

ICCIFP RECERTIFICATION HELP GUIDE

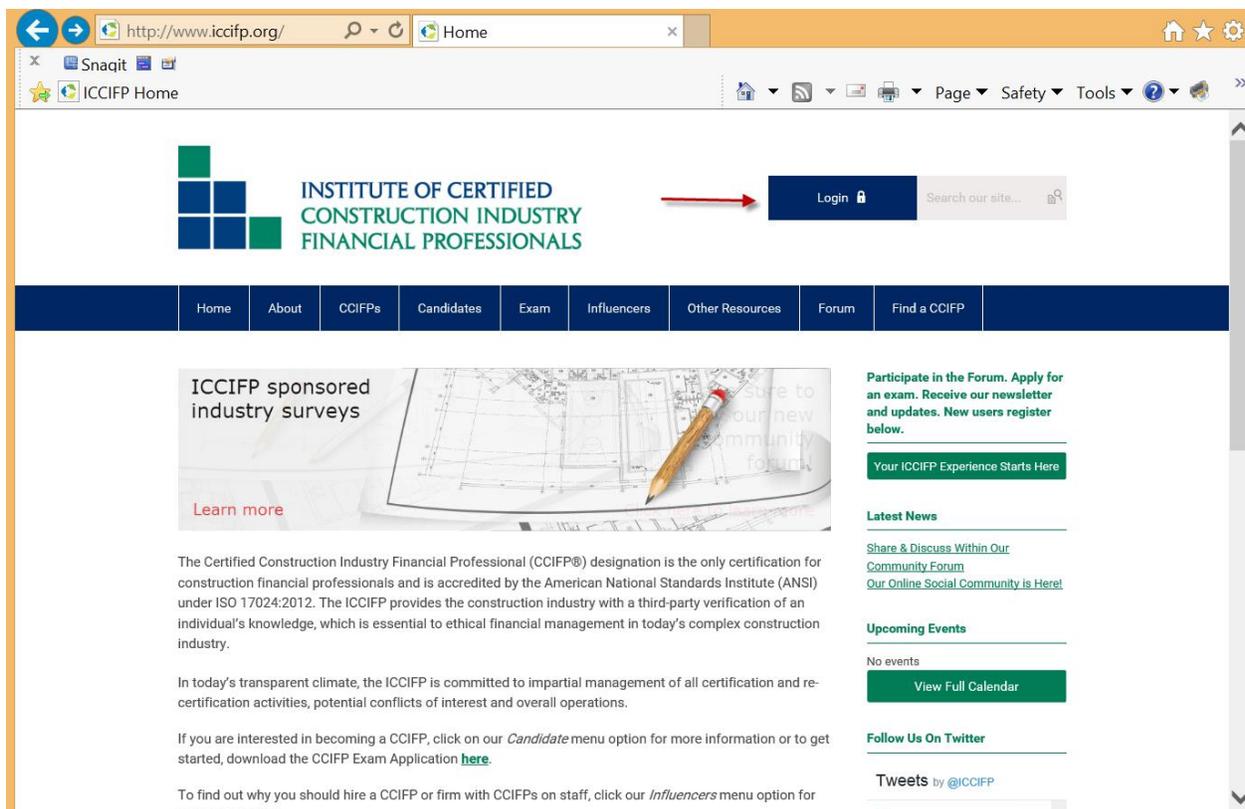
The following document has been prepared to help you navigate through the ICCIFP's recertification management software. While the screens/process should have a very intuitive feel, we wanted to provide you with a brief guide to help you navigate your way. We strongly believe that this new software will allow you to manage your certification with greater ease throughout the year.

You will access the management software through our website and will be redirected. There is no need to have separate credentials - you will be logged in automatically. If by chance you experience an error with the login process, use your ICCIFP username/password.

If you have any problems or questions as you go through the process, please contact me via email (czaucha@iccifp.org) or via phone (609-945-2419) and I'll be happy to lend my assistance.

ACCESSING THE RECERTIFICATION SOFTWARE

Visit www.iccifp.org and login.



