



The CCGP test is available for you to take online at Pearson VUE test centers. If approved, you have a period of **6 months** from receipt of your Authorization-to-Test email from Pearson VUE to schedule and take the CCGP test. You can only **schedule** a test date at a Pearson VUE location once you have that email.

If circumstances are approved, candidates have 1 year from the date they receive the initial Pearson Vue Authorization to Test email to take the CCGP test. After that 1-year period, candidates forfeit their original application fee and must pay the application fee again if they wish to take the exam.

Test Application

The CCGP – Certified Corporate Governance Professional test is now offered through Professional Testing Inc. (PTI), our certification program development partner, at Pearson VUE computer-based testing locations in the United States and U.S. Territories.

Once you receive notification from CCGP that your application is approved, you will receive an Authorization-to-Test email, with instructions on how to schedule your test appointment on the Pearson VUE test site.

The certification program is designed to reflect that an individual who earns the CCGP – Certified Corporate Governance Professional designation under the certification program has demonstrated their knowledge of corporate governance. The role is defined as follows:

Corporate governance-related roles are those which pertain to relationships and activities between and among management of an entity, whether public or private for-profit or not-for profit, its board of directors or trustees (or similar) and stakeholders including among others, owners, investors, regulators, and employees.

These roles may be in entities' enterprise functions including but not limited to legal, corporate secretarial, governance, compliance, investor relations and stewardship, executive compensation, enterprise risk management, and corporate responsibility/sustainability. These roles also may be in law firms, government agencies or other regulatory bodies, stock exchanges, proxy advisory firms, consulting firms, investor or public relations firms, proxy solicitation firms, institutional investors or investment management firms, governance research and rating firms and institutions of higher learning.

Please insert your name and address as it appears on the ID you will use to take the test.

First Name	Last Name	Middle Name	Suffix (Jr. Sr. III etc.)
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Please indicate if different from above the name you would like to appear on the certificate should you be awarded the CCGP designation.

First Name	Last Name	Middle Name	Suffix (Jr. Sr. III etc.)
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Contact information

Please use the address that will match your ID

Address 1

Address 2

City

State

Zip

Phone number

Email address for CCGP correspondence

Work experience

Employer

Position title

Employer telephone

Employment dates: _____

Employer

Position title

Employer telephone

Employment dates: _____

For additional employment details please add your own additional page.

Indicate your corporate governance-related experience in the following areas:

____ Managing Board Operations (including subsidiary boards)

____ Managing Annual Meeting Proxy Statements

____ Managing Annual Meetings

____ Advising on Securities Laws and Related Matters

____ Manage the Governance of Company Subsidiaries/Joint Ventures

____ Managing Shareholder Relations

____ Participating in Enterprise Risk Management

____ Overseeing Internal Corporate Governance Compliance

____ Coordinating Executive Compensation

____ Other (Please briefly describe) _____

Education

Degree attained	Name of institution
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Field of Study _____	Year _____
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Degree attained	Name of institution
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Field of Study _____	Year _____
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If you are a practicing attorney, please provide state(s) License(s)/Bar(s) # _____

Eligibility requirements

Candidates for the CCGP test must meet one of these four eligibility requirements:

Option 1: Juris Doctor or equivalent (e.g. LLB, LLM, Doctor of Jurisprudence) from a U.S. accredited school of law or admitted to the Bar in the U.S.

PLUS, Three (3) years practicing law in corporate governance* or other non-legal experience working in a corporate governance-related role. *

Option 2: Master of Business Administration or a relevant equivalent Master's degree from an accredited graduate school of business.

PLUS, Three (3) years' experience working in a corporate governance-related role. *

Option 3: Bachelor's degree or equivalent from an institution accredited in the jurisdiction in which the degree is awarded.

PLUS, Six (6) years' experience working in a corporate governance-related role. *

Option 4:

Twelve (12) years' experience working in a corporate governance-related role. *

*Corporate governance-related roles are those which pertain to the relationships and activities between and among management of an entity whether public or private for-profit or not-for profit, its board of directors or trustees (or similar) and stakeholders including among others, owners, investors, regulators, and employees.

These roles may be in entities' enterprise functions including but not limited to legal, corporate secretarial, governance, compliance, investor relations and stewardship, executive compensation, enterprise risk management, and corporate responsibility/sustainability. These roles also may be in law firms, government agencies or other regulatory bodies, stock exchanges, proxy advisory firms, consulting firms, investor or public relations firms, proxy solicitation firms, institutional investors or investment management firms, governance research and rating firms, and institutions of higher learning.

