



Certified Public Finance Officer Program

Application for CPFO 2017 Certification Examination
Spring Summer Fall
New Candidate

Please Type or Print Clearly

I. PERSONAL INFORMATION

(Type or Print Name as you would want it to appear on certificate)

Name:

(Last) (First) (MI) (Mr./Mrs./Ms./Miss)

(Current Position/Title)

(Organization)

Preferred Mailing Address: Is this your Home or Office

(Note: This is the address where score reports and other program information will be sent. You may want to use your home address for reasons of confidentiality.)

(Number and street name or P. O. Box number) (Suite or Apartment)

(City) (State or Province) (Postal or Zip Code)

Alternate Mailing Address: Is this your Home or Office

(Number and street name or P. O. Box number) (Suite or Apartment)

(City) (State or Province) (Postal or Zip Code)

Daytime Phone: ( ) -

Home Phone: ( ) -

Fax: ( ) -

E-Mail Address: (Admission tickets sent via email)

Date of Birth: / /

Are you a GFOA Member? Yes, member # No, please send membership information

College or University from which you graduated:

Date of graduation: City/State:

Highest Degree Attained: Bachelor's Master's Doctorate Other

**II. EXAMS – Indicate the exam(s) and time(s) you are applying for. You may take up to two exams a day, one in the A.M. time slot, 8:30-12:00 and one in the P.M. time slot, 1:30-5:00. All 5 exams are offered in both the A.M. and the P.M. time slots unless otherwise indicated.**

Exam Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_

\_\_\_ Governmental Accounting, Auditing and Financial Reporting \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

\_\_\_ Debt Management \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

\_\_\_ Operating and Capital Budgeting \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

\_\_\_ Treasury and Investment Management \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

\_\_\_ Retirement & Benefits, Risk Management and Procurement \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

**III. EXAMINATION FEES**

\_\_\_ \$295 for the first examination in the CPFO program

\_\_\_ \$145 for each subsequent examination

**Total Amount to Charge \$ \_\_\_\_\_**

The examination fee is payable in U.S. dollars by check, money order, MasterCard® or Visa® credit card. Please indicate method of payment below.

\_\_\_ Check enclosed (Payable to Radford University)

Charge to:

\_\_\_ MasterCard®

\_\_\_ Money order enclosed

\_\_\_ Visa®

**Card number:** \_\_\_\_\_

**Expiration date:** \_\_\_\_ / \_\_\_\_



**Security Code:** \_\_\_\_\_

The examination fee and documentation of eligibility should be mailed with this application to:

Governmental & Nonprofit Assistance Center  
P.O. Box 6953 Radford University  
Radford, VA. 24142

**IV. CANCELLATION AND TRANSFER POLICY**

Cancel or transfer four (4) weeks or more prior to exam = \$50 fee per exam

Cancel or transfer less than four (4) weeks before exam = \$75 fee per exam

Register or transfer location after application deadline = \$50 fee

No show/fail to appear for assigned exam(s) – NO REFUND

The application, documentation and payment must be submitted at the same time. An application that is incomplete, incorrect, illegible or missing documentation will be returned.

I, the undersigned, certify that the information I have provided is correct. I have read the *Candidate's Guide* and agree to abide by regulations contained therein. I attest to my meeting eligibility requirements for participation in the GFOA Certification Program as described in the *Candidate's Guide*.

I understand that the CPFO designation will be revoked if an individual is convicted as an adult of a felony or misdemeanor including fraud, theft, breach of fiduciary responsibility, or legal malfeasance.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### V. CHECKLIST BEFORE MAILING

**NOTE: If you have already taken at least one exam in the series, you need NOT submit another transcript. Please provide current personal information in section one (I) and update employer and title/position information on page 4 (Work History Form) of this application.**

\_\_\_\_ Complete all four pages of this application.

\_\_\_\_ Sign this application.

\_\_\_\_ Attach an official copy of your college/university transcript indicating receipt of at least a baccalaureate degree from an accredited institution. ***A candidate-produced photocopy is not acceptable.***

\_\_\_\_ Attach the completed "Work History Form (page 4)" indicating at least three years of government work experience during the past ten years.

\_\_\_\_ Enclose a check, money order or indicate payment by credit card.

\_\_\_\_ Mail all materials to the address indicated on page 2.

**It is the candidate's responsibility to establish proof of delivery of application to GFOA. Confirmations, via email, will be sent upon receipt of application. If you are mailing your application less than 5 days before the deadline, it is suggested that you use certified mail or other traceable form of delivery.**

**CPFO CERTIFICATION EXAMINATION - WORK HISTORY FORM**

Please use this form to complete your government work experience. Once all five examinations have been successfully completed, a candidate must meet the following work experience: At least three (3) years of primary government employment during the last ten years. Only full-time permanent positions should be entered. List positions in chronological order, beginning with your current or most recent government position.

*(Please Type or Print)*

<b>Position/Title</b>	<b>Government Employer</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __
_____		__ / __	__ / __

**Attach this completed form to your "Application for CPFO Certification Examination"**