The screenshot shows the homepage of the Institute of Certified Construction Industry Financial Professionals (ICCIFP). The browser address bar displays <http://www.iccifp.org/>. The website header features the ICCIFP logo on the left and a navigation menu on the right. The navigation menu includes links for Home, About, CCIFPs, Candidates, Exam, Influencers, Other Resources, Forum, and Find a CCIFP. A red arrow points to the 'Login' button, which is located next to a search bar. Below the navigation menu, there is a main content area with a featured article titled 'ICCIFP sponsored industry surveys' and a sidebar with sections for 'Participate in the Forum', 'Latest News', 'Upcoming Events', and 'Follow Us On Twitter'.

Once logged in you will arrive at the CCIFP Landing Page. Click "My Recertification."

https://iccifp.membercl... Member Landing Page

INSTITUTE OF CERTIFIED CONSTRUCTION INDUSTRY FINANCIAL PROFESSIONALS

Logout Search our site...

Home About CCIFPs Candidates Exam Influencers Other Resources Forum CCIFP Lists/My Profile

HELLO
my name is
E. Christopher Zaucha, CCIFP
CCIFP
Certificate Number: 442
Certification Date: 10/01/2007
Certification Expires: 03/31/2017

See something wrong? [Update your profile!](#)

[My Profile](#) | [My Recertification](#) | [My Community](#) | [CCIFP Directory](#) | [Community Forum](#) | [Event Calendar](#)

Welcome to the CCIFP only landing page!

On behalf of the Institute's Marketing Committee, we hope you enjoy the new look and feel of our website. We also hope you will take advantage of everything the site has to offer. Before you start exploring, make sure your profile is up to date by clicking on the link above. You can view someone else's profile to see what displays, but in general we only show office information to other CCIFPs. For the general public, we only show company, state and LinkedIn profile. With that being said, please be sure you include your LinkedIn

Participate in the Forum. Apply for an exam. Receive our newsletter and updates. New users register below.

Your ICCIFP Experience Starts Here

Latest News

[Share & Discuss Within Our Community Forum](#)
[Our Online Social Community is Here!](#)

Upcoming Events

No events
[View Full Calendar](#)

Follow Us On Twitter

Tweets by @ICCIFP

After clicking, you will have a separate tab open in your browser to begin managing your recertification requirements.

USING THE SOFTWARE

When you click on your new tab, you will arrive at the following page. There you will see your name and current triennial certification period.

INSTITUTE OF CERTIFIED CONSTRUCTION INDUSTRY FINANCIAL PROFESSIONALS

Welcome Test User2 Cycle: CCIFP | 4/1/2015 - 3/31/2018 My Account [?] Logout Support | FAQ

My Cycle

Recertification (4/1/2015 to 3/31/2018) [Show Details](#) Return to: [Learning Plans](#)

Completing LP [Complete LP](#)

Requirements

Collapse Legend

Remaining Not Counted

Collapse Requirements

You must complete 72 hours of continuing education (0 of 72)

72

You must complete at least 48 hours of construction related continuing education (0 of 48)

48

From this location you will be able to review the total credits you have entered to date and a subtotal of your construction specific credits. You will also have the ability to pay your annual maintenance fee and enter professional development credits all from this location.

Completing LP Complete LP

Requirements

Collapse Legend
 Remaining Not Counted

Collapse Requirements

You must complete 72 hours of continuing education (0 of 72)

▲ 72

You must complete at least 48 hours of construction related continuing education (0 of 48)

▲ 48

←

Recertification Fees

(required)

Year 3 Payment is Due	150	Pay Fee
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→

Continuing Education

[Add Activity](#)

→

PAYING YOUR RECERTIFICATION FEE

Click the “Pay Fee” button and follow the screens and prompts to complete the process. You may pay online via credit card or request an invoice for payment via check.

Recertification Fees: Record Payment ✕

If your CFMA Membership status is not properly reflected, please click the "Save" button to have the status updated.
 Payments made prior to 3/31/2015 will show as having been paid on 3/11/2016 due to the migration of data to our new system.

