<u>Attention Supervisors and potential Supervisors: this memo is to explain and clarify the new CPCS application and approval process on the CCALP website (www.ccalp.org).</u>

Initial CPCS Applications:
-   A CPCS candidate will go to www.ccalp.org and on the home page he/she will click on **"Apply Now to Become a CPCS"**

-   Next, the candidate will take the CPCS exam by clicking on **"TAKE THE EXAM" or on the "CPCS Exam Click Here"** button, both will take you to the same place to take the exam at Survey Monkey

-   After passing the exam with an 85% or higher, the candidate will come back to the home page and click on the **"Apply Now"** button to get to the application

-   The CPCS candidate will complete the application, enter in the Exam Score, and will upload their CE certificates in the application
    -   24-hour requirement = 6 Ethics, 6 Foundations, 6 Methods/Models, 6 Advanced/Specialized
    -   Beginning January 1, 2024 - 30-hour CE requirement will go in to effect; these new requirements can be viewed on the CCALP website

-   The Candidate will receive a confirming email that the application has been submitted and is being reviewed by the CCALP management company

-   An invoice will be sent (emailed) to the email the candidate registered their profile with to pay the application fee ($154)

-   The application will be reviewed and once approved and payment is made, the system will generate the CPCS# and will send an email to the candidate will all of the necessary information (this process can take up to 72 hours due to the new payment processing laws)

Annual Maintenance fee:
-   Starting in 2024: There is an annual maintenance fee of $50 due on your anniversary date of when your CPCS was initially awarded. The maintenance fee will begin in 2024.

CPCS Recertifications:
-   Will not open until mid-2024.
-   There won't be any recertifications due until 2024 at the earliest.
-   This process will be communicated at a later date, at this time is looks like 18 hours will be require but a much broader scope of workshops will be accepted.

CPCS Reactivation / Inactivation:
-   On the CCALP homepage, in the top right corner, hover of the 3 lines and click on "CPCS Active & Inactive Requests"
-   The next page outlines the Reactivation and Inactivation directions, and there is a green button to click on for Reactivation, and a red button to click on for Inactivation