

IAPP PRIVACY CERTIFICATION CANDIDATE HANDBOOK 2023

Procedures and Policies



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I. Overview

About the IAPP

The International Association of Privacy Professionals (IAPP) is the largest and most comprehensive global information privacy community and resource. IAPP helps practitioners develop and advance their careers, and organizations manage and protect their data.

The IAPP is a not-for-profit association founded in 2000 with a mission to define, support and improve the privacy profession globally. We are committed to providing a forum for privacy professionals to share best practices, track trends, advance privacy management issues, standardize the designations for privacy professionals and provide education and guidance on opportunities in the field of information privacy.

The IAPP is responsible for developing and launching the gold standard in privacy and data protection certifications: the Certified Information Privacy Professional (CIPP), the Certified Information Privacy Manager (CIPM), the Certified Information Privacy Technologist (CIPT), and the Certified Data Protection Officer (CDPO). The CIPP, CDPO, CIPM and CIPT are the leading privacy certifications for tens of thousands of professionals around the world who serve the privacy, data protection, information auditing, information security, data ethics, legal compliance and risk management needs of their organizations.

II. Accreditation

The IAPP's CIPP/E, CIPP/US, CIPM and CIPT credentials are accredited by the American National Standards Institute (ANSI)'s National Accreditation Board (ANAB) under the International Organization for Standardization (ISO) standard 17024:2012. ANSI is an internationally respected accrediting body that assesses and accredits certification programs that meet rigorous standards through their National Accreditation Board.

ANSI's personnel certification accreditation program was the first such program in the United States to fulfill the requirements of ISO/IEC 17011, which represents the global benchmark for accreditation body practice.



Achieving accreditation is a tremendous acknowledgement of the quality and integrity of the IAPP's certification programs as it:

- Ensures that IAPP credentials are consistent, comparable and reliable worldwide, giving professionals the opportunity to have skills that translate across national lines.
- Protects the integrity and ensures the validity of the IAPP certification program.

- Promotes to employers, colleagues, clients and vendors that IAPP-certified professionals have the necessary knowledge, skills, and abilities to perform their work.

These IAPP credentials are rigorous ANAB accredited professional certifications and the exams are stand-alone assessments designed to assess professional competence and experience. IAPP training materials are great studying tools, but they are not developed to ensure you pass the exam. You must diversify and customize your approach when studying.

The CDPO's, CIPP/A and CIPP/C are not accredited but the same rigorous policies and procedures that apply to the IAPP's larger certifications still apply to these certification programs.

Statement of Non-Discrimination

The IAPP endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Information Privacy Professional, Certified Information Privacy Manager and Certified Information Privacy Technologist are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status or disability.

III. Core Certification Programs

	CIPP, CIPM, CIPT	LGPD	CDPO/FR	PLS Ethics
Total Questions	90	60	100	15
Scored Questions	75	60	100	15
Unscored Field Test Questions	15	0	0	0
Allotted Time	2.5 Hours	2 Hours	3 Hours	1 Hour

Additional Credentials

Fellow of Information Privacy (FIP)

The IAPP recognizes those privacy professionals who have achieved a comprehensive knowledge of privacy law, privacy program management and relevant data protection practices by offering the Fellow of Information Privacy designation. Professionals demonstrate their eligibility for this designation by earning a combination of IAPP certifications, documenting relevant work experience and providing support from their peers. These are the specific requirements:



- Earn a CIPP designation (CIPP/A, CIPP/C, CIPP/E, CIPP/US) AND either a CIPM or a CIPT designation.
- Document three years of continuous and active work experience where data privacy represents at least 50 percent of your job responsibilities; an information security certification from ISC2, ISACA, IEEE, and others will satisfy one-year of the experience requirement.
- Provide names of three peers who are familiar with your work.
- Complete the FIP application form, including an explanation of how your experience and expertise qualifies you to be a FIP.

The FIP does not bear unique recertification requirements. So long as an individual maintains his or her CIPP and CIPM/CIPT credentials, the FIP remains active. Applications are reviewed by a subcommittee of the Certification Advisory Board (CAB) and appeals are processed according to the IAPP certification body's normal appeals policy. Successful applicants will receive a custom

electronic certificate and will be listed on the IAPP website as fellows of information privacy, if they opt in. To apply and access necessary forms, follow this [link](#).

