



Certified Public Finance Officer Program

Application for CPFO 2018
Certification Examination – ONLINE TESTING
 Spring Summer Fall
Continuing Candidate

Please Type or Print Clearly

I. PERSONAL INFORMATION

(Type or Print Name as you would want it to appear on certificate)

Name:

(Last)	(First)	(MI)	(Mr./Mrs./Ms./Miss)
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(Current Position/Title)

(Organization)

Preferred Mailing Address: Is this your Home or Office

(Note: This is the address where score reports and other program information will be sent. You may want to use your home address for reasons of confidentiality.)

(Number and street name or P. O. Box number)	(Suite or Apartment)
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(City)	(State or Province)	(Postal or Zip Code)
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Alternate Mailing Address: Is this your Home or Office

(Number and street name or P. O. Box number)	(Suite or Apartment)
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(City)	(State or Province)	(Postal or Zip Code)
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Daytime Phone: () _____ - _____

Home Phone: () _____ - _____

Fax: () _____ - _____

E-Mail Address: _____
(Admission tickets sent via email)

Date of Birth: _____ / _____ / _____

Are you a GFOA Member? Yes, member # _____ No, please send membership information

College or University from which you graduated: _____

Date of graduation: _____ **City/State:** _____

Highest Degree Attained: Bachelor's Master's Doctorate Other _____

II. EXAMS – Indicate the exam(s) and test term(s) you are applying for below. Your application must be received by the GNAC at least 2 weeks prior to the date you would like to test to allow for processing. You will finalize your specific test date with Proctor U. Once your application is processed you will receive a confirmation email with further instructions.

****Please carefully review the checklist on the next page prior to sending in your application as there is important information related to the required technical requirements for online testing.****

Exam Terms:

Spring: February – April

Summer: May – August

Fall: September – November

- _____ Governmental Accounting, Auditing and Financial Reporting Term: __ Spring __ Summer __ Fall
- _____ Debt Management Term: __ Spring __ Summer __ Fall
- _____ Operating and Capital Budgeting Term: __ Spring __ Summer __ Fall
- _____ Treasury and Investment Management Term: __ Spring __ Summer __ Fall
- _____ Retirement & Benefits, Risk Management and Procurement Term: __ Spring __ Summer __ Fall

III. EXAMINATION FEES

_____ **\$295 for the first examination in the CPFO program**

_____ **\$145 for each subsequent examination**

_____ **\$40 (per exam) online exam fee**

Total Amount to Charge \$ _____

The examination fee is payable in U.S. dollars by check, money order, MasterCard® or Visa® credit card. Please indicate method of payment below.

_____ Check enclosed (**Payable to Radford University**)

_____ Money order enclosed

Charge to:

_____ MasterCard®

_____ Visa®

Card number: _____

Expiration date: ____ / ____

Security Code: _____



The examination fee and documentation of eligibility should be mailed with this application to:

Governmental & Nonprofit Assistance Center
 P.O. Box 6953 Radford University
 Radford, VA. 24142
 540-831-6734

IV. CANCELLATION AND TRANSFER POLICY

Cancel or transfer to another testing term = \$50 fee per exam
 Register less than 2 weeks prior to test date = \$50 fee

The application, documentation and payment must be submitted at the same time. An application that is incomplete, incorrect, illegible or missing documentation will be returned.

I, the undersigned, certify that the information I have provided is correct. I have read the *Candidate's Guide* and agree to abide by regulations contained therein. I attest to my meeting eligibility requirements for participation in the GFOA Certification Program as described in the *Candidate's Guide*.

I understand that the CPFO designation will be revoked if an individual is convicted as an adult of a felony or misdemeanor including fraud, theft, breach of fiduciary responsibility, or legal malfeasance.

Signature: _____ Date: ____/____/____

V. CHECKLIST BEFORE MAILING

NOTE: If you have already taken at least one exam in the series, you need NOT submit another transcript. Please provide current personal information in section one (I) and update employer and title/position information on page 4 (Work History Form) of this application.

- ____ Complete all four pages of this application.
- ____ Review the ProctorU *Technical Requirements* pdf (located on the GFOA website)
- ____ Review the ProctorU *Help Desk* pdf (located on the GFOA website)
- ____ Review the *CPFO Online Testing Overview* (located on the GFOA website)
- ____ Sign this application.
- ____ Attach an official copy of your college/university transcript indicating receipt of at least a baccalaureate degree from an accredited institution. **A candidate-produced photocopy is not acceptable.**
- ____ Attach the completed "Work History Form (page 4)" indicating at least three years of government work experience during the past ten years.
- ____ Enclose a check, money order or indicate payment by credit card.
- ____ Mail all materials to the address indicated on page 2.

It is the candidate's responsibility to establish proof of delivery of application to GFOA. Confirmations, via email, will be sent upon receipt of application. If you are mailing your application less than 5 days before the deadline, it is suggested that you use certified mail or other traceable form of delivery.

CPFO CERTIFICATION EXAMINATION - WORK HISTORY FORM

Please use this form to complete your government work experience. Once all five examinations have been successfully completed, a candidate must meet the following work experience: At least three (3) years of primary government employment during the last ten years. Only full-time permanent positions should be entered. List positions in chronological order, beginning with your current or most recent government position.

(Please Type or Print)

Position/Title	Government Employer	From (Month/Year)	To (Month/Year)
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __

Attach this completed form to your "Application for CPFO Certification Examination"