



QUALIFICATION APPLICATION AND CODE OF ETHICS FORM

(Please Print)

I am registering for the: 20_____ Spring CAPP Exam Fall CAPP Exam Spring CAPA Exam Fall CAPA Exam

Name: _____ **Title:** _____ **Company:** _____
(MUST Match Government Issued ID Exactly)

Primary Contact Information: Work Home

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact Information: Work Home

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Member/Customer ID Number (if applicable): _____

REQUIREMENTS (If a degree is necessary to meet education requirements, you must submit a copy of your degree as part of the application.)

CAPP: Management/Professional Experience

Check One: 2 or more years with a Bachelor or higher degree 3 or more years with an Associate degree 5 or more years with no degree

CAPA: Experience

Check One: 1 year or more with an Associate or higher degree 3 or more years with no degree

EMPLOYMENT (Attach additional sheet if necessary)

Company Name: _____ Title: _____ Phone: _____ Employment Date: From: _____ To _____

Company Name: _____ Title: _____ Phone: _____ Employment Date: From: _____ To _____

Company Name: _____ Title: _____ Phone: _____ Employment Date: From: _____ To _____

Company Name: _____ Title: _____ Phone: _____ Employment Date: From: _____ To _____

Please provide current employer contact information for employment verification purposes.

Manager Name: _____ Title: _____ Phone: _____

CODE OF ETHICS

It is mandatory for all members of The Institute of Financial Operations as well as CAPP and CAPA candidates and certificants to adhere to the Code of Ethics set forth in the principles listed in detail below. The Institutes' Code of Ethics contains four principles or components. They are: integrity, objectivity, confidentiality, and professional competency.

Integrity

The principle of integrity establishes the expectation of one to be honest and straightforward in all professional activities, dealings with other professionals, and when representing The Institute in any public forum. This principle also specifies that one should not falsify information within their organization or provide misleading or false statement to others.

Objectivity

The principle of objectivity establishes the expectation of one not to compromise their professional or business judgment because of bias, undue influence of others or conflict of interest. One may be exposed to such situations and should make every effort to avoid the situation. If there are any known conflict of interest situations, they should be remediated immediately.

Confidentiality

One should maintain confidentiality of The Institute, company, and competitor information.

- One should not disclose confidential information acquired as of a result of professional and business relationships without proper and specific authority unless there is a legal duty to do so.
- One should maintain confidentiality even in a social environment.
- One should maintain confidentiality disclosed by a prospective employer or competitor of others.

Professional Competency

This principle establishes the following standards:

- To maintain the professional knowledge and skill at the level required ensuring that the position held is performed at the highest competency.
- To act diligently in accordance with applicable technical and professional standards while supporting their organization or company.
- One is expected to provide their staff with training along with an awareness of all of The Institutes' educational offerings and material.
- Professional competency encompasses the responsibility to act in accordance with the requirements of an assignment or position and to ensure that all deliverables are completed in an accurate and timely manner.

PAYMENT INFORMATION

CAPP Exam	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing	CAPA Exam	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing
Qualification Fee	\$25.00	\$50.00	Qualification Fee	\$25.00	\$50.00
Exam Fee	\$275.00	\$445.00	Exam Fee	\$175.00	\$345.00
Total:	\$300.00	\$495.00	Total:	\$200.00	\$395.00

CAPP Manual	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing	CAPA Manual	<input type="checkbox"/> Member Pricing	<input type="checkbox"/> Non-Member Pricing
	\$129.99	\$199.99		\$89.99	\$129.99

CAPP/CAPA Manual Shipping \$19.95 Standard \$42.95 Expedited

* Shipping costs vary for Hawaii and Alaska, and International.

*Taxes are added to manuals shipped to a Florida address.

Manual to be shipped to: Work Home
(Note: We are unable to ship to P.O. Boxes)

If paying by check:

OR

If paying by credit card:

Make check payable to:
The Institute of
Financial Operations
Tax ID # 59-3217295

Total Amount to be Charged: \$ _____

Card Type: American Express Discover Visa Master Card

Card # _____ Exp. Date _____

Name on CreditCard _____

Signature of CardHolder _____

Corporate Card

STATEMENT OF UNDERSTANDING

I certify that the information given by me in this application is accurate. I understand that any knowingly false statement herein or lack of compliance with the above Code of Ethics is grounds for rejection of this application and once certified any violation of the above Code of Ethics will result in annulment of certification.

Signature of Applicant: _____ Date: _____

Please submit your completed application and applicable supporting information via mail, email or fax.

For Questions or additional information please contact The Institute of Financial Operations Certification Department at (407) 351-3322 or at Certification@FinancialOps.org.



The Institute of Financial Operations
3319 Maguire Boulevard, Suite 125, Orlando, FL 32803 - Phone: (407) 351-3322
Fax: (407) 378-2949
All Rights Reserved
Copyright 2018 by The Institute of Financial Operations