American Bar Association Accreditation: Privacy Law Specialist

The IAPP is accredited by the American Bar Association to certify lawyers in the specialty area of Privacy Law. U.S. attorneys who meet the IAPP's rigorous specialist designation requirements may be permitted under their state's rules of professional responsibility to advertise their specialization in privacy law.

The Privacy Law Specialist designation signifies substantial time practicing U.S. state and federal law relating to safeguarding personal information; knowledge of relevant privacy laws, regulations, and technology; and a commitment to staying ahead of new developments.



To be considered for Privacy Law Specialist status, you must:

- Be an attorney admitted in good standing in **at least one** U.S. state.
- Earn a [CIPP/US](#) designation.
- Earn either a [CIPM](#) or [CIPT](#) designation.
- Pass an [ethics exam](#) administered by the IAPP, or submit a recent MPRE score of 80+.
- Provide evidence of “**ongoing and substantial**” involvement in the practice of privacy law (at least 25% of your full-time practice over the last three years).
- Supply evidence of **at least 36 hours** of continuing education in privacy law for the three-year period preceding the application date.
- Provide five to eight **peer references** from attorneys, clients, or judges who can personally attest to your qualifications.

For more information or to contact the IAPP with questions regarding the Privacy Law Specialist program, please visit the [ABA Privacy Law Specialist page](#) on the IAPP website.

CDPO/FR - CNIL DPO Accreditation

The IAPP has received approval from the National Commission for Informatics and Liberties (here after, the CNIL) to certify the competence of French Data Protection Officers through the IAPP CDPO/FR Certification program. The IAPP issues the certification to individuals who

meet the CNIL's requirements for Data Protection Officers, as referred to in Section 4 of Chapter IV of Regulation (EU) 2016/679 and is specific to the laws and regulations of the French Republic.

NOTE: The Certification of the DPOs competencies is in no way connected to the CIPP/E certification program, regardless of delivery language.



Requirements:

To earn the certification, candidates must A) satisfy one of the following experience requirements:

1. have at least 2 years of professional experience in projects, activities or tasks related to the missions of the DPO regarding the protection of personal data; or
2. have at least 2 years of professional experience as well as training of at least 35 hours in personal data protection given by a training organization.

AND

B) Achieve a 75% score on an examination consists of 100 multiple choice questions with 30% of the questions relating to scenarios. Additionally, the candidate must score at least 50% on each of the three blueprint domains.

The CDPO/FR certification has a three-year term. For more information, please visit our [website](#).

CDPO/BR Certification Program

The Certified Data Protection Officer/ Brasil credential is tailored to the needs of Brazilian data privacy professionals. The CDPO/BR certification signifies deep knowledge of the Lei Geral de Proteção de Dados Pessoais and the principles of data privacy program management.



Requirements:

1. An active IAPP CIPM Certification
2. Take and pass the IAPP LGPD Exam

The requirements listed above can be completed in any order but completion of both is required for receiving the CDPO/BR certification. Completion of just the LGPD Exam will not earn a certification. The LGPD exam has 60 multiple choice questions with a passing score of 75% and is 2 hours long.

Maintaining the CIPM certification will fulfill the maintenance of the CDPO/BR. The status of the CDPO/BR will follow the status of the CIPM (ex: if the CIPM suspends due to lack of

maintenance, the CDPO/BR will suspend as well). Revocation of the CIPM and the CDPO/BR Certifications will only require retaking and passing the CIPM exam for reinstatement. The LGPD exam will not need to be retaken to reinstate of the CDPO/BR Certification.

All training, study aides and certification examinations will be available in Brazilian Portuguese.

IV. Registration Process

Purchasing an Exam

Certification Exams can be purchased at any time through the [IAPP Store](#). An exam must be purchased before a candidate can schedule the exam. If you have purchased the wrong exam, please [contact us](#). Candidates must take their exam within 1 year of their purchase date.

