

CERTIFICATION GUIDEBOOK



Certified Job Order Contracting Professional Credential

Center for Job Order Contracting Excellence

Revised, Effective November 1, 2021

Congratulations on considering certification as a Certified Job Order Contracting Professional (CJP)

The Certified Job Order Contracting Professional (CJP) credential, the only professional credential focused entirely on the Job Order Contracting method of project delivery, has been offered by the Center for Job Order Contracting Excellence (CJE) since 2011. This certification is rapidly garnering recognition by Owners, Consultants and Contractors alike as the premier identifier of excellence in Job Order Contracting.

The CJP Certification is a rigorous program that assesses an individual's knowledge of Job Order Contracting in various stages of project delivery. The certification exam is a comprehensive review of the materials learned through a combination of the candidates work experience and the mandatory certification training program. Further, triennial renewal of the certification requires continuing education and active participation in the industry to ensure certified individuals maintain current knowledge and a high level of competency.

The CJP credentialing program is overseen by the CJP Certification Board, whose members maintain the quality and standards of the credential through peer review of applicants, exam questions and renewal requirements on an ongoing and continuous basis. In this way the credential is assured to meet the demands of an ever-changing industry and the high expectations of Owners, Contractors and CJP certification holders alike.

CJE has developed this guidebook to assist candidates for the CJP with the qualification and application process, including:

- CJP qualification requirements
- Information about the mandatory training program
- How to apply for the CJP credential
- Certification exam
- Program fees
- An overview of the certification renewal requirements

NOTE: Use this guidebook if you are applying for CJP or Associate CJP, as the application and requirements for both certification levels are included herein.

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INTRODUCTION AND OVERVIEW

The Center for Job Order Contracting Excellence, Inc. (CJE) is a not-for-profit corporation, established in 1994, that serves as the national resource center for Job Order Contracting and related IDIQ contracting methods. CJE's membership consists of general and specialty contractors, public entities and private owners, suppliers, attorneys, educators, architects, engineers and more, who are dedicated to providing resources, education and networking to share industry best practices for the proper use of Job Order Contracting.

The Certified Job Order Contracting Professional (CJP) credential was developed in 2011 to provide recognition for those who have effectively and professionally practiced the delivery of programs and projects using Job Order Contracting. The CJP credential is the only construction industry credential focused solely on Job Order Contracting and related delivery methods, and CJE actively works with educational institutions to maintain industry authority for JOC education and credentialing.

The CJP certification process is overseen by the CJP Certification Board, which is comprised of CJP certified professionals who oversee the application, examination, certification and certification renewal processes.

In addition to continued promotion of the CJP to owners and contractors at all levels, CJE is moving toward gaining CJP program accreditation through the International Organization for Standardization (ISO) 17024 certification of personnel as administered in the United States by American National Standards Institute (ANSI).

CERTIFICATION PROCESS OVERVIEW

The CJP certification process consists of four basic steps:

- 1) Eligibility determination
- 2) Completion of mandatory training
- 3) Pass a comprehensive examination
- 4) Application for certification

All applicants for the CJP credential are expected to perform a self-evaluation for compliance with the eligibility requirements prior to submitting an application. The application fee is non-refundable, and applicants who do not demonstrate compliance with the eligibility requirements for the CJP or Associate CJP credential will be denied certification.

Individuals interested in the CJP credential should review the information contained in this guidebook and submit their completed application to the CJP Certification Board as specified. All applications will be evaluated; however, applications will not be considered until all required items are received by the Certification Board, including:

- 1) A completed application form with all required information provided
- 2) A professional resume and experience narrative
- 3) Verification of degree (if using education to reduce experience requirement)
- 4) Three references (at least 1 owner and 1 contractor required)
- 5) Payment of application fee in full

The JOC training program is open to anyone wishing to improve their knowledge of JOC project delivery; however, it is mandatory for anyone wanting to earn the CJP credential. It may be completed on-line at the student's own pace, or by attending a live, in-person 3-day training session scheduled at least once each calendar year by CJE in partnership with University of Texas. Training may be completed prior to application for the CJP credential, or an applicant may indicate their in-person training session date on their application and have their application for the CJP credential held until training is completed.

