AMERICAN INSTITUTE
OF
PARLIAMENTARIANS®

CERTIFIED PARLIAMENTARIAN
EXAMINATION POLICIES

ACCREDITING DEPARTMENT POLICIES FOR EXAMINATIONS FOR CERTIFIED PARLIAMENTARIAN

Accrediting Policies are subject to change without notice. Parliamentary authorities used on the examination may be changed by the Annual Session, with notice. Contact accrediting@aipparl.org if you have specific questions about a policy.

To be awarded the Certified Parliamentarian Credential, a candidate must:

- Be a current member of AIP
- Score 80% or higher on the examination
- Submit 20 activity points earned within the past 7 years
- The final certification award decisions are made by the Accrediting Department

Specific policies are noted below:

1. Examination Preparation

Required Authorities:

- *AIP Standard Code of Parliamentary Procedure* (2023)
- *Robert's Rules of Order Newly Revised* (2020)
- Joint Code of Professional Responsibility for Parliamentarians (2020) {LINK}

Recommended Study Materials:

- *Fundamentals of Parliamentary Law and Procedure*
- *Parliamentary Law* by Henry M. Robert
- *AIP Study Manual*

Additional Resources:

- AIP Practicums & Annual Session
- *Parliamentary Journal*
- AIP Bookstore: https://www.aipparl.org/bookstore/

2. Examination Fees, Deadlines, and Cancellation

- Examination fees and application deadlines are on the AIP website. Apply and pay for the examination through the "Events" portal on the AIP website.
- The activity points form and documentation must be submitted with the examination application.
- Cancellations made 7 or more days before the examination window will allow the fee to be applied during the next examination window. Otherwise, the fee is forfeited.

3. Examination Proctor

- Nominate two potential proctors; the proctor must be physically present during the examination.
- The proctor must be a CP, CPP, or other qualified person. Qualified persons can be an independent professional such as a librarian, minister, attorney, or teacher.
- Any fee arrangements are between the candidate and proctor.

4. Examination Scheduling

- The candidate and the proctor select the examination date, time, and location within the testing window and inform the Department of this information at least seven days prior to the selected examination date.
- The examination must be completed on a computer. Either the candidate or the proctor

may supply the computer for the examination, and the computer must have internet access.

- The Department will assign an on-call contact to help with any technical issues that may occur with the examination.
- The candidate and monitor will be notified three days before the examination with examination instructions, computer links for the examination, and the on-call assistant's contact information. The links may only be used one time and should not be accessed prior to the examination.

5. Taking & Grading the Examination

- The CP examination is a closed book exam. No physical or electronic devices or materials are allowed. The proctor may provide blank paper for the candidate to take notes; however, these notes, and any photos, or documentation may not be taken from the examination site by the candidate. The proctor shall destroy any notes taken by the candidate immediately following the examination.
- Last minute accommodation changes can be arranged by notifying the on-call contact.
- The proctor must monitor the entire examination and report any irregularities to the on-call contact.
- The examination is blind graded by evaluators who each are CPs or CPPs.
- The final score is cumulative from all three parts of the examination.
- Results will be provided to the candidate within two months.