

**National Association of Professional Organizers (NAPO)  
Agreement of Support  
For the  
Board of Certification for Professional Organizers (BCPO)**

THIS AGREEMENT OF SUPPORT is entered into effective as of April 15, 2016 by the National Association of Professional Organizers (NAPO) to support the Board of Certification for Professional Organizers (BCPO), a subset of NAPO, to ensure an ongoing professional certification program that is both psychometrically sound and legally defensible, and consistent with NAPO's nonprofit and tax exempt status and mission;

Whereas, the NAPO Board of Directors and the BCPO Board of Directors have approved the general principles of this Agreement of Support in recognition of the BCPO's authority and autonomy with respect to the CPO program. This document memorializes the policy determinations for operation of the program.

NOW, THEREFORE, the following terms are agreed upon:

1. NAPO is committed to continue to support the BCPO and CPO credential through:
  - a) supporting the BCPO's autonomy in decision making over essential certification activities as described in the NCCA Standards Guidelines document;
  - b) including and supporting the CPO credential in NAPO activities and communications;
  - c) assuring funds for activities essential to the maintenance and growth of the certification program, including ongoing operations, periodic funding needs (e.g., job analysis), and extenuating circumstances (e.g., to redress a breach of security); both parties agree to compromise on the most cost effective methods of delivering the essential activities and
  - d) maintaining fiduciary oversight of the CPO program.
2. The BCPO is committed to:
  - a) maintaining the program in accordance with industry standards as well as NCCA Standards;
  - b) providing sound fiscal management that works toward covering ongoing and planned expenses;
  - c) including NAPO Board of Directors representation on the BCPO Board of Directors;
  - d) incorporating recognition of NAPO in CPO branding as appropriate; and
  - e) providing status reports to the NAPO Board documenting compliance with this agreement.
3. NAPO's Board Policies and BCPO Board Policies shall be updated to include an acknowledgement of the BCPO and its purpose, and to denote that an Agreement of Support is in place to define the relationship between NAPO and the BCPO. The agreed acknowledgement and definition of relationship, respectively, are as follows:
  - a) BCPO. The purpose of the CPO program is to designate professional organizers and productivity specialists who demonstrate the knowledge essential to the practice of professional organizing. The BCPO has sole and independent authority in all matters pertaining to certification, including standard setting, exam development, fiscal management, and disciplinary action.
  - b) NAPO and BCPO relationship. NAPO Board Policies shall at all times be fully consistent and compliant with the terms and conditions contained in the Agreement of Support. Any change in the relationship must be approved by both the NAPO Board of Directors and the BCPO Board of Directors.
4. The BCPO governance structure and appointment process shall be consistent with the following principles:
  - a) The BCPO shall be solely responsible for its internal governance structure and appointment process, which shall incorporate a commitment to engagement, transparency, diversity and a responsiveness to stakeholder interests, reflecting current best practices and requirements of accredited certification bodies. The BCPO shall retain the right to develop policies and procedures (e.g. alternate term limits) different than other NAPO groups in order to maintain the quality and integrity of the certification process. A stated rationale shall be made public by the BCPO to document such variances.
  - b) As deemed appropriate by the BCPO Board of Directors, the BCPO appointment processes and volunteer experience shall incorporate (and be incorporated in) NAPO's volunteer appointment experience policies and procedures
  - c) As an essential stakeholder in the CPO program, the BCPO shall include a NAPO Board of Directors representative as a voting member. The NAPO President and BCPO President shall collaborate to appoint an individual to serve as the NAPO representative to the BCPO. The appointee must meet the requirements for service designated by the BCPO.

5. With respect to funds for the BCPO, the BCPO will:
  - a) budget, in collaboration with NAPO, to achieve a breakeven financial position, including the anticipated projected costs for the job analysis study and other projects essential to conducting effective and thorough certification and recertification activities; any excess annual revenue above expenses will remain in NAPO's general funds;
  - b) not engage in fundraising or activities outside the scope of certification and recertification activities; and
  - c) follow NAPO policies for fiscal management (such as budget requests and reimbursement).
6. With respect to staffing for the CPO program:
  - a) The NAPO Credentialing Staff Member will report to the BCPO Board of Directors on policy and implementation matters essential to the integrity of the credential such that the CPO program retains autonomy in decision making over all essential certification activities.
  - b) NAPO shall be responsible for all aspects of human resource administration for credentialing staff.
7. The BCPO Board of Directors shall undertake its best efforts to maintain the CPO program to demonstrate its eventual long-term goal of accreditation of the CPO program. The BCPO Board of Directors shall also undertake to conduct the certification program and all activities in accordance with its established Policies and Procedures, all applicable NAPO policies and procedures, and the terms of the this Agreement. The BCPO Board of Directors agrees to notify NAPO of any changes to the Policies.

IN WITNESS WHEREOF, the authorized representatives of NAPO Board of Directors and the BCPO Board of Directors have signed below to indicate their acceptance of these terms.

**NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS (NAPO)**

NAPO – April 15, 2016 Board Meeting

**Motion:** To approve NAPO Agreement of Support for the BCPO.

**Motion passed.** *(Page 1 of NAPO April 15, 2016 Meeting Minutes)*

**BOARD OF CERTIFICATION FOR PROFESSIONAL ORGANIZERS (BCPO)**

BCPO – October 27, 2015 Board Meeting Discussion and Approval

**Motion:** Motion to accept the NAPO Agreement of Support for the BCPO.

**Motion passed.** *(Page 1 of BCPO October 27, 2015 Meeting Minutes)*