Once an applicant has fulfilled all application requirements and completed the JOC training program they will be provided with login information to attempt the 100-question comprehensive examination. The applicant will have a window of one week to attempt the exam, which covers five areas of JOC practice and requires a passing score of 75% to be achieved within the allotted time to successfully earn the credential.

No time estimate exists for the process of eligibility determination, training completion, application and examination. Because candidates choosing the in-person training option may have to wait for a class to be scheduled by CJE, applicants are allowed **one year** to pass the examination from their application date if they submit their application in advance of completing the training. An extension may be granted if an in-person class is not scheduled in a timely manner, or for extenuating circumstances, upon receipt of a written request with supporting documentation provided by the candidate.

NOTE: Candidates who submit their application for certification within 30 days of completing their in-person training program receive priority scheduling for consideration by the Board.

CERTIFICATION ELIGIBILITY REQUIREMENTS

Eligibility for the CJP credential is determined from applicant provided information, including experience, education, resume and professional references as described in the following sections. Applicants who meet 3 or 4 of the 5 functional area qualifications for the CJP credential, may choose to submit this application for the CJP Associate (CJP Assoc) credential.

Education

There is no formal education requirement to qualify. An applicant may choose to substitute a post-secondary degree or trade certification in place of a portion of the experience requirement when the degree or certification meets specific criteria as follows:

- The degree or certification is in one of the following acceptable disciplines - Architecture, Architectural Engineering, Engineering, Engineering Management, Construction Management, Construction Engineering, Construction Technology, Construction Science, or a related field acceptable to the CJP Certification Board.
- The degree or certification was earned from an institution accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA).

If the criteria above are met, a post-secondary degree or trade certification will substitute for a portion of the required experience as follows:

- An associate's degree or trade certification substitutes for 1-year of experience, or
- A Bachelor's Degree or higher substitutes for 2-years of experience

Experience

To qualify for the CJP credential, an applicant must demonstrate at least 6 years (72 months) of experience working with the Job Order Contracting method of project delivery, which includes comparable federal/military delivery methods (IDIQ, SABER, SATOC, TOC, POCA, etc.). The experience demonstrated must show some amount of time spent in ALL 5 of the following functional areas:

- General JOC Construction
- JOC Procurement Processes
- JOC Contracts and Legal Considerations
- JOC Pricing and Cost Estimating
- JOC Program Operations and Management

The applicant's qualifying experience in each functional area must be verifiable through the supervisor/contact identified for each employer listed on the application. Enough employers must be listed to cover the full 6 years and 5 functional areas of experience required.

Candidates who meet the time criteria but only part of the functional area requirement, or who meet the functional area criteria but lack the full amount of experience time required, should apply for the Associate CJP credential rather than the CJP credential.

References

A total of **3 letters of reference** must be submitted by the applicant. The letters must include at least one from an owner, and at least one from a JOC Contractor who performs as a General Contractor (letters from sub-contractors to the applicant's employer are discouraged). The third reference may be from an owner, JOC Contractor, specialized JOC Consultant, or from another CJP certified individual knowledgeable of the applicant's JOC experience. Although not required, it is preferable that the professional references be different people than those identified as experience supervisors/contacts. **Please ensure the references are specific and directly related to the functional areas identified in this application. General references will be rejected as not relevant to this application process.**

APPLICATION PROCESS

Application Procedures

Applicants for certification must complete the application within this guidebook and submit it along with all required supporting items by mailing them, or by scanning and emailing them to CJE. References may send their letters directly to CJE as well, and should identify the name and address of the applicant for whom they are providing the reference letter.

Application Review and Acceptance Process

The CJP Certification Board reviews all applications after receiving a completed application packet, reference letters, verification of certification exam passing score, and application fee from an applicant. After the application is reviewed applicants will be notified of their status.

