



INVOICE: CPPO/CPPB Re-Exam Fee

The UPPCC offers examinations twice annually in May and in October. One testing fee is included in the initial certification program fee. If re-testing is necessary, an additional fee is required for each subsequent testing attempt. Use this invoice to submit a re-exam payment for CPPO or CPPB. Pre-payment of this fee is required prior to test registration. An Authorization to Test (ATT) letter for the next test offering will be sent to the candidate following payment of this fee. The ATT contains specific log-in information and instructions to register for a specific testing location, date and time with the UPPCC's official testing vendor, Prometric. Future testing dates through 2011 are provided below. Please ensure that you submit payment to UPPCC by the date specified next to the examination you wish to take. Submission of this form and payment does not constitute a complete registration for a specific test. **All candidates must register for a specific examination with Prometric and present a valid confirmation to the testing center to be admitted to a test.**

	<u>SPRING 2010</u>	<u>Fall 2010</u>	<u>Spring 2011</u>
<i>Re-Exam Fee Due by:</i>	Feb 1, 2010	July 19, 2010	January 31, 2011
<i>Testing Dates:</i>	May 3-8, 2010	October 18-30, 2010	May 2-14, 2011

You must submit a new application for certification and applicable fees if it has been more than 2 years since you applied. Applications are only valid for testing for a maximum of 2 years following submission. If you have any questions regarding your status within the UPPCC certification programs, please contact the UPPCC directly at 1-800-367-6447.

I. Candidate Information

Please print information legibly.

Candidate Name: _____ Agency Name: _____

Telephone: _____ Email Address: _____

II. Payment Information

UPPCC Tax ID #: 54-1929791

All forms of payment (check, money order, Visa, MasterCard, AMEX, or Purchase Order) must be in US currency. Check and money order payments should be made payable to the UPPCC. If paying via Purchase Order, please include the PO document with this form. Log-in information and instructions needed to register for the examination will not be forwarded to the candidate until the PO is paid in full.

Schedule of Fees: ***NIGP/NASPO National Members:* \$200 *Non-Member:* \$250**

Indicate which exam you are requesting: CPPO CPPB

A. Payment Type (*Please indicate the appropriate payment type with a check in the box corresponding with your method of payment. If paying by check, money order or purchase order, please record the document number next to the method of payment.*):

Check/Money Order # _____ Purchase Order # _____ Visa MasterCard AMEX

B. Credit Card Information

Credit Card # _____ Exp Date: _____ Amount: \$ _____

CVV (*This is the security code. For Visa/MC it is the last 3-digits on the back of the card or for AMEX it is the last 4-digits*): _____

Name as Printed on the Card: _____ Card Holder's Telephone: _____

Credit Card Billing Address: _____

III. Submit Completed Form

Avoid processing delays by ensuring that you have provided full payment details and candidate information. You may fax or e-mail your request if paying by credit card or purchase order only. All other forms of payment must be mailed to the address below. Remit payment to the following address:

**Universal Public Purchasing Certification Council (UPPCC)
ATTN: Re-Exam Fee
151 Spring Street
Herndon, Virginia 20170 USA**