



International Association for Property and Evidence, Inc. Requirements & Application Procedures for Corporate Certified Property & Evidence Specialist Certification

Requirements:

There are five criteria that must be met in order to become a Corporate Certified Property & Evidence Specialist:

1. Applicant must have attended & completed the I.A.P.E. two day "Property & Evidence Management Course"
2. Applicant must have served as a Property/Evidence Custodian for either:
 - a. One year as a full time assignment, or
 - b. A total of 2080 hours (one year equivalent) as a part time assignment

NOTE: The period of service must be certified by the Director of Security
3. Submit an application & testing fee for the Online CCPES Certification Test
4. Achieve a satisfactory grade on the CCPES Certification Test
5. Be a current, dues paid member of I.A.P.E. & maintain membership during the period of certification.

Procedures:

Here are the steps for the CCPES application procedure:

1. Complete the CCPES application form
2. Have your Director of Security sign the confirmation of your length of service as a Property/Evidence Custodian (see the CCPES application form)
3. Send your completed CCPES application form along with either a check or money order in the amount of two hundred dollars (\$200) made payable to: "I.A.P.E." Credit Card payment can be made using MasterCard, VISA, or AMEX credit card authorization for the same amount, to:
International Association for Property & Evidence, Inc.
903 N. San Fernando Blvd. (Suite 4)
Burbank, CA 91504

CCPES Online Test Information:

Once your application and payment have been received and processed you will be sent an e-mail message containing the online test administration information and login procedures. To take your online test you will need a computer that has Internet access for a period of 120 minutes. When the test is completed you will be notified of the test outcome. (Note: Should you not pass the test, you will be given one opportunity to take another version of the test. The second exam is covered in your initial fee) The online exam contains fifty (50) multiple choice questions and all of these questions are based upon the I.A.P.E. Professional Standards that can be found on the I.A.P.E. Web site at: www.iape.org

VERY IMPORTANT: Your online test is a timed assessment, once you log into the actual test the clock begins to run. Do Not open the test until you are ready to actually take and complete the exam.

After the successful completion of the CCPES online test, you will be mailed your official I.A.P.E. Corporate Certified Property & Evidence Specialist certificate.

Questions:

Should you have any questions, please contact us at the numbers below:

Questions related to billing and payment: 1-800-449-4273

Questions regarding technology and the online test: 1-631-628-2823