An application for CJP may be rejected if it is incomplete, the minimum experience is not indicated, experience in the functional areas is not evident, all 3 reference letters are not relevant or received, a passing score was not achieved on the certification exam, and/or the application fee is not received. Applicants will be notified if there are deficiencies in the application and provided the opportunity to correct or complete the application before being denied the CJP or CJP Associate credential.

TRAINING AND EXAMINATION

Mandatory JOC Certification Training

The JOC training program is open to any person wishing to improve their knowledge about JOC project delivery. Completion of the training program does not require an individual to apply for the CJP credential, but it must be successfully completed by any person who does wish to sit for the CJP exam. The training is available in two formats, either of which satisfies the requirement necessary to sit for the CJP exam:

- A 3-day in-person interactive training experience. The in-person JOC Training Program is conducted over 3 consecutive days at a time and location scheduled by CJE at least once per calendar year.
- The on demand on-line JOC Training Program that contains recorded presentations with accompanying material representing approximately 3-days of content.

Both training formats contain the following content:

Module 1: Introduction to Job Order Contracting

Module 2: Legal Considerations and Contract Overview

Module 3: Procurement and Selection Processes

Module 4: Job Order Pricing and Cost Estimating

Module 5: Operations, Management and the JOC Operations Manual

Module 6: Case Studies

Upon completion of the mandatory training, candidates will be permitted to attempt the CJP Certification Exam.

CJP Examination

The CJP Examination is a comprehensive on-line examination that tests the candidate's knowledge of Job Order Contracting in the 5 functional areas covered by the candidates experience and the JOC training program.

Upon completion of the mandatory training candidates will be provided login credentials to attempt the CJP Certification Exam. Login credentials are valid for no more than two-weeks from the time they are issued.

Upon logging into the exam system, candidates are allotted 2 hours to complete the exam, which consists of 100 multiple-choice questions. To successfully pass the exam a candidate must answer 75% of the questions correctly. The candidate's score is displayed immediately upon submitting their exam.

Questions on the CJP exam are based on the materials covered in the CJP training program and commonly available JOC knowledge. Exam questions are developed, reviewed and updated by a combination of JOC subject matter experts, including owners, practitioners and educators.

Retesting

A candidate who is unsuccessful at their first exam attempt will be allowed one retest attempt using their original exam login credentials. There is no waiting period required between the first and second exam attempts; however, the first retest is only available until the candidate's login credentials expire.

Additional retests may be attempted by a candidate who is unsuccessful at their first two attempts under the following conditions:

- Submit a written request for additional exam attempts along with the required retest fee to the CJP Certification Board
- If additional attempts are granted, the candidate will be provided with a new set of exam login credentials after a 30-day waiting period. These credentials are only valid for a 2-week period from issuance.
- No more than two additional retest attempts will be allowed without retaking the course.

Any candidate who is unsuccessful at the CJP certification exam after the two additional retest attempts will be allowed to register for and retake the mandatory training and exam within the next year without having to reapply for the CJP credential. After one year the candidate must reapply in order to continue.

Exam Security

The CJP exam content is the sole property of CJE. Any attempt to copy or distribute the information contained on the exam is a violation of the law, unless such reproduction is done after obtaining written consent from the CJP Certification Board. Consent is only provided for in-person proctor testing. Any copying of the test is a violation of the law and the candidate will forfeit all fees, certificates, credentials, and will be reported to the proper legal entity.

CERTIFICATION

An applicant who completes the mandatory training, passes the CJP examination, and meets the credentialing requirements shall be granted the designation of Certified Job Order Contracting Professional, and may use the letters **CJP** in their signature, resume, bio, etc. to signify having earned this professional credential.

An applicant who meets all required criteria but is lacking in years of experience in all 5 areas or lack comprehensive functional area coverage, can be granted the designation of Associate Certified Job Order Contracting Professional, and may use the letters **CJP Assoc** in their signature, resume, bio, etc. to signify having earned this level of the professional credential. Upon completion of the required experience, CJP Assoc can re-apply to become a full CJP.

Each newly certified individual shall receive a certificate suitable to frame and display to signify their accomplishment. The certificate includes the individual's certification identification number and the date of their credential expiration.

