



INVOICE: CPPO/CPPB Re-Testing 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-testing 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 2012 are provided below. Please ensure that you submit payment to UPPCC by the date specified next to the testing period in which you wish to participate. Submission of this form and payment does not constitute a complete registration for a specific test. **All candidates must register for a specific testing appointment with Prometric and present a valid confirmation to the testing center to be admitted to a test.**

	Fall 2011	Spring 2012	Fall 2012
Re-Testing Fee Due by:	July 18, 2011	February 6, 2012	July 16, 2012
Testing Dates:	October 17-29, 2011	May 7-19, 2012	October 15-27, 2012

You must submit a new application for certification and applicable fees if it has been more than 2 years since you last applied. Applications are 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. Special Exam Day Accommodations Requests

In accordance with the 1990 "Americans with Disabilities Act" and other similar laws/regulations outside the US, the UPPCC will make special accommodations for candidates with special needs and/or disabilities. In order for the UPPCC to prepare for these types of requests, new applicants must make the UPPCC aware of the request at the time of application and existing candidates must make the UPPCC aware of the request when submitting a re-testing form. Applicants/candidates requesting special exam day accommodations must complete the Special Accommodations Request Form (Appendix E of the UPPCC Candidate Handbook) and return it to the UPPCC within ten (10) business days of submitting the initial request.

Will you require any special arrangements be made for you on the day of the exam, including, but not limited to special equipment, extra time, etc.

Yes No

III. 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:

	US & Canadian Testing Centers	International Testing Centers
NIGP/NASPO National Members:	\$200	\$250
Non-Members:	\$250	\$300

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:

UPPCC • ATTN: Re-Testing Fee • 151 Spring Street • Herndon, Virginia 20170 USA