



**CERTIFICATION RENEWAL FORM**

(Please Print)

I am recertifying for  CAPP  CAPA

Primary Contact Information:  Work  Home

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_  
(MUST Match Government Issued ID Exactly)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Information:  Work  Home

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Member/CustomerID Number (if applicable): \_\_\_\_\_

**REQUIREMENTS:**

**This form constitutes my official submission of continuing professional education hours required for recertification.**

Check One:  CAPP: 40.0 Continuing Professional Education credits (CPEs) earned  
 CAPA: 25.0 Continuing Professional Education credits (CPEs) earned

**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 statement 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 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**

<b>CAPP</b>	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing
Recertification	\$100.00	\$200.00
Late Recertification*	\$150.00	\$250.00

<b>CAPA</b>	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing
Recertification	\$ 50.00	\$100.00
Late Recertification*	\$100.00	\$150.00

*\*Certification renewal forms received between July 1<sup>st</sup> and September 30<sup>th</sup> are considered to be late recertification.*

**If paying by check:**

OR

**If paying by credit card:**

Make check payable to:  
The Institute of  
Financial Operations  
Tax ID # 59-3217295

Total Amount to be Charged: \$ \_\_\_\_\_

Card Type:  American Express  Discover  Visa  Master Card

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on CreditCard \_\_\_\_\_

Signature of CardHolder \_\_\_\_\_

Corporate Card

**STATEMENT OF UNDERSTANDING**

I certify that the information given by me in this renewal form is accurate. I understand that random annual audits are performed, and if selected, I must provide all information requested in the time frame given.

I further understand that any knowingly false statement herein, or lack of compliance with The Institute's Code of Ethics or Annual Audit, will result in annulment of certification.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your completed renewal form and applicable supporting information via mail, email or fax.

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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