Verification of Credentials

CJE provides a directory of individuals who have earned the CJP or CJP Assoc credential on the CJE website. In addition, an individual's certification status may be verified by request to the CJP Certification Board in writing through the CJE office. The CJP Certification Board will respond by providing only the certification number and expiration date for the individual identified.

Replacement Certificates

A certified individual may request a replacement certificate directly from CJE. Only the credential holder may request a replacement certificate. The replacement certificate will be issued upon receipt of the required fee.

CERTIFICATION RENEWAL

Individuals having earned certification must renew their credential every three years. Credential renewal requires submittal of a renewal application with the required information regarding demonstration of continuing professional development and payment of the renewal fee.

Continuing professional development units are earned in a variety of manners as described in the *Certification Renewal Guidebook*. A total of 30 professional development units are required each triennial renewal period, with no carryover allowed. Some examples of ways which professional development units may be earned are:

- Active participation on CJE committees
- Presentations about Job Order Contracting at conferences
- Service on the CJE Board, as a Chapter Officer, or on the CJP Certification Board
- Participate in JOC related training, seminars or webinars

Details related to certification renewal can be found in the *Certification Renewal Guidebook* located on the CJE website. Please refer to that guidebook for details.

CERTIFICATION UPGRADE FROM ASSOCIATE CJP TO CJP

Individuals certified as an Associate CJP who believe they now meet the requirements for the full CJP credential should refer to the *Certification Renewal Guidebook* for requirements.

FEE SCHEDULE

The following fee schedule applies to the application, training, examination and renewal processes described in this handbook:

CJP Certification & JOC Training Program Fees (US\$)				
Effective November 1, 2021				
	CJE Membership Type			Non-Member
	Sustaining, or National	Regional, Owner, or Public Entity	Individual	
In-Person Training Registration	\$1,495	\$1,595	\$1,625	\$1,695
Online Training Registration	\$1,050	\$1,150	\$1,250	\$1,295
CJP Certification Exam	\$125	\$125	\$125	\$175
Application for Certification	\$150	\$150	\$150	\$200
CJP Exam Retest	\$100	\$100	\$100	\$150
Certification 3-year Renewal	\$200	\$200	\$200	\$250
Replacement Certificate	\$50	\$50	\$50	\$50

CJP PROGRAM POLICIES

Contact Information

Applicants/candidates and certified individuals are expected to keep CJE informed of the current and correct contact information, and are required to notify CJE promptly of any change in their contact information. Your contact information is needed to ensure CJE and the CJP Certification Board have correct information to contact you regarding the certification/renewal processes. Further, the CJP Certification Board uses the name you provide on your application as the official name for your certificate and your listing in the CJP directory.

Non-Discrimination and Equal Opportunity Statement

CJE, the CJP Certification Board and The CJP certification program do not discriminate against any person on the basis of age, sex, race, religion, national origin, disability, marital status or sexual orientation.

Neutrality and Impartiality

The members of the CJP Certification Board have pledged to maintain neutrality and impartiality in all aspects of the certification process, including avoiding any real or perceived conflicts of interest, including but not limited to:

- Giving preferential treatment
- Realizing any personal benefit or gain
- Taking any discriminatory or unethical action
- Taking any action that reflects negatively on the CJP credential, on CJE or on the other members of the CJP Certification Board.

Confidentiality of Information

CJE and the CJP Certification Board strictly maintain the confidentiality of all information provided by applicants/candidates and their references or employers. All information retained by CJE is stored in confidential files with access provided only to authorized persons. CJE staff, Board and Committee members, and members of the CJP Certification Board are bound by an oath of confidentiality.

No personal information will be released without the written permission of the individual concerned. CJE will not rent or sell its CJP program contact list.

Special Accommodation Requests

If you require special accommodations please contact the CJE office at least 30 days prior to the date of your training to ensure your needs are met. Special accommodations may include access, audio or video assistance, dietary restrictions, or other needs defined by the candidate.

