




Certified Function Point Specialist

IFPUG'S Certification Program For Function Point Specialists

Sponsored by the International Function Point Users Group (IFPUG)

This document supersedes all previous information. Revised June, 2010.



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International Function Point Users Group

Function Points – 25 Years and Counting

Dear Colleague:

Thank you for your interest in the IFPUG *Certified Function Point Counting Specialist (CFPS)* Program. By requesting information on this program you have taken the first step in obtaining the well-recognized designation of CFPS. This brochure provides a basic overview of the program and is designed to answer the most commonly asked questions.

As you may know, IFPUG is a user-supported group that has gained worldwide recognition as a top class organization providing very valuable service to the software industry. The various committees established by IFPUG consist of well-qualified experienced and dedicated professionals who contribute their time and talents on a purely voluntary basis. The Certification Committee is no exception. Its members are committed to developing and implementing a highly professional and sound certification program.

There is great demand in the industry for qualified function point counters. As such, it will be of great benefit to you to be recognized as an IFPUG *Certified Function Point Specialist (CFPS)*.

I wish you success in the examination. I am sure that after obtaining the certification you will use it with genuine pride and will provide competent service to the industry.

Please do not hesitate to call or write to the IFPUG Executive Office if you have any questions.

Sincerely,

Greg Allen
Chair, IFPUG Certification Committee

About IFPUG

The International Function Point Users Group (IFPUG) is a membership governed, non-profit organization, committed to promoting and supporting the use of Function Point Analysis and other software measurement techniques. As indicated by its name, IFPUG endorses Function Points (FPs) as its standard software sizing metric.

In support of its mission to encourage and promote function point use, IFPUG offers several benefits through its membership:

- Discounts on conference and workshop registration fees;
- Access to its Counting and Management Reporting "Hotlines", *Metricviews* Newsletter, Updates to publications, Vendor list, Membership Directory and more...

Membership in IFPUG is approximately 550 companies worldwide, representing 26 countries.

Combined membership of IFPUG and its affiliate members is approximately 1200 companies worldwide. Please contact the IFPUG Executive Office for complete membership information:

IFPUG
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ifpug@ifpug.org or <http://www.ifpug.org/>

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Why CFPS?

As the use of Function Point Analysis continues to grow, it is essential that individuals with a specialized level of knowledge be distinguished. The Certified Function Point Specialist (CFPS) designation is a formal recognition of a level of expertise in the area of Function Point Analysis. A CFPS is acknowledged as having the skills necessary to perform consistent and accurate function point counts and comprehension of the most recent counting practices.

The CFPS Program

When you apply for the CFPS Program, you are on your way to demonstrating that you are among the best. You'll join a select group of individuals who have made the commitment to excellence, career advancement, and an ongoing pursuit of knowledge...gaining you valuable recognition in the process.

As one of the distinguished honors of professional achievement for function point practitioners, IFPUG's CFPS Program was designed not only to elevate professional standards and evaluate individual performance, but to recognize and distinguish those who have reached one of the highest levels of achievement in Function Point Analysis.

The CFPS: A Recognized Success Path

Throughout the function point industry, the CFPS is known and appreciated. Not only is it the mark of distinction, but it offers you a wide range of important benefits:

- **Expanded Knowledge** - By preparing for the exam, you will gain a thorough understanding of the most current Function Point Counting Practices.
- **Heightened Professional Recognition** - A symbol of knowledge and accomplishment, the CFPS designation is highly regarded by colleagues and employers. Many CFPSs credit the completion of the program for personal and professional achievement. Use it with your name on letterhead, business cards and all forms of address.
- **An Opportunity** - to demonstrate to current and potential employers that you possess a superior level of experience and expertise in counting function points.

Examination Length/Offerings Schedule

The duration of the exam is 3 hours. If you are taking the English exam and you are granted the English as a Second Language extension you will have 3 ½ hours to complete the exam. The English version of the automated exam is available in all countries where Prometric has testing facilities. For details visit www.prometric.com/IFPUG. A list of regional paper-based exams currently scheduled is available at <http://www.ifpug.org/certification/sites.htm>. As the automated exams are translated into additional languages the paper based exams will be retired.

Fees

A member fee of \$250 USD or student-member fee of \$50 USD is payable with the filing of the application. Fifty dollars (\$50 USD) of this fee is a processing charge and is non-refundable.

No refunds are available for the automated exams.

How to Prepare For The Exam

The exam consists of three sections: (1) Definitions, (2) Implementation and (3) Case Studies. Both the Definition and Implementation sections are multiple choice. Study Hints:

- Study the IFPUG Counting Practices Manual, Version 4.3. Don't forget to review the counting examples!
- Count! The more you count, the better your chances of achieving a passing grade.
- Read the CFPS Overview and Helpful Hints documents at <http://www.ifpug.org/certification/>.

