

CERTIFIED E-RATE MANAGEMENT PROFESSIONAL (CEMP) EXAMINATION INSTRUCTIONS AND INFORMATION FOR CANDIDATES

Qualifications to sit for the exam include the following:

Candidate must meet Membership Requirements of the E-Rate Management Professionals Association (E-MPA[®])

- a. Candidate must be an employee or owner/partner of an E-MPA[®] member organization in good standing.
- b. Certification will be issued to the individual
- c. The individual candidate must have at least three years of E-rate experience and at least two of those years the individual must be providing direct for pay E-rate consulting services to applicants. The other year can include time working on E-rate issues for state/local government, a service provider, the FCC, USAC or its contractors, or at an individual school or library.

Information on the Exam is as follows:

- a. Exam will consist of approximately 100 questions divided into two sections. Preparation materials will be provided to candidates to include list of reference materials (i.e. USAC web site, FCC appeal decisions, FCC orders)
- b. Exam shall be updated and reviewed by the certification committee before each test.
- c. Exam will be offered bi-annually beginning in September 2011.
- d. Candidates must pass at 70% proficiency level
- e. Exam will take approximately 2 hours
- f. Exam will be a paper exam proctored by one or more certified E-MPA[®] members
- g. Proctors may not proctor the individual exam of an employee from the same organization.

After an individual is certified, the Certified E-Rate Management Professional shall be subject to continuing education and annual self-reporting to maintain certified status.

Continuing Education Requirements are as follows:

Annual Continuing Education minimum 16 credit units ("CU") per year; one of which has to be on ethics.

Credit Units are actual contact time (not breaks, lunch, etc). Fifty minutes of actual training and/or instructor time is one credit unit ("CU"). The following list of approved continuing education activities was developed to provide certified professionals with a wide range of opportunities for earning the required 16 CU's each year.

Approved Continuing Education:

- a. Participant in state-provided E-Rate training (maximum 6 CU per year)
- b. Participant in USAC in-person training (service provider or applicant workshops - maximum of 1 service provider workshop and 1 applicant workshop per year)
- c. Participant in certified E-MPA[®] instructor provided training (maximum 8 CU per year). Example certified E-rate individual provides training to his/her staff – staff can get 8 CU.
- d. Participant in E-MPA[®] sponsored web-based training
 - a. These will normally be 2 hour sessions (2 CU each)
 - b. Web-based training will include polling questions throughout session to ensure active participation.
- e. Participant in E-MPA[®] sponsored training during membership meetings
- f. E-MPA[®] membership meetings will offer minimum 2 CU's at each meeting
- g. E-MPA[®] will work diligently to offer Ethics CU's as part of membership meetings
- h. E-MPA[®] will provide a minimum of (2) separate Ethics CU's as part of web-based training
- i. Instructor credits (maximum 8 CU's for original instruction per year). Example Certified individual is the instructor for training his/her staff. Certified trainer can get up to 8 CU's for his/her time teaching E-rate material.
- j. CU requirement is waived for *first reporting period after certification*. Example: Individual is certified in April, 2017 no CU's need to be reported June, 2017. First reporting requirement (16 hours) would be June 2019.
- k. Self-reporting documentation will be submitted with annual renewal of certification/ annual dues in June/July.
- l. Records will be kept by certification committee chairman in hard copy and scanned

The first official reporting period for all Certified E-Rate Management Professionals shall be July 1, 2012 – June 30, 2013 so that all CU reporting is standardized.

APPLICATION INSTRUCTIONS

1. The examination is for Certified E-Rate Management Professional designation
2. An \$85.00 application fee is due with each application. The application fee covers the administrative costs for up to two examinations per candidate.
3. Moral Character Question: Carefully read the section of these instructions entitled "DISCLOSURE". If "yes," attach a signed and dated detailed letter of explanation if the information has not been previously reported to E-MPA[®].
4. Read the attestation.
5. Read the Code of Ethics – www.e-mpa.org
6. Sign your name and date where indicated.
7. Complete the Experience Verification Form. If you are an employee of an E-MPA[®] member organization, have the form signed by your employer. If you are self-employed, sign and date where indicated.

A serious problem may arise from improper completion of the application. The specific questions asked are:

MORAL CHARACTER QUESTION

Have any of the following events ever occurred that have not been previously reported to E-MPA[®]:

- (1) have you been charged with a crime or are any charges against you pending at this time;
- (2) have you pled guilty or nolo contendere to any charge(s),
- (3) have you been convicted of a crime?

If yes to any of these questions, attach a written explanation. See information sheet regarding "Disclosure"?

In answering the above question, the individual should consider all enforcement, arrests and/or charges (even if you have been advised that the charges have been expunged) such as but not limited to DUIs, false I.D., drug use, or any other acts classified under state law as criminal (minor traffic violations excluded). Remember, the question goes to "have you ever", so you should include any arrests, charges or enforcement actions.

Before signing the application, the individual is required to make the following attestation:

APPLICANT'S ATTESTATION

I hereby certify to the best of my knowledge that the information given in this application is true and correct and that I have not willfully omitted or suppressed any information which might have a bearing on the application.

