one year of retirement or professional change. Recertification requirements are waived for professionals holding this status. The designation PTMP(Ret.) may be used.

PTMP(Ret.) is a permanent change to the certification status. To remove retired status, a new PTMP application must be submitted, the application fees paid, and the examination passed.

- Suspended PTMP 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 PTMP 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. Suspended status will not change, nor will add time to the certificants next three-year recertification cycle.

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:

- Yes No - Having read the PTMP Code of Ethics confirm that I have not violated any provisions in the past and will comply with all tenets in the future.
- Yes No - I agree to act and conduct my professional practice in accordance with the code.
- Yes No - I agree that any intentional or unintentional failure to provide accurate responses may result in sanctions by the IPMI Certification Board.

If you answered “no” to any statements above, please attach a written explanation.

2. Privacy Policy:

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

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

In the event my certification is suspended or revoked, I agree to comply with all directives or orders of the Certification Board, including the return of all PTMP credentialing documents in a timely manner and at my own expense.

Signature _____ Date _____

Print Name _____

Payment

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

Please select one: credit card check

To pay by credit card: Once received, IPMI will send login instructions and an online invoice. For your application to be processed, application fees must be paid within 48 hours.

To pay by check: Once invoiced, make all checks payable to International Parking & Mobility Institute (IPMI) and remit to:

International Parking & Mobility Institute (IPMI)
PTMP Processing Department
P.O. Box 3787
Fredericksburg, VA 22402 USA

***Checks must be received within 10 business days,
or your documentation will not be processed.***

Appendix A: Writing For *Parking & Mobility*

Certificants are encouraged to submit articles to *Parking & Mobility*, IPMI's monthly magazine, upon discussion and coordination with IPMI's Vice President, Communications. Full writers' guidelines, an editorial calendar, and deadlines are available online using this link, but here are a few things to remember:

- Feature articles must be approved by the Vice President, Communications before submission. Articles must be original and exclusive content for *Parking & Mobility* magazine and contain a minimum of 1,500 words, maximum of 2,500 words. Submissions with less words will be returned for more content; submissions with more words will be edited at the discretion of the Vice President, of Communications.
- Submissions not approved in advance may not be accepted.
- Features do not need footnotes or endnotes but should cite sources where 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 submission must include the name, title, and email address of the author. 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. Supply any photographer credits as required by your usage agreements. ***Right to publish verification is the responsibility of the submitter.***
- Articles must be original and exclusive content for *Parking & Mobility* magazine. Previously published or pending publications in any format will not be considered. 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.
- Standing column contributions are 650 to 1,000 words and assigned by IPMI's Vice President of Communications up to one year in advance. Submissions not approved in advance may not be accepted.
- Contact IPMI's Vice President, Communications at editor@parking-mobility.org to discuss your story idea or ask questions.
- Blog posts may be submitted at any time without prior approval and will be posted on a rolling schedule based on submission date. Blogs must be 200 words minimum and should be submitted to editor@parking-mobility.org.

Appendix B: Recertification Requirements

Use the IPMI eLearning Platform to track recertification points. To maintain active status as a PTMP in good standing, recertificants must meet recertification requirements:

- Submit the Recertification Recordkeeping Form before December 15 of the recertification year. If the Recertification Recordkeeping Form is submitted between December 15 – December 31, a rush fee of \$25.00 U.S. will be added to the invoice. If the Recertification Recordkeeping Form is received after December 31, the credential will be revoked.
- One point must be earned by:
 - Serving as a presenter/co-presenter of a one-hour or longer presentation related to parking, transportation, and/or mobility in Program Type 2.
 - Successful submission of Program Type 4 - Professional Presentation/Feature Article/Regular Column (Please see Appendix A for guidelines for professional articles).
- or**
- Submitting two 200-word blog posts per three-year recertification cycle.
- Agree to abide by the PTMP Code of Ethics.
- Pay the recertification fee.
- Maintain accurate documentation for recertification points in the event you are randomly selected by the Certification Board of an audit.

Prior to recertification deadline, submit the completed Recertification Recordkeeping Form via **the learning platform**. If you require assistance, email certification@parking-mobility.org.

