

ACCREDITING DEPARTMENT POLICIES FOR WRITTEN EXAMINATIONS FOR CERTIFIED PARLIAMENTARIAN

Department Policies are subject to change by the Department without notice. Parliamentary authorities used on the exam are subject to change by the Annual Session, with notice. Contact accrediting@aipparl.org if you have questions about a specific policy.

Policies related to preparing for the exam

1. The examination is based on the following parliamentary authorities:
American Institute of Parliamentarians Standard Code of Parliamentary Procedure (2012)
Robert's Rules of Order Newly Revised, 12th Edition (2020)
2. It is also highly recommended that the candidate study:
Fundamentals of Parliamentary Law and Procedure. AIP (2015)
Parliamentary Law by Henry M. Robert
American Institute of Parliamentarians Study Manual: A Study Guide for Those Preparing for an AIP Accrediting Exam (useful to see the types of questions asked in each section of the exam.)
These materials are available from AIP's bookstore at <https://www.aipparl.org/bookstore/>, as are other AIP-published parliamentary educational works. Other major resources for knowledge and practical application are the West Coast Practicum held in January or February, the East Coast Practicum held in May or June, and the annual session held in July or August. Reviewing past issues of AIP's professional publication, *Parliamentary Journal* is also recommended.

Financial policies related to the exam

3. The cost of the examination and the deadline for applications is published on the AIP website. The only exception for the application deadline is for an unsuccessful candidate who has received notification of an inadequate score and requests a retake within five days of notification.
4. If a cancellation occurs more than seven days before the opening date of the examination window, the examination fee may be applied to the next examination window. If the examination is not taken during the next window, the fee shall be forfeited.
5. All steps necessary for the examination, including submission of activities points, shall be completed seven days before the opening date of the examination window. A candidate who requires assistance in obtaining AIP service points may contact the Accrediting Director at accrediting@aipparl.org for assistance.
6. If a candidate has not completed the exam application process, including submission of activity points, seven days before the opening date of the examination window, the examination will be cancelled and the fee shall be forfeited.
7. If a minimum score of 80% is not achieved, a candidate may submit a new application and retake the CP examination once within the next three testing windows at a reduced fee.

Policies related to requesting the exam

8. The candidate shall nominate two potential monitors on the application; the Accrediting Department Director shall determine which will serve. The monitor shall be a Certified Parliamentarian, a Certified Professional Parliamentarian, or other qualified person. A member of the Accrediting Department will contact the monitor to verify suitability.
9. Fee arrangements between the monitor and the candidate are permissible and shall be handled directly between the candidate and monitor.
10. A computer must be used to complete the examination, according to policies adopted by the

Accrediting Department. A member of the Department will contact the monitor to verify details and answer any questions about the conduct of the examination.

11. The exact time for the examination, within the approved testing window, shall be selected by the candidate and monitor, and reported to the Department. If possible, a member of the Accrediting Department will be on call during that time in case any problems arise.

Policies related to taking and grading the exam

12. The CP examination is a closed book exam. The monitor shall be responsible for ensuring that the candidate does not use any books, notes, phones, or other materials or devices, either physical or electronic, during the examination or on breaks. The monitor may provide blank paper; however, the candidate is not permitted to take any notes, photos, or documentation from the exam site.
13. The examination is offered using a computer-based program. An email with links to each section of the exam is sent to the student a day or two prior to the exam. The links may be used only once.
14. Simultaneously, an email with links to activate each section of the exam is sent to the proctor a day or two prior to the exam. The links may be used only once.
15. A video with additional information about the electronic testing program is available at <https://aipparl.org/certified-parliamentarians/>.
16. Reasonable and necessary accommodations may be arranged by contacting accrediting@aipparl.org.
17. The monitor shall report any irregularities that may have occurred via text or phone call to the Department member on call, or via email to accrediting@aipparl.org. The Accrediting Department shall investigate all irregularities and establish whether they influenced the outcome of the examination.
18. The CP Examiners Division shall grade the examination in compliance with Accrediting Department procedures, which shall include blind grading of each section individually by CP and CPP evaluators. The Department shall notify candidates of their grades within two months.
19. The final score on the Certified Parliamentarian examination is based on the candidate's cumulative points.

Policies related to awarding the credential

20. A score of 80% shall be required for the Accrediting Department to consider a candidate for the Certified Parliamentarian credential. In addition, the candidate shall be a member of AIP with dues current and shall have accumulated a minimum of twenty activity points within the prior seven years. Candidates are responsible for keeping their own activity point documentation and shall provide a copy of the documentation to AIP headquarters with the examination application.
21. The final decision on certification shall be made by the Accrediting Department and reported to the Board of Directors.