Fees

Certificants must pay a certification maintenance fee (CMF) of \$250 that will cover the certification two-year term. This fee is required every two years upon recertification. You must pay this fee when you pass your exam to become officially certified. We urge you to pay for the CMF when you purchase your exam so that your certification will automatically activate when you pass your exam.

Membership: If you choose to become a member, the maintenance fee is included in your membership benefits.

Scheduling an Exam

Candidates must schedule AND complete their exams within one year of purchase or exam fee will be forfeited.

IAPP's computer-based exams are administered through Pearson VUE testing centers at locations throughout the world. Exam appointments must be scheduled at least 24 hours in advance. Available testing centers can be viewed upon scheduling an exam. Exams are also available through OnVUE, Pearson VUE's remote online proctoring platform. OnVUE testing dates and times are based on proctor availability. There are some countries where this form of test delivery is not available. See Pearson VUE, website for more information.

Military base exam sites are restricted to test takers who have official access to that military base.

Once you have purchased your exam, follow the steps below to schedule:

1. Go to the **My Purchases** section of your "MyIAPP" account on [iapp.org](#).
2. You will see the name of your exam under the **My Exams** heading.
3. You will be prompted to select if you need a special accommodation.
 - a. YES: your request will be submitted to the Certification Department and you will receive a follow-up email within 1-2 business days.

- b. NO: You will be redirected to Pearson VUE's scheduling platform
4. Through Pearson VUE's scheduling platform, you will be able to choose the desired delivery method, location, time and date for your exam appointment.
5. Once your exam is successfully scheduled, you will receive a scheduling confirmation email from Pearson VUE with the appointment details. If you do not receive this email, please check your Pearson VUE account to verify your appointment was successfully scheduled by repeating the steps above.

If this is your first time scheduling an IAPP exam with Pearson VUE, the act of scheduling your exam creates your account in Pearson VUE that includes your exam information. **In an effort to minimize the data Pearson VUE collects, the address and phone number on your Pearson VUE account will be the IAPP Headquarter's address and phone number.** However, the email address on your Pearson VUE account will be your email address for appointment verification and communications.

NOTE: The first and last name that the candidate uses to register must match exactly the first and last name on all IDs presented on test day (as described below). If the names do not match, please update your name on your MyIAPP account and click the **Continue to Pearson** button to trigger the update. If the name on the account does not match your ID, you may not be allowed to test.

Rescheduling, Cancellations and No Shows

If you need to **reschedule or cancel** your exam appointment, you can do so on the IAPP website by following the steps below. Rescheduling/cancellations for testing centers must be done more than 48 hours prior to the scheduled exam; test takers will not be able to reschedule once they are within 48 hours of their scheduled exam. Rescheduling/canceling an OnVUE exam can be done up to 15 minutes past your appointment time. Failure to reschedule in time or failure to appear for your appointment will result in the forfeiture of your exam fee. There is no limit on how many times you can reschedule your exam.

1. Go to the **My Purchases** section of your "MyIAPP" account on iapp.org.
2. You will see the name of your exam under the **My Exams** heading. You will see a green button next to it labeled **Continue to Pearson**. Click it.
3. Through Pearson VUE's scheduling platform, you will be able to reschedule or cancel your scheduled exam.
4. A confirmation email will be sent to confirm the rescheduling or cancellation. If you do not receive this email, please check your account to verify the action was completed.

If you need to reschedule your exam within the deadline due to extenuating circumstances, please contact Pearson VUE immediately for assistance. It is the test taker's responsibility to contact Pearson VUE in time to reschedule the exam appointment.

Candidates who fail to show for their scheduled appointment will be deemed a no show and will forfeit their exam. A new exam will need to be purchased in order to test.

Special Accommodations

It is the policy of the IAPP to provide testing accommodations to candidates with qualifying disabilities to ensure each candidate a comparable opportunity for success on exams. Test takers will be prompted upon initially scheduling their exam if they require an accommodation. After this request is submitted, a member of the Certification Department will reach out within 1-2 business days requesting the required information. If an accommodation is approved, scheduling permissions through the MyIAPP portal will be reopened and the request will be sent to Pearson VUE, who will coordinate with the test taker to schedule the exam with approved accommodations.