Appendix C: Recertification Recordkeeping Form

Last _____ First _____ Middle _____

Organization: _____

Title: _____

Address: _____

City _____ State _____ ZIP/Postal Code _____

Country: _____

Phone (plus extension if applicable): _____

Cell: _____ Email: _____

Recertification date: _____

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

Program Type 1—Education

No mandatory minimum or maximum point requirement

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

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 _____

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
In-person only—Mandatory

Minimum 1 point*; Maximum: 4 points per year. Maximum of 12 points per 3-year recertification cycle. One point per 60-minute education session up to a maximum of 4 points annually.

- **Annual IPMI Conference & Expo attendance at education sessions**— Points as assigned.
- **In-person attendance at IPMI Seminars/Courses/Training Programs**—Points as assigned.
- **In-person attendance at Professional Seminars/Conferences including IPMI-approved State and Regional education programs**—Points as assigned.

Name of Meeting _____

Date of Meeting _____

Location of Meeting _____

Number of points/ Continuing Education Units obtained _____

Name of Meeting _____

Date of Meeting _____

Location of Meeting _____

Number of points/ Continuing Education Units obtained _____

Name of Meeting _____

Date of Meeting _____

Location of Meeting _____

Number of points/ Continuing Education Units obtained _____

Name of Meeting _____

Date of Meeting _____

Location of Meeting _____

Number of points/ Continuing Education Units obtained _____

Name of Meeting _____

Date of Meeting _____

Location of Meeting _____

Number of points/ Continuing Education Units obtained _____

Program Type 3—Board-Level Professional Service/Leadership/IPMI Committees

No mandatory minimum point requirement; Maximum: 2 points per year for Board or IPMI Committee.

Name of Committee or Board _____

Dates of Service _____

Affiliated Organization _____

Number of points _____

Name of Committee or Board _____

Dates of Service _____

Affiliated Organization _____

Number of points _____

Name of Committee or Board _____

Dates of Service _____

Affiliated Organization _____

Number of points _____

Name of Committee or Board _____

Dates of Service _____

Affiliated Organization _____

Number of points _____

Name of Committee or Board

Dates of Service _____

Affiliated Organization _____

Number of points _____

**Program Type 4—Professional Presentation/Feature Article/
Regular Column—Mandatory**

Minimum 1 point *; No maximum.

One point must be earned by:

■ **Professional Presentation**

Serving as a presenter/co-presenter of a one-hour or longer educational presentation that includes objectives and is related to the topics within parking, transportation, and/or mobility and is given to an audience within the field.

■ **Professional Feature Article**—1,500 to 2,500-word, original submission: 1 point.

■ **Standing Column/Spotlight**—650 to 1,000 words, case studies: 1 point.

■ **Blog**—200-300 words per blog -
Two blog posts per year for three years equaling six total blogs: 1 point.

Title of Presentation _____

Date of Presentation _____

Event/Location _____

Title of Presentation _____

Date of Presentation _____

Event/Location _____

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 _____

IPMI Blog Posts—200-300 words per blog - Two blog posts per year for three years: 1 point upon completion of six posts.

First Year—Two Blog Posts

Title of Blog Post _____

Date Posted _____

Title of Blog Post _____

Date Posted _____

Second Year—Two Blog Posts

Title of Blog Post _____

Date Posted _____

Title of Blog Post _____

Date Posted _____

Third Year—Two Blog 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, online courses, online certificate programs)

No mandatory minimum or maximum point requirement

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Name of Online/Program/Course _____

Date(s) of Program/Course _____

Administered by (name of company/organization) _____

Number of points/Continuing Education units obtained _____

Program Type 6—Retake the Certification Exam

20 points for passing the exam to recertify for the next three-year period. If the exam is failed, the certificant loses the PTMP credential.

Date of Re-examination _____

Location of Re-examination_____

Comments/Notes _____

Total Number of Points:

■ **Program Type 1:** Education _____

■ **Program Type 2:** Professional Development/Continuing Education -*1 Mandatory Point _____

■ **Program Type 3:** Board-Level Professional Service/Leadership/Committee _____

■ **Program Type 4:** Professional Presentation/Feature Article/Regular Column/
Parking Spotlight/Blogs - *1 Mandatory Point _____

■ **Program Type 5:** Online Training Modules _____

■ **Program Type 6:** Re-Taking the Certification Exam - *Optional _____

Total Recertification Points _____