Opting Out

Although most information related to an applicant, candidate, certified individual is kept confidential as described above, CJE does provide a CJP directory on the CJE website, and will provide verification of certification to requesting individuals. If an individual does not wish to have their information included on the CJP directory, or to be verified if a request to verify is received by CJE, the individual may opt out of these services. Requests to opt out should be made in writing to the CJE office.

Warranty

CJE warrants that individuals who have earned the CJP credential have met all qualification requirements and achievement standards described in this guidebook. Applications and references for all certification candidates are reviewed and verified by the CJP Certification Board, and approved applicants must complete the mandatory JOC training program and successfully pass a comprehensive online examination prior to certification.

Although CJE warrants the standards and criteria of the program and credential, CJE does not warrant the quality of services provided to owners, employers or others by individuals who have earned the CJP or CJP Assoc credential. The quality and professionalism of such services are wholly the responsibility of the individual delivering said services.

Appeals

An individual may appeal decisions related to their certification application and the certification process at any of the following actions:

- Denial of certification (Application rejection)
- Rejection of a professional reference
- Examination scoring
- Acceptability of professional development units submitted for certification renewal

Appeals must be made in writing within 30 calendar days of notification of the item being appealed. All appeals will be reviewed by the CJP Certification Board with a decision rendered within 60 calendar days of the date the appeal is received.

Refunds

Application, Exam, Retest and Recertification fees are non-refundable.

All training registration refund requests must be issued to CJE in writing.

If more than 30 days in advance of the in-person training start date, or prior to starting the online training, the training registration fee is refundable in full. If less than 30 days prior to the start of in-person training, or after the candidate has logged into the online training, refunds will be issued less a \$300 administrative fee.

Application For



Certified Job Order Contracting Professional

Certified Job Order Contracting Professional (CJP) Application

Applicants must complete all sections of the application. Missing information may be cause for your application to be rejected. Once you have completed all sections of the application, submit your application packet to the CJP Certification Board at the following email address:

CJP Certification Board
c/o: Center for Job Order Contracting Excellence, Inc.
education@jocexcellence.org

Application for: **CJP** **Associate CJP**

Applicant Contact Information:

Name: _____

Address 1: _____

Address 2: _____

City: _____

Work Phone: _____

State/Province: _____

Cell Phone: _____

ZIP Code: _____

Home Phone: _____

Country: _____

Fax: _____

Email: _____

Education

No specific education requirement exists for certification. Qualifying formal post-secondary education may be substituted for up to 3 years of the required experience; however, the degree must be from an accredited institution per the requirements described in this guidebook, and be in a qualifying discipline. Select the category that fits your education:

- No qualifying education being submitted for consideration. Applicant will provide evidence of 6-years of Job Order Contracting experience.
- Associate's Degree or Trade Certification in qualifying discipline being submitted for consideration. Applicant will provide evidence of 5-years of Job Order Contracting experience.
- Bachelor's Degree or higher in qualifying discipline being submitted for consideration. Applicant will provide evidence of 4-years of Job Order Contracting experience.

Indicate the discipline of the qualifying education submitted (Applicant must provide verification of your education, such as a copy of your certification, official transcript or diploma).

- | | |
|--|---|
| <input type="checkbox"/> Architecture/Architectural | <input type="checkbox"/> Engineering Management |
| <input type="checkbox"/> Engineering Civil Engineering | <input type="checkbox"/> Electrical Engineering |
| <input type="checkbox"/> Construction Engineering | <input type="checkbox"/> Industrial Engineering |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Mechanical Engineering |
| <input type="checkbox"/> Construction Science/Technology | <input type="checkbox"/> Other (Identify) _____ |

Experience – Work History

Complete as much employment history as necessary to demonstrate that you have met the experience requirement based on your submitted education category. Start with your most recent employer. Add extra pages if you require more space than is provided.

