



International Association for Property and Evidence, Inc.

Application Procedures for **Certified Property & Evidence Specialist Certification**

Requirements:

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

1. Applicant must have attended and completed the International Association for Property and Evidence two day "Basic Property & Evidence Course"
2. Applicant must have served in the Property function 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
 - c. NOTE: Period of service must be certified by the Chief of Police or his/her designee (see application form)
3. Submit an application and testing fee to take an Online C.P.E.S. Certification Test
4. Achieve a satisfactory grade on the C.P.E.S. Certification Test
5. Be an active, dues paying member of I.A.P.E. and remain so during the period of certification

Procedures:

Here are the steps in your C.P.E.S. application procedure:

1. Complete the Application Form for C.P.E.S. certification
2. Ask your Chief of Police, or his/her designee, to sign the confirmation of your service in the Property Officer function (full time or part time)
3. Send your completed Application Form along with either a U.S. Postal Service money order, a personal check made payable to: I.A.P.E. in the amount of \$150.00 (one hundred and fifty dollars) or a credit card authorization for the same amount.
 - a. Send Application Form and payment to:

International Association for Property and Evidence, Inc.
C.P.E.S. Certification Application
903 N. San Fernando Boulevard, Suite 4
Burbank, California 91504

C.P.E.S. Test:

Once your application and testing fee have been received and processed, you will be notified of the procedures and time frame for your Online Certification Test. To take the Online test, you will need a computer and Internet access for a period of sixty (60) minutes. You will be notified as to the outcome of your test. Should you not pass the exam, you will be given one opportunity to take another version of the test for the same testing fee. After successful completion of the examination, you will be sent your official I.A.P.E. Certified Property and Evidence Specialist Certificate.

Questions:

Should you have any questions regarding the C.P.E.S. Certification Procedure contact: info@kileyassociates.com or call (631)754-4045.

Apply Today
Become one of the first
Certified Property & Evidence Specialists