Test fee

___ Candidate test fee \$750.00 USD

___ Recertification test fee \$350.00 USD

If your designation lapses and at some point thereafter you decide to reapply to take the CCGP test, you will be considered a new candidate and pay the standard fee of \$750.00.

Governance Professional Handbook Fee

___ \$249 USD (if approved to take the test the Handbook can be purchased for \$249. If purchased separately, it is \$299)

Payment information

Your credit card will not be charged until you are notified that you are eligible to take the test. A receipt will be provided at that time.

Credit Card: ___ AmEx ___ Discover ___ MasterCard ___ Visa

Name as it appears on the card _____

Credit card # _____

Expiration _____ CSV _____

Statement of understanding

I certify that all statements provided in this application are true and correct and that the CCGP Commission and certification staff are authorized to verify the information in this application and make inquiries to ascertain the accuracy of my application and my eligibility for certification.

I authorize any organization I have listed on my application to validate the information I have provided here.

I understand that if I have misrepresented any information on my application or documents submitted in support of my application, the Commission or certification staff will reject my application and resulting test.

I certify that I have read the Candidate Handbook and that I understand and agree to the policies set forth therein.

I understand that I must comply with both the CCGP Code of Professional Conduct and the policy governing the renewal of my certification.

I authorize the release of my name as written in this application for public dissemination, including website posting, press releases (if any), and other reasonable activities intended to promote the CCGP.

Please note that the email address you provide in this application may be shared with the CCGP Commission, solely for the purpose of communicating with you with respect to your application and potential designation. If you do not want us to share the email address, please check here.

I release from all liabilities the Society for Corporate Governance, the CCGP Commission and certification staff.

Code of Professional Conduct

CCGP requires that a Code of Professional Conduct is submitted with each application. Please click [here](#) to download the form and submit it to certification@societycorp.gov.

Non-disclosure agreement

This test is confidential and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your knowledge regarding corporate governance. You are expressly prohibited from recording, copying, disclosing, publishing, reproducing or transmitting this test, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the CCGP Commission. Non-compliance may lead to the revocation of your certification.

____ **By checking here**, I certify that the information and documents presented in this application are true to the best of my knowledge and consent to all the stipulations associated with submitting my application for consideration.

Type applicant name (this is your electronic signature)

Date

Certification staff will review your application and inform you within 21 business days of receipt if your application is approved. Only then can you contact Pearson Vue to schedule your CCGP test.

If your application is denied you will be informed within 21 business days of receipt why, and you can resubmit your application. Please review the Candidate Handbook for additional information.

For more information download the Candidate Handbook. It contains valuable information about the CCGP test.

All additional questions and communications must be sent to certification@societycorp.gov.

You must download this application and click the submit button below or you can email the pdf to certification@societycorp.gov. If you would like to provide additional information, please attach the document with your application.

Part of the application process requires you to fill out the Code of Professional Conduct on the next page. Please fill it in and return it with your application



Code of Professional Conduct

CCGP – Certified Corporate Governance Professional persons are required to uphold this Code of Professional Conduct. Certified persons who fail to comply with this Code of Professional Conduct are subject to CCGP – Certified Corporate Governance Professional Commission disciplinary procedures which may result in sanctions, including without limitation loss of certification.

As a CCGP – Certified Corporate Governance Professional, I agree to:

1. Provide complete and accurate information when applying for certification and recertification and otherwise as requested by the CCGP – Certified Corporate Governance Professional Commission or certification staff.
2. Comply with the rules and procedures applicable to the administration of any exam offered by the CCGP – Certified Corporate Governance Professional Commission.
3. Abide by the CCGP – Certified Corporate Governance Professional Commission policies as presented in the Candidate Handbook.
4. Use any intellectual property (e.g. logo, designation) of the CCGP – Certified Corporate Governance Professional Commission only in an authorized and approved manner.
5. Refrain from behavior that may compromise the integrity or reputation of the certification or the CCGP Certified Corporate Governance Professional Commission.
6. Perform professional corporate governance related duties in accordance with law and in a professional manner.

To be signed by the applicant at the time of certification and recertification.

Signature: _____ Date: _____

Type applicant name, this is your electronic signature