Most Recent Employer: _____

Address 1: _____

Address 2: _____

City: _____ Position: _____

State: _____ Supervisor Name: _____

ZIP Code: _____ Supervisor Title: _____

Country: _____ Employer Phone: _____

Dates Employed: _____ Employer E-mail: _____

Description of Duties:

Employer #2: _____

Address 1: _____

Address 2: _____

City: _____ Position: _____

State: _____ Supervisor Name: _____

ZIP Code: _____ Supervisor Title: _____

Country: _____ Employer Phone: _____

Dates Employed: _____ Employer E-mail: _____

Description of Duties:

Employer #3: _____

Address 1: _____

Address 2: _____

City: _____ Position: _____

State: _____ Supervisor Name: _____

ZIP Code: _____ Supervisor Title: _____

Country: _____ Employer Phone: _____

Dates Employed: _____ Employer E-mail: _____

Description of Duties:

Experience – Functional Area Verification

CJE, by bestowing the CJP credential, is certifying you as generalist Job Order Contracting Professional with the confirmed experience, character and skill, to serve as or support all the functional roles that are essential to a successful job order contracting program. The job order contracting delivery system, like all unique delivery methods, requires the interaction of multiple specialists to consistently deliver great results in compliance with the law, fair pricing for the owner, reasonable profitability for the contractor, and quality results for the end user. While few people achieve mastery of all functional areas, the requisite experience serving primarily in one role of the JOC process exposes an individual to the other areas as well, and your designation as a CJP indicates CJE is confirming your ability to function or support all areas of the JOC process, from procurement to closeout.

Please consider the below functional areas, and your experience in and knowledge of these matters. For each functional area, indicate your years of experience, and describe your leadership, interaction or involvement. Describe specific project or program actions you've taken, and your understanding of the requirements of this role. If the space provided is not adequate for your response, provide the continuation on an additional sheet.

Applicants who demonstrate applicable experience in all five functional areas, with a total experience time equal to 4, 5 or 6 years as determined by the applicant's educational credit, may be eligible to be awarded the CJP designation.

Applicants who lack experience in one or more functional areas, or who have a combined experience and education credit less than 6 years, may be eligible for the Associate CJP designation. For any area which you have not been exposed to or involved with in your career, make it a point to expand your activities and to understand and work with your counterparts in those functional roles, to round out your experience base.

General JOC Construction

In this functional area, we seek to confirm your overall JOC experience, please list the individual JOC projects & programs you've run, estimated, contracted for, or supervised as an owner, contractor or consultant. Describe your primary role. Examples of satisfactory experience include serving as the Contracting Office/ Project Manager/Estimator/Owner's rep on one or more multi-job JOC programs or contracts. Mere participation in an occasional or infrequent job order assignment does not demonstrate acceptable experience in Job Order Contracting.

JOC Procurement Processes

This functional area involves the initial development and/or administration of procurement of JOC programs, as well as successive job order assignments. Acceptable experience includes development & solicitation of a Job Order Contracting program adapted to a specific owner in concert with local legislative requirements, participation in a selection process, procurement through a cooperative contract, preparation and negotiation of a job order proposal, and/or administration of one or more JOC programs as an owner or contractor.

JOC Contracts and Legal Considerations

This functional area involves the contractual and legal elements of a JOC program, recognizing that Job Order Contracts vary from owner to owner & location to location. Acceptable experience includes negotiating terms and conditions of a Master Agreement and individual Job Orders, working with bonds and insurance, ongoing contract compliance, working with cooperative contracts, and/or participation in legislative efforts to create or advance job order contracting as a delivery method or research.

JOC Pricing and Cost Estimating

Job Order Contracting is unique from other delivery methods in the way job order proposals & pricing are assembled. This is the most distinguishing feature of JOC and an essential element to a JOC program. Describe your experience in creating and/or negotiating job order contract estimates as either an owner or contractor. Please describe your role in the estimate assembly & presentation. Cite examples of negotiations you've led and what worked. Additional elements include your participation in pricing non-book items, and in coefficient development for JOC programs, which includes assessment of JOC program work composition, direct cost assessment & evaluation, and consideration of overhead costs to prepare a coefficient for one or more unit price books.