Year 1 Annual Payment: \$ 150.00 for Annual Payment paid on 3/11/2016 3:27:16 PM
 Transaction Id: Legacy

Year 2 Annual Payment: **Title:** Year 2 Annual Payment
Amount: \$ 175.00

[Pay Fees](#) ←

↓

[Save](#) [Request Invoice](#) [Cancel](#)

Check Out Return to: Year 2 Annual Payment

Item(s) To Be Purchased	Price	Quantity	Total
Year 2 Annual Payment	\$ 150.00	1	\$ 150.00
Total:			\$ 150.00

Terms & Conditions

Year 2 Annual Payment

Payment of annual recertification fees is non-refundable
 I have read and agree to these Terms & Conditions.

Confirm Purchase

Return to: [Check Out](#)

Your purchase is not complete until you click "Complete Purchase" below.

Item(s) To Be Purchased

Item	Price	Quantity	Total
Year 2 Annual Payment	\$ 150.00	1	\$ 150.00
Total:			\$ 150.00

Payment Information

Credit card information hidden for your protection.

Contact Information

Bill To: Test User2
Address: Test 1
City, State Zip/Postal Code: Cop, VA 22221
Country: USA
Phone: 5404559182

[Complete Purchase](#) [Edit Payment Information](#) [Cancel](#)

Payment Confirmation

Thank you for your payment! You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).

[View Receipt](#)

[Continue](#)

ENTERING PROFESSIONAL DEVELOPMENT CREDITS

Managing your professional development credits should be an easier process. Once you click the "Add Activity" button in the Continuing Education section, you will be prompted to enter all of the necessary information.

Completing LP Complete LP

Requirements

Collapse Legend
 Remaining Not Counted

Collapse Requirements

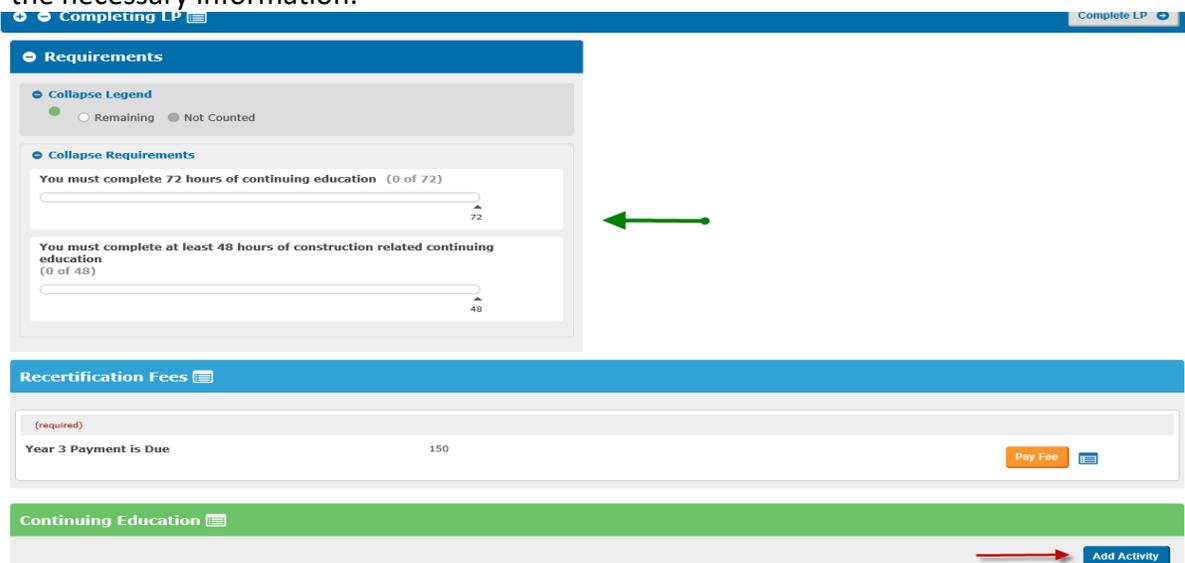
You must complete 72 hours of continuing education (0 of 72)
 72