NOTE: Special accommodations are available with OnVUE in a limited capacity. Please follow the scheduling steps and Certification staff will provide further information.

Exam Languages

Certification Exam	Available Languages
CIPP/A	English
CIPP/C	English
CIPP/E	English French German
CIPP/US	English
CIPM	English French German Brazilian Portuguese Chinese
CIPT	English
CDPO/FR	French
LGPD	Brazilian Portuguese
PLS Ethics	English

Translation dictionaries are not permitted due to exam security. An IAPP translation glossary is provided to test takers taking the translated CIPM and CIPP/E exams. English as a second language was taken into consideration when the testing time was set and is not an accepted reason for extended time requests.

V. Exam Day Information

Breaks

For exams delivered both at testing centers as well as via remote proctoring, there will be a midway 15-minute optional break. After the test taker completes and reviews the first half of their exam, they will then submit their first section of the exam. Once submitted, the test taker will **not** be able to return to any question in the first half of their exam. Test takers can then take up to a 15-minute break and get up from their testing center station or leave the view of their webcam. After their break, test takers will then begin the second and final section of their exam.

Test takers may choose to not take the break if they prefer to continue the exam uninterrupted. However, the allotted test-taking time will remain two and a half hours and test takers will still be required to submit the first section of the exam at the midway point and will be unable to return once submitted.

If the test taker exceeds the 15 minutes of the scheduled break, the time missed will be deducted from the time allotted for the second half of the exam.

Testing Center

Confirmation of exam day details, including location, time and any building security procedures, will be emailed to you at the time you make your test center reservation. A reminder email will be sent 7 days prior to your day of testing. Test takers are responsible for identifying the best way to get to the exam location and where to park.

The IAPP will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expense and lost wages on the day of the exam.

In circumstances beyond their control, testing centers may need to reschedule your exam appointment. The testing center will contact you as soon as possible and work with the you to reschedule your appointment. The IAPP is not responsible for expenses incurred due to the exam rescheduling, including but not limited to travel expenses and lost wages.

Identification:

You will need to bring **two forms** of identification, at least one of which must be a **valid government-issued photo ID** to gain admission to the exam. A driver's license, passport, military ID or other government-issued ID will qualify. The first and last name printed on your identification must match the name you used to register.

All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required, along with a secondary ID.

Please click [here](#) for more information on ID requirements.

Click [here](#) to view Pearson VUE's Privacy Policy. This policy is also linked to in all Pearson VUE automated emails and on the Pearson VUE website during the scheduling process. OnVUE automatically manages global data a privacy laws of the country of delivery.

Arrival Time for Exam

It is important to allow enough time for the exam check-in process. The IAPP generally advises you to arrive **at least** 15 minutes, but no more than 30 minutes, prior to your exam reservation time in order to check in with testing center personnel.

If you plan to take more than one exam, you must make separate reservations for each. It may be possible to schedule both exams on the same day, but be sure you allow sufficient time.

Test Center Exams Procedures

When you check in with the proctor(s) at your exam location, you will be assigned to a computer workstation and the proctor will launch the appropriate exam. Once you are in the exam, you will be able to navigate freely by moving back and forth between items. You will select your answer to each question by clicking on the option you believe to be correct. Your answers will be recorded and stored.

Test Center Rules

- No electronic devices may be taken into the exam room. Some test centers have lockers where you can leave personal possessions during the exam, but the IAPP advises you not to bring them with you.
- No reading material of any kind is allowed in the exam room.
- No food or drink is allowed in the exam room.
- No conversation between test-takers is allowed during the exam.
- Other than testing procedures, the proctor may not discuss any aspect of the exam with you at any time.
- You may be excused from the exam room by the proctor for the purpose of taking a stretch break or visiting a restroom. You will not be given additional time to make up for any time lost while you are out of the exam room.
- Testing center personnel will explain any other procedures and rules when you arrive.

Note: Some testing centers may have specific rules and procedures. Be sure to read your reservation confirmation carefully.