JOC Program Operations and Management

As an owner or contractor, how have you adapted to or devised the functional operating principles of one or more JOC programs necessary to consistently deliver great results for all stake holders. Examples would include establishment & administration of reporting systems, project controls, communication and document management, quality management, performance feedback, and/or expectations alignment between all stakeholders. Please cite specific examples of your activities in this critical element.

Professional Resume

Applicant shall enclose/attach a professional resume with this application. Resumes shall cover at least the minimum experience time required, and must include at least the experience history provided above. Please include specifics as it relates to this application.

References

Applicant shall submit 3 letters of reference in support of this application (detailed and specific as it relates to your JOC experience and this application for certification). The letters must include at least one from an owner and one from a JOC Contractor who performs as a General Contractor (letters from sub-contractors to the applicant's employer are discouraged). The third reference should be from a CJP certified individual who can attest to the applicant's JOC knowledge and experience. This CJP reference may be from an owner, JOC Contractor or specialized JOC Consultant.

Reference letters may be enclosed with or attached to this application, or may be submitted directly to the CJP Certification Board by the reference. For reference letters submitted directly by the reference, the applicant shall ensure the reference includes the applicant's full name as provided in the contact information section of this application. Although not required, it is preferable that the professional references be different people than those identified as experience supervisors/contacts.

List the 3 references being provided here:

Reference #1 Name: _____

Reference #2 Name: _____

Reference #3 Name: _____

NOTE: References are critical. Applications that do not submit detailed references will be rejected. References should address JOC experience in the 5 functional areas in relation to this application.

Applicant Attestation and Agreement

By signing this application form the applicant attests and agrees:

1. The information provided in this application, and any enclosed/attached documents are true, complete and correct to the best of my knowledge and belief.
2. I authorize the CJP Certification Board to audit this application and obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained herein, including employment history and education.
3. I understand application is to determine eligibility for training and examination, and does not guarantee receipt of the certification.
4. I understand that the CJP Certification Board may make changes to the CJP certification program at its sole discretion, including with respect to eligibility, criteria, recertification, fees, and discontinuance of the program.
5. I understand that I may not record or share information regarding exam questions or content in any way, and violation of this agreement may result in revocation of my certification and/or legal action against me.
6. I agree that no association, agency, employment relationship, partnership or joint venture is created through issuance of the CJP designation to me.
7. I understand that upon earning the CJP credential I will be listed in the online CJP directory; however, if at any time I choose to not be listed in the directory I will opt out in accordance with the requirements set forth in this guidebook.
8. I hereby release from liability, and forever waive any claims, including claims for defamation, restraint of trade, breach of contract, and interference with business or contractual relations, unless due to the bad faith and malicious conduct of the person sought to be held liable, based on or arising out of the CJP certification program, including but not limited to denial or revocation of certification, that I may have against CJE, the CJP Certification Board, and their respective board members and employees. Further I agree that, notwithstanding the foregoing, should a claim be permitted to be brought against CJE, the CJP Certification Board, or their respective board members and employees, the limit of their liability and extent of my recovery shall be any certification related registration or application fees paid to CJE by me.
9. I hereby attest that I am personally signing this application, and that I will be the person attending the CJP certification training and taking the CJP examination for which I have applied.

Applicant Signature: _____

Date: _____

Application Fee and Payment

Payment of the non-refundable application fee is required to be submitted with this application or paid online. The application fee is \$150 for CJE Members, and \$200 for Non-members.

Please Print Applicant's Name: _____

If paying by check, make payable to: Center for Job Order Contracting Excellence, Inc.

If paying by credit card, please charge: American Express Visa MasterCard

Card Number: _____

Expires: _____ CVC: _____

Billing Address: _____

Billing City, State, Zip Code: _____

Name on Card: _____

Authorized Signature: _____

Date: _____

If you prefer to make payments online, please visit the CJE website page "JOC Certificate & CJP". A payment link is provided on that page. All payments must be received in full in order to process the application. If you have processed payment online, please state the information below so we can link the payment to the application.

Name of Payer: _____

Date of Payment: _____

Should you have questions about this application or the certification process, please email education@jocexcellence.org