You must complete at least 48 hours of construction related continuing education (0 of 48)
 48

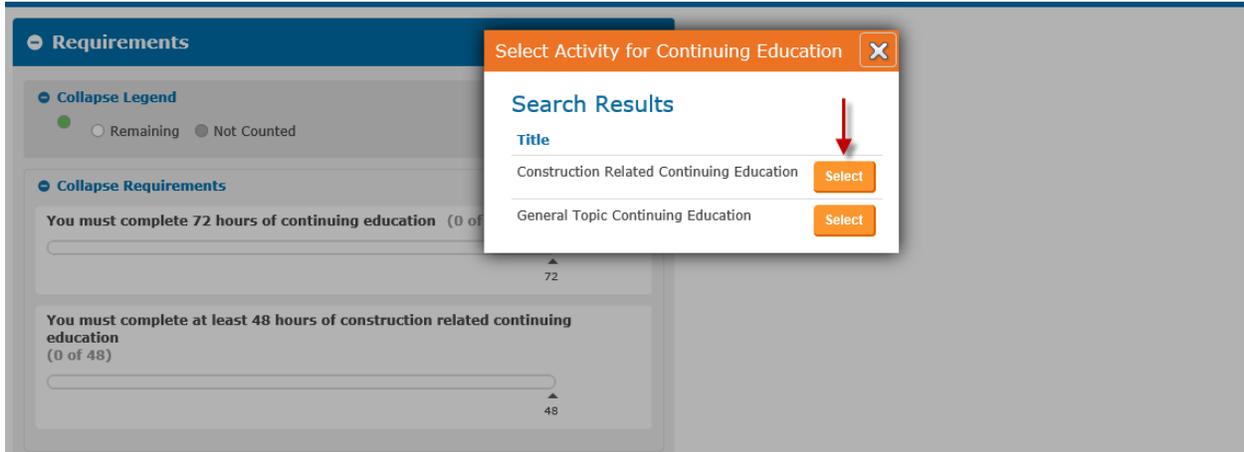
Recertification Fees

(required)
Year 3 Payment is Due 150 [Pay Fee](#)

Continuing Education [Add Activity](#)



Select construction-specific or general:

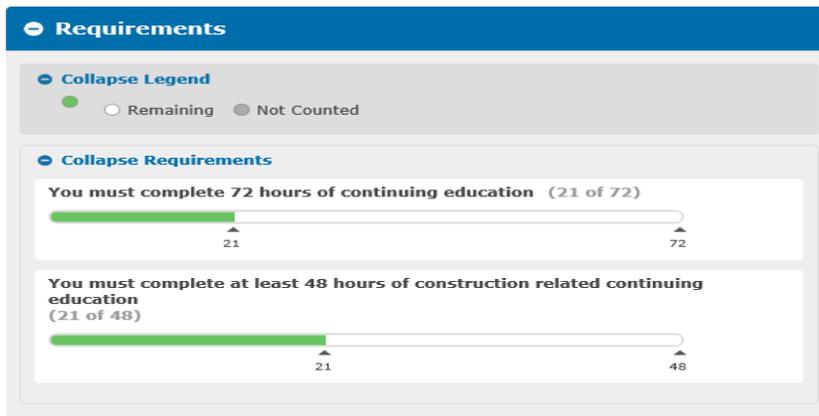


Enter the necessary information. The option to upload your certificates is also available and you may utilize one certificate for numerous entries if necessary.

The form is titled 'Construction Related Continuing Education: Record Activity'. It contains the following fields and options:

- Activity Type:** Continuing Education - Construction Specific
- Course Name*:** AICPA 2015 Construction Conference
- Sponsoring Organization*:** AICPA
- Please enter the date you completed your course*:** 12/04/2015
- Please upload a copy of your Proof of Course completion:** Choose from library or Upload (with an arrow pointing to the Upload button)
- Credit Hours requested*:** 21
- Buttons:** Save & Finish Later (with a black arrow pointing to it) and Submit Activity (with a red arrow pointing to it)

Once completed, you will return to the home screen and your progress bar will include the credits you submitted.



