

FOR OFFICE USE ONLY

Date Received:

Date Approved:

IFPUG CERTIFIED SNAP PRACTITIONER Registration

INSTRUCTIONS:

1. Type or print entire application clearly.
2. Send Registration, along with fee to
IFPUG, 50 Millstone Road Building 200, Suite 215, East
Windsor, NJ 08520 USA

Phone: 609/799-4900

Fax: 609/799-7032

Email:

ifpug@ifpug.org

Note: All Certified SNAP Practitioners must be IFPUG Members.

Name: _____

Date: _____

Company Name: _____

Mailing Address: _____

City: _____ Province/State: _____ Zip/Postal Code: _____

Country: _____ Daytime Telephone Number: _____

Email address: _____

CSP Exam Date: _____ CSP Exam Location: _____

In signing below, I certify that:

1. All of the information on this application is accurate to the best of my knowledge.
2. I understand that falsification of any kind may be sufficient for rejection or withdrawal of certification and forfeiture of all fees.
3. I have read and agree to abide by and uphold the Certified SNAP Practitioner Code of Ethics.

Applicant's Signature: _____

Date: _____

Fees: \$175 per exam + venue and hosting costs, if any

Method of Payment: (Application accepted by fax only when paying by credit card.)☐ Application Fee enclosed. **Purchase Orders are not accepted.** Make checks or money orders payable to IFPUG in U.S. funds only and drawn on a U.S. bank.☐ Charge To: ☐ MasterCard ☐ VISA ☐ American Express

Member Number _____

Affiliate Type _____

Account Number _____

Expiration Date _____

Authorization Signature _____

Payments to IFPUG are not deductible as charitable contributions for Federal Income Tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

IFPUG Certified SNAP Practitioner

Code of Ethics

As an IFPUG Certified SNAP Practitioner:

1. I will promote the understanding of IFPUG Software Non-functional Assessment Process (SNAP), methods and procedures.
2. I have an obligation to the SNAP community to uphold the high ideals of personal knowledge as evidence by the certification held.
3. I have an obligation to serve the interest of my employers and/or clients loyally, diligently and honestly.
4. I will not engage in any conduct or commit any act, which is a discredit to the reputation or integrity of the SNAP program, IFPUG, or the information system community.
5. I will not imply or otherwise convey that the CSP designation is my sole claim to professional competence. I will continuously strive for professional knowledge and growth.
6. I will not engage in any activity during the administration of the exam, which could provide any of the participants, including myself, with an unfair advantage for successful completion of the exam.

By accepting their certificates, Certified SNAP Practitioners 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.

Please contact the IFPUG Executive Office with any questions you may have.

IFPUG
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Princeton Junction, New Jersey USA 08550
609-799-4900 Voice, 609-799-7032 Fax
<http://www.ifpug.org>
ifpug@ifpug.org

Exam Day Rules

1. Failure to comply with the following instructions or instructions of the proctor may result in invalidation of your exam.
2. Please turn off all cell phones and pagers. Use of electronic devices is prohibited during the exam; however, non-programmable calculators are permitted. The use of a calculator on cell phone is prohibited.
3. **Talking to anyone other than the proctor is not permitted during the exam.**
4. All materials, including the answer sheet, exam booklet, and used scrap paper must be returned to the proctor and you must sign out at the end of the exam.
5. Please legibly print your name in the upper right hand corner of the exam booklet and on all pages of the answer sheet. You may write on the exam booklet and the answer sheet. You will be allowed a short time prior to the start of the exam to read and sign the CSP Code of Ethics and to sign your booklet and answer sheets.
6. The CSP exam is open book. Individuals who wish to utilize the Assessment Practices Manual (APM) during a regional or IFPUG workshop exam ***must*** provide their own copy of the version of the APM being tested. The APM ***must*** be bound (for example, two or three ring binder, spiral binding, tape binding, etc.). A clip is not considered bound. The proctor is required to inspect each individual's copy of the APM to ensure it is bound. The proctor will make the final determination if the APM is considered bound. Unbound copies of the APM will not be allowed and will be confiscated and returned to the individual after the exam has ended. The proctor will not have in their possession additional copies of the APM for use during the exam. Participants may use their own calculators and/or vendor/IFPUG-supplied quick reference cards. In all cases, however, the IFPUG APM shall be used as the basis for scoring the exam. The proctor will ensure that only the APM, a calculator and/or vendor-supplied quick reference cards are used during the CSP exam. The only exception to this is the use of language-translation dictionaries (dictionaries in both directions of translations are acceptable, for example English to Spanish and Spanish to English even if in two books)
7. If the language of the Exam is not your first language you may use a translation dictionary. If a participant has difficulty with the language of the exam because that language is not their native language, or is not one of the primary business languages of the country, they may request an additional fifteen (15) minutes of exam time. Time extension requests must be made **before the exam begins**, and are granted at the sole discretion of the proctor. Note: Time extensions are made on a person by person basis and are not to be given to all participants.
8. The exam is two hours with no scheduled breaks; if you need a break, just leave and return as soon as possible; we will announce time checks at each hour and approximately every five minutes for the last 15 minutes of the exam.
9. Be sure that you have an answer for all multiple choice questions as blanks will be counted as wrong answers.
10. If you believe any questions or answer options are unclear, write a note ***on the answer sheet***, clearly identifying to which question your note refers. ***Only notes on the answer sheet will be considered when scoring the exam.***
11. Raise your hand if you need any clarification; we will not assist in interpretation or provide any answers.
12. Upon completion of the exam, bring the answer sheet, exam booklet, and used scrap paper to the front of the room and sign the sign-out list. Your exam results will be withheld if you do not return all materials and sign out.
13. The exam consists of two sections: Definition and Implementation. A successful exam will have at least 70% in each section and 80% overall score. The exam scores will be published four to six (4-6) weeks after receipt by the IFPUG office.