

INTERNATIONAL ASSOCIATION for PROPERTY and EVIDENCE, Inc.
REQUIREMENTS & PROCEDURES
www.iape.org

CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements

There are 5 criteria that must be met in order to become a Certified Property & Evidence Specialist (CPES):

1. Applicant must have attended and completed the IAPE two-day "Property & Evidence Management Course", or completed the web-based video course.
2. Applicant must have served in Property function for:
 - a. One year as a full time assignment, **OR**
 - b. A total of 2,080 hours (one year equivalent) as a part time assignmentNOTE: The applicant's Police chief, Sheriff, CEO or his/her designee must sign the application
3. Submit application and testing fee.
4. Achieve a satisfactory grade on the CPES online test.
5. Be a current dues paid member of IAPE and must remain a member during the period of certification.

Procedures - Here are the steps to apply:

1. Complete the CPES Application.
2. Ask your Chief, Sheriff, or CEO to sign the application verifying your experience in the Property function.
3. Send the completed application along with your payment (personal check or U.S. Postal Service Money Order) payable to "IAPE" in the amount of \$175.00. A credit card can be used for payment. Mail the form to the address on the application.

CPES Online Test Once your application and testing fee have been received, and your job experience verified, you will be sent an e-mail that will give you your login information and the time frame for your Online Certification Test. You will need a computer that has access to the Internet for sixty (60) minutes. You will be immediately notified of the outcome of your test once you complete it. Should you be unsuccessful in your first attempt, you will be given one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test you will be mailed your official IAPE Certified Property and Evidence Specialist certificate within several weeks.

CORPORATE CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements - There are 5 criteria that must be met in order to become a Corporate Certified Property & Evidence Specialist (CCPES):

1. Applicant must have attended and completed the IAPE two-day "Property & Evidence Management Course", or completed the web-based video course.
2. Applicant must have served in Property function for:
 - a. One year as a full time assignment,, **OR**
 - b. A total of 2,080 hours (one year equivalent) as a part time assignmentNOTE: The applicant's CEO or his/her designee must sign the application
3. Submit application and testing fee.
4. Achieve a satisfactory grade on the CCPES online test.
5. Be a current dues paid member of IAPE and must remain a member during the period of certification.

Procedures - Here are the steps to apply:

1. Complete the CCPES Application.
2. Ask your CEO to sign the application verifying your experience in the Property function.
3. Send the completed application along with your payment (personal check or U.S. Postal Service Money Order) payable to "IAPE" in the amount of \$225.00. A credit card can be used for payment. Mail the form to the address on the application.

CCPES Online Test Once your application and testing fee have been received, and your job experience verified, you will be sent an e-mail that will give you your login information and the time frame for your Online Certification Test. You will need a computer that has access to the Internet for sixty (60) minutes. You will be immediately notified of the outcome of your test once you complete it. Should you be unsuccessful in your first attempt, you will be given one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test you will be mailed your official IAPE Corporate Certified Property and Evidence Specialist certificate within several weeks.

QUESTIONS?

Payment & Billing: 1-800-449-4273 Ext.3

Certification & Testing: 1-800-449-4273 Ext.4