A substantial change from the old system is the ability for you to now edit your entries. If, after submitting your activity, you discover an error, simply click the gear icon and then “Recall” and you will be able to edit your entry.

The screenshot shows a 'Continuing Education' page with a table of activities. The table has columns for 'Activity Type', 'Completion Date', 'Units', and 'Next Step'. Two activities are listed:

Activity Type	Completion Date	Units	Next Step
Construction Specific CE Credits Applied for Testing Period	4/1/2015	2	Completed Successfully [List Icon] [Gear Icon]
Continuing Education - Construction Specific	12/4/2015	21	Completed Successfully [List Icon] [Gear Icon]

Below each activity is a 'Show Less' button and a 'Prorated Credits' label. A red arrow points to the gear icon in the second row.

TRIENNIAL RECERTIFICATION

For those CCIFPs who have reached the end of their triennial period, there are a few additional steps. After making your payment and entering an adequate amount of credits, you will click “Complete LP.”

The screenshot shows a 'Recertification (4/1/2015 to 3/31/2018)' page. At the top right, there is a 'Return to: Learning Plans' link. Below the header, there is a 'Completing LP' section with a 'Complete LP' button. A red arrow points to this button.

The 'Requirements' section includes a 'Collapse Legend' with 'Remaining' (selected) and 'Not Counted' options. Under 'Collapse Requirements', there are two progress bars:

- You must complete 72 hours of continuing education (84 of 72) - 72/84
- You must complete at least 48 hours of construction related continuing education (58 of 48) - 48/58

Below the requirements is a 'Recertification Fees' section with a table:

(required)			
Year 3 Payment is Due	150		Payment Made [List Icon] [Gear Icon]

The next screen will ask you to reaffirm the ICCIFP Code of Ethics in conjunction with submitting your recertification application. After reviewing the Code of Ethics, click “Submit Recertification Application” and you will have completed your requirements pending our review of your application.

Active Instructions

Your Certificate Number:

Code of Ethics:

Standards of Conduct

- As a CCIFP, I shall be honest and forthright and act with integrity, fairness, and professional care in all dealings with employers, employees and all other parties with whom I may have business-related dealings.
- As a CCIFP, I shall not knowingly violate any generally accepted accounting principles, local, state or federal law or regulation in the execution of my professional duties.
- As a CCIFP, I shall not disclose confidential information acquired in the course of my duties unless permitted to do so or when required by law.
- As a CCIFP, I shall not engage in any activity that may give the appearance of illegal or unethical behavior; will practice and encourage others to practice in a professional and ethical manner that will reflect credit on myself and the profession, and will actively model and encourage the integration of ethics into all aspects of the management of the employer/enterprise.
- As a CCIFP, I shall be alert to activity of my company/employer and if I discover any activity which I know to be illegal or fraudulent, I shall report such knowledge to company executives in accordance with my employer's applicable procedures or, in the absence of established reporting procedures or in the event such procedures are compromised, then I shall report such knowledge to appropriate law enforcement authorities.
- As a CCIFP, I shall disclose all actual, apparent and potential conflicts of interest to all appropriate parties who could be affected by the existence of an actual, apparent or potential conflict. In this regard, a "conflict of interest" is defined as a situation in which someone in a position of trust has competing professional and/or personal interests which may cause that individual to be unable or unwilling to give his/her undivided allegiance to his/her employer, client, or other entity that has placed the individual in a position of trust.
- As a CCIFP, I shall maintain my competence through continuous professional education as appropriate to my job requirements; and promote continuous advancement in the skills, knowledge, development and competence of employers and employees in their own professional careers.

I assert that I have conducted myself in an ethical manner in the past and pledge to continue to do so in the future on an annual basis.*: Yes



Instructions on using the software will be included with the recertification notices you receive via email. If after reviewing those instructions and this guide, you find you have additional questions, please contact us using the information provided on page 1 of this guide.

END OF GUIDE