If you are taking the automated exam, do not bring any reference materials or other tools with you to the exam. This includes paper, pencils, calculators, CPM, Quick Reference Guides, and translation dictionaries. The CPM, Quick Reference Guides and a calculator will be available on-line during the exam.

If you are taking a regional paper based exam bring your own bound copy of the CPM, quick reference card, paper, pencils and calculator.

A Successful Exam

A good command of the English language, or the language in which you take the exam, plus a thorough understanding of Function Point Analysis is a must. Although not a prerequisite, most of the successful candidates have counted at least 15,000 Function Points. To pass the exam, an individual must have at least 90% correct on each section of the exam **or** at least 90% overall correct with at least 80% correct on each section of the exam.

Eligibility

Effective July 1, 2003, a Regular Membership, Affiliate I Membership, or Academic Membership in IFPUG is required to hold the CFPS designation.

The CFPS Program does not discriminate on any basis including race, sex, religion, age, national origin, or disability.

Five Steps to Earn Your CFPS Designation

- 1 Prepare for the exam by studying the most recent Version and Release (example: Version 4, Release .2.1 = 4.2.1) of the *IFPUG Counting Practices Manual*.
- 2 Read the CFPS Code of Ethics located at <http://www.ifpug.org/certification>. All candidates must agree to abide by the CFPS Code of Ethics and all exam copyright and confidentiality restrictions.
- 3 To register for the automated exam, visit the www.prometric.com/IFPUG site. For a paper based regional exam, complete, sign and return the application located at <http://www.ifpug.org/certification>.
- 4 On exam day, bring two forms of identification. The name used to schedule your exam must exactly match the name shown on your primary identification (ID). Your primary ID must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Acceptable forms of photo ID include: Passport, driver's license, military ID, Government-issued ID card. Your secondary ID must show your name and signature.
- 5 Candidates taking the automated exam receive their score report immediately after their test is completed. Candidates taking a regional paper based exam will receive their results 4 – 6 weeks after the exam.

The Application

DO NOT use prior brochures or bulletins when submitting your application - both fees and rules are subject to change.

How the Program is Administered

The automated exam is graded electronically by Prometric at the time of the exam. Regional paper based exams are graded by the Certification Committee. Any candidate may appeal a decision of the committee in writing to the IFPUG Board of Directors within 30 days of receiving the decision, stating a reason for the appeal. The Board will have the final decision on any candidate's status.

Awarding the CFPS Designation

Successful candidates will receive their CFPS certificate in the mail 4 – 6 weeks after passing the exam and their membership is confirmed. The certificate states that IFPUG recognizes them as a Certified Function Point Specialist (CFPS) with reference to IFPUG's Counting Practices Manual Version X.X. By sitting for the exam and accepting their certificates, the CFPS agree to: (1) hold IFPUG harmless from any and all liability arising out of their professional activities, and (2) abide by and uphold the IFPUG Code of Ethics.

Confidentiality

IFPUG recognizes each individual who achieves the CFPS designation by publishing their name in the IFPUG newsletter, *Metricviews*. The name of the CFPS and their certification date are posted on the IFPUG website for a general search. In addition, for the IFPUG members only CFPS search, the CFPS' company name and contact information is added to facilitate networking within the CFPS community.

All other information about CFPSs and CFPS candidates is strictly confidential and will NOT be released without prior permission of the individual.

Alternatives If You Don't Obtain Certification The First Time

You may retake the exam as many times as you wish for the standard exam fee; however, a retake cannot occur within a 14 day period.

How to Re-Certify or Extend Certification

The CFPS Certificate will be valid for a period of three (3) years.

Effective July 1, 2003, all individuals must be members of IFPUG in order to sit for the CFPS exam or to apply for the Certification Extension Program, and must remain a member in good standing for the duration of his/her CFPS certification period. CFPS certificates for individuals who pass the CFPS exam or who successfully extend his/her certification via the Certification Extension Program will expire at the end of each IFPUG fiscal year, i.e. each June 30. New certificates will then be issued, throughout the duration of the overall certification period, to individuals whose IFPUG member dues are paid in full. If an individual allows his/her IFPUG membership to lapse, then his/her CFPS certification will expire.

You may remain certified by: (1) Taking the CFPS examination in the third year of certification **or** (2) Applying for extension through the CFPS Certification Extension Program. Details regarding the CFPS Certification Extension Program can be found in the Certification section of the IFPUG website.