

ACCREDITING DEPARTMENT POLICIES FOR THE ORAL EXAMINATION FOR CERTIFIED PROFESSIONAL PARLIAMENTARIAN

Policies related to preparing for the exam

1. The examination shall only be available to those who are members of AIP with dues current and have held a Certified Parliamentarian credential for one year at the time of their examination.
2. The examination is based on the following parliamentary authorities:
 - American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (2012)
 - Cannon, H. *Cannon's Concise Guide to Rules of Order* (1995)
 - Robert, H. *Robert's Rules of Order Newly Revised*, 12th edition (2020)
3. It is also highly recommended that the candidate study:
 - American Institute of Parliamentarians, Fundamentals of Parliamentary Law and Procedure*. (2015)
 - American Institute of Parliamentarians, A Study Guide for those Preparing for an AIP Accreditation Exam* (2012)
 - Robert, H.M. *Parliamentary Law*. (1923)

The above materials are available from the AIP Bookstore at <https://www.aipparl.org/bookstore-2/> or from Amazon, as are other AIP-published parliamentary education works. Other major resources for knowledge and practical application are the Practicums, usually held in January or February, and in May or June, and the annual session held in July or August. Additional Practicums may be scheduled, as well. Reviewing past issues of AIP's quarterly professional publication, *Parliamentary Journal* is also recommended.

4. When applying for the Certified Professional Parliamentarian examination, the candidate shall complete the Application for Certification as a Certified Professional Parliamentarian form, and the Certified Professional Parliamentarian Activity Points Calculation form with back-up documentation and submit them to AIP Headquarters for approval by the Accrediting Department.

Financial Policies related to the exam

5. The deadlines for applications are clearly printed on the application package. Applications shall include the correct fee in US currency, paid with a check, money order, or credit card number. Only complete applications will be processed.

6. Examinations will be scheduled in the order in which completed applications are received. The number of examinations that may be scheduled during any window is variable and may be limited at the discretion of the Accrediting Department.
7. The exact time and place for the examination, within the approved testing window, shall be determined by the Accrediting Department. If the candidate cancels prior to sixty days before the beginning of the examination window, the examination fee may apply to the next examination window. If the candidate cancels less than sixty days before the examination window, the examination fee is forfeit.

Policies related to taking and grading the exam

8. The examination is conducted in the presence of an audience of AIP members, by three examiners who are themselves Certified Professional Parliamentarians. They grade the examination in compliance with Accrediting Department procedures. If an AIP event is conducted virtually, a CPP examination will not be offered. If an AIP event is conducted in a hybrid format, only those individuals attending the in-person portion of the event will be included in the audience for the CPP examination.
9. The examination consists of two parts. One part tests parliamentary theory and the ability of the candidate to explain concepts and procedures to an assembly. The other part is a presiding demonstration. There will be a 15-minute break between the two parts.
10. The candidate will not be allowed to use paper or writing instruments during the theory portion of the examination, but will be provided a writing instrument and blank paper for the presiding demonstration.
11. A score of 90% shall be required for the Accrediting Department to award a candidate the credential of Certified Professional Parliamentarian. In addition, the candidate must have accumulated a minimum of thirty activity points in three categories within the prior seven years, none of which may have been used for CP activity points. Candidates are responsible for keeping their own activity point documentation and shall provide a copy of the documentation to AIP headquarters.
12. The final decision on certification shall be made by the Accrediting Department and reported to the Board of Directors.