If the answer to the moral question is “yes” but is answered “no” and the individual signs the attestation, the individual has filed a fraudulent application.

Tell the truth. If the answer is yes, answer yes and attach a detailed explanation and a copy of the court documents reflecting the disposition of the case or a letter from the county clerk stating NO RECORD found. You should also attach a letter to the application stating why the act should be disregarded now and why you should be permitted to take the E-MPA[®] examination. Show how you learned from your experience and what steps you have taken to keep from repeating the criminal act. A good letter of explanation will go a long way.

CODE OF ETHICS

Read the E-Rate Management Professionals Association Code of Ethics on the E-MPA[®] web site: www.e-mpa.org

APPLICANT'S AGREEMENT TO ABIDE BY THE CODE OF ETHICS

I hereby agree to abide by the E-Rate Management Professionals Association Code of Ethics. I understand that any violation of the Code of Ethics can result in any of the following: probation, suspension, revocation of my certified status, and expulsion from membership in the E-Rate Management Professionals Association.

EXPERIENCE VERIFICATION

Complete the attached experience verification form. If you are an employee of an E-MPA[®] member organization, the form must be certified by your employer. If you are self-employed, you must certify that the information provided is true and correct.

If any information in your application is willfully omitted or fraudulent, you are in violation of the E-MPA[®] Code of Ethics which may result in the following actions:

- **E-MPA[®] can place a candidate on probation for up to 5 years.**
- **The examination application can be denied.**
- **The E-MPA[®] Certificate may not be granted.**

Enclose \$85.00 examination fee payable to: E-Rate Management Professionals Association.

Mail application, experience verification and fee to:

E-MPA[®]

ATTN: CERTIFICATION EXAM

P.O. Box 1403, Cornelius, NC 286031

**CANDIDATE FOR EXAMINATION APPLICATION
CERTIFIED E-RATE MANAGEMENT PROFESSIONAL EXAMINATION**

Full Name: _____

E-MPA[®] Member Organization: _____

Address (City, ST, Zip): _____

Phone: _____ Mobile: _____ Fax: _____

Email Address: _____

1. I am applying for the E-Rate Management Professionals Association Certification Exam
2. Fee due with this application: \$85.00
3. Have any of the following events ever occurred: (1) have you been arrested; (2) have you been charged with a crime or are any charges against you pending at this time; (3) have you pled guilty or nolo contendere to any charge(s), (4) have you been convicted of a crime? If yes to any of these questions, attach a written explanation. If Yes, provide detailed explanation.

_____ Yes _____ No
4. By signing below I hereby certify to the best of my knowledge that the information given in this application is true and correct and that I have not willfully omitted or suppressed any information which might have a bearing on the application.
5. I also certify that I have read the E-Rate Management Professionals Association Code of Ethics and will hereafter comply with the provisions thereof.
6. I understand that if I am a party to any breach of confidentiality or examination security I will be subject to action by the Board which may affect my status as an examination candidate.
7. I understand that the E-Rate Management Professional's Association's liability for any loss or claim resulting from the administration of the examination is limited to the amount of the current application fee paid.
8. I have completed the experience requirement and have attached the experience verification form signed and dated by my employer OR if self-employed, signed and dated by candidate.

Candidate Signature: _____ Date: _____



E-Rate Management Professionals Association

2575 Kelley Pointe Parkway, Suite 200
Edmond, OK 73013
www.e-mpa.org

**APPLICATION FOR CERTIFIED E-RATE MANAGEMENT PROFESSIONAL EXAMINATION
EXPERIENCE VERIFICATION**

Candidate Name:

E-MPA® Member Organization:

Address (City, ST, Zip):

The individual candidate must have at least three years of E-rate experience and at least two of those years the individual must be providing direct for pay E-rate consulting services to applicants. The other year can include time working on E-rate issues for state/local government, a service provider, the FCC, USAC or its contractors, or at an individual school or library.

PROVIDE DETAILS ON YOUR QUALIFIED E-RATE EXPERIENCE BELOW:

Begin Date	
End Date	
Job Title	
Organization	
Description of Work Performed	

Begin Date	
End Date	
Job Title	
Organization	
Description of Work Performed	



E-Rate Management Professionals Association

2575 Kelley Pointe Parkway, Suite 200
Edmond, OK 73013
www.e-mpa.org

Candidate Name: _____

Begin Date	
End Date	
Job Title	
Organization	
Description of Work Performed	

Provide Additional Details as needed below:

----- IF EMPLOYEE OF AN E-MPA® MEMBER ORGANIZATION: -----

I certify that the above named individual has completed the three year experience requirement as detailed above.

Printed Name:	Title:
Signature:	Date:
Organization:	

--- IF SELF-EMPLOYED OWNER/PARTNER OF AN E-MPA® MEMBER ORGANIZATION: ---

I certify that I have completed the three year experience requirement as detailed above. I certify that the information above is true and correct.

Candidate Signature: _____ Date: _____