

APPA Certification Policies

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APPA Regional Discount Coupon Policy

APPA regional discount coupons are available from each region and can only be used once per person and may not be transferred. Once a coupon is utilized upon “checkout,” the coupon is considered expired and cannot be transferred or refunded/credited back to APPA.

When a regional discount coupon is utilized, the CEFP registrant commits to take the CEFP exam within 30 days after the Customized Interactive Learning Platform (CIL) course concludes. Each regional discount coupon includes a ‘Second Chance’ option as well.

If no attempt is made to take and pass the CEFP exam during the 30 day window after the CIL course concludes, the time spent on the CIL platform will count as your first attempt at the exam and you will only have your second chance/free fail option to participate in the course and take the exam.

Second Chance Policy

Each regional discount coupon includes a ‘Second Chance’ option which allows participants to go back through the (CIL) and test again free of charge if they contact APPA’s Credentialing Coordinator, Kelly Ostergrant, within 30 days of the first exam fail date. Failure to contact Kelly will require the CEFP registrant to purchase the course again at the full price (\$1,310).

If the CEFP registrant does not pass the second chance exam, additional exam voucher codes can be purchased at \$150.00 each. There is no maximum number of additional voucher codes that can be purchased for \$150. With each additional exam voucher code purchase, you will receive 30 days of access to the CIL Platform to review for your exam. (Note that only archived webinars will be available to the CEFP registrants during the second chance course).

If a CEFP registrant wishes to attend the full 90 day or 8 week credentialing course again, please contact Kelly Ostergrant at kelly@appa.org.

Examination Fee Policy

If you need to cancel or change your scheduled exam date or time, you must give at least an advance 72 hour notice to Kelly Ostergrant at kelly@appa.org or you will incur a fee of \$150.00. Also, any missed or no show exams will be assessed a \$150.00 fee. Payment for missed or canceled exams must be made before you can receive a new exam voucher code.

CEFP Recertification

Once someone passes the CEFP exam, they are certified for a period of four (4) years and will need to earn a total of 120 APPA Units to renew their certification. A minimum of 40 APPA units must also be earned within the educational category of APPA's recertification matrix. The cost for recertification is \$350.00, payable by credit card or check only. It is the responsibility of the CEFP certificant to maintain their APPA profile and transcript located in their APPA account area of the APPA Certification website.

If a CEFP certificant reaches the required 120 APPA units before the end of their 4 year cycle, they may elect to recertify early. By doing so, they will pay the same recertification fee of \$350.00 and restart their new four (4) year term early. This is helpful so that he/she doesn't lose potential future APPA units. The new four (4) year cycle will begin when payment is received by APPA.

The CEFP certificant must ensure that their demographic information and APPA units are kept current at all times. Failure to update either their APPA profile or transcript could cause their CEFP credential to lapse.

To reactivate a lapsed CEFP credential, one must re-take and pass the CEFP exam. This will require the CEFP certificant to purchase (out of pocket) the course and exam at the full price (\$1,310).

CIL Facilitators Policy

All CIL facilitators must be CEFP certified and in good standing. To be considered in good standing, a facilitator must lead at least one (1) cohort group over a period of 24 months (2 years). Facilitators will represent APPA while on the webinars, and remain knowledgeable of the Body of Knowledge (BOK) content for which they are presenting. They will be prepared for the scheduled calls and will check-in with Kelly Ostergrant at least 24 hours prior to any scheduled webinar. If a facilitator is unable to lead the scheduled webinar, he/she must provide Kelly Ostergrant with the name of an alternate facilitator.

New facilitators, also known as Assistant CIL Facilitators, will serve a probationary period during which time they will assist a lead facilitator on live webinars. Once they demonstrate the skills and knowledge to host the calls on their own, Kelly Ostergrant will promote them to lead CIL Facilitator and they will be able to earn APPA units for each webinar they lead. Lead CIL Facilitators can earn one (1) APPA unit for every live webinar they lead, for a combined total of up to four (4) APPA Units for each cohort group.

Master CIL Facilitators are recognized when a Lead CIL Facilitator has performed over 20 live webinars and demonstrates superior knowledge of APPA's BOK. Master CIL facilitators must demonstrate their ability to manage difficult situations on live webinars, must be able to answer questions from course participants competently.