

CERTIFICATION REQUIREMENTS & PROCEDURES

www.iape.org

CPES - CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements

There are 5 requirements 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 Class", or completed the online video class.
2. Applicant must have served in a Property and Evidence 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 assignment
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 - Steps to apply:

1. Complete the CPES Application.
2. Submit Application and fee by either of these options:
 - a. Fill out and submit online application at www.iape.org (certification tab). Follow prompts to pay online. **OR**
 - b. Fill out application and choose Pay by Check option at check out. Mailing address will be on the invoice.

CPES Online Test

Once your application and testing fee have been received, and your related experience verified, you will be sent an email with login information and the time frame for your Online Certification Test. You will need a computer with access to the internet for 60 minutes. Once completed, you will receive notification of the outcome immediately. Should you be unsuccessful in your first attempt, you will have one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test, your official IAPE Certified Property and Evidence Specialist certificate will arrive within 2 – 3 weeks via USPS mail.

CCPES - CORPORATE CERTIFIED PROPERTY AND EVIDENCE SPECIALIST

Requirements

There are 5 requirements 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 Class", or completed the on-line- video class.
2. Applicant must have served in a Property and Evidence 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 assignment
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 - Steps to apply:

1. Complete the CCPES Application.
2. Submit Application and fee by either of these options:
 - a. Fill out and submit online application at www.iape.org (certification tab). Follow prompts to pay online. **OR**
 - b. Fill out application and choose Pay by Check option at check out. Mailing address will be on the invoice.

CCPES Online Test

Once your application and testing fee have been received, and your related experience verified, you will be sent an email with login information and the time frame for your Online Certification Test. You will need a computer with access to the internet for 60 minutes. Once completed, you will receive notification of the outcome immediately. Should you be unsuccessful in your first attempt, you will have one more opportunity to take another version of the test, included in your initial fee. After successful completion of your test, your official IAPE Certified Property and Evidence Specialist certificate will arrive within 2 – 3 weeks via USPS mail.

RE-CERTIFICATION PROCESS

Recertification Requirements

These are the requirements that must be met to become RE-CERTIFIED (*applicable to CPES and CCPES*)

1. Renewal of IAPE annual membership dues for each of the five years of certification
2. Attendance at another IAPE two-day live or online video class during the five-year term of certification
3. Submission of a Recertification Application with payment of \$100 fee for the recertification by either of these options:
 - a. Fill out application and submit online at www.iape.org (Certification Tab) and follow prompts to pay online.
 - b. Fill out application a choose pay by check at check-out. Mailing address will be on the invoice.

Online Test - NOT REQUIRED

NOTE: *Recertification is for another 5-year period.*