Late Arrival at Test Center Exams

Because testing centers operate on schedules, and other test-takers may have exams after you, if you arrive late you may not be allowed to take your exam and will be considered a no-show, forfeiting all fees.

Failure to Report for Your Test Center Exam

If you fail to report for your examination(s) without proper notification to the IAPP (see Cancellation Policy above), your registration will be cancelled, and all fees will be forfeited.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit their current examination fee. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Agreements

Upon launching the exam, you will be asked to review and sign the application statement and confidentiality agreements before continuing onto the exam. These agreements must be signed in order to test. These forms are listed at the end of this handbook for your reference and review under Forms.

Results

You will receive your results immediately upon concluding your exam, and a confirmation print out will be provided by the testing center.

Beta exams or updated form testing will have different result timelines that will be communicated with the event and registration details.

Exam results will update in the IAPP system after one business day after being received by the test taker.

Remotely Proctored Exams through OnVUE

At the time you schedule an OnVUE exam, OnVUE will require a system check to confirm that your computer meets the systems requirements before you can schedule your exam. Confirmation of exam day details, including date and time, will be emailed to you at the time you make your reservation. A reminder email will be sent 7 days prior to your day of testing. OnVUE appointments must be made at least 24 hours in advance. Please use a personal computer when taking an exam via OnVUE as work computers can cause issues at the time of administration.

Please review the OnVUE technical requirements [here](#).

The IAPP will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to lost wages on the day of the exam.

Self Check-in and Identification

To check into your OnVUE exam, you will need to access your Pearson VUE account via the scheduled exam on your MyIAPP account by clicking “Continue to Pearson.” Locate your scheduled exam and click “Begin”. The check-in and proctor experience will be in English.

NOTE: The “Begin” button will only appear within 30 minutes of your appointment and not before.

You will then be prompted to download the required software and begin system checks. OnVUE will ask for a phone number in order to reach you in case you are disconnected from the session. The system check will check the microphone, webcam, and internet speed to ensure they meet the requirements for exam delivery.

Upon system verification, you will be prompted to take a photo of yourself and then a photo of a government-issued photo ID using either your computer or mobile device. First, the system will identify if the ID is valid. A driver’s license, passport, military ID or other government-issued ID will qualify. The name printed on your identification **MUST** match the name you used to register.

Facial recognition software will then compare the photo in the ID to the test taker on screen. Once the AI verifies the name comparison and face match, the test taker can move on. If the AI does cannot verify the match, the test taker will remediate to a proctor, who will do a manual check. The proctor may determine the ID or photo do not match and turn the candidate away. Those who wish to opt out of the AI check, please refer to our Certification Privacy FAQs linked below for the steps to do so.

Candidates who are turned away for not having proper identification will forfeit all exam fees.

Click [here](#) to view Pearson VUE’s Privacy Policy. This policy is also linked to in all Pearson VUE automated emails and on the Pearson VUE website during the scheduling process. Also be sure to review our [Certification Privacy FAQs](#) for further information on how your certification data is handled.

Work Area

The test taker will take 4 live photos of their surroundings during the self-check-in process. These can be taken via webcam or mobile device. The proctor will verify the photos. If anything is flagged as irregular, the proctor will request a work area scan.

Exam Rules and Proctor

Once you have completed check-in, you will be reminded of the exam rules listed below:

- You must be fully clothed throughout your entire exam
- You must stay within your webcam view

- You cannot obscure your webcam view in any way
- You cannot get up and walk around outside of the break time
- No one can enter your testing environment
- You cannot leave your testing environment
- A beverage in any container is allowed, but no food or smoking
- You cannot move your webcam once your testing session has started
- Mumbling, speaking out loud, mouthing words or covering your mouth is prohibited and will lead to a warning
- Headphones and headsets (wired or Bluetooth) are not allowed unless explicitly approved by the IAPP

Upon agreeing to these rules, you will proceed to the proctor que. Your proctor will then launch both the secure browser and the exam. OnVUE proctors take steps to ensure that every testing experience is a good one, but will stop your exam if the rules aren't followed. Failure to adhere to these rules will result in a revoked exam delivery and a new exam will need to be purchased to retest.

During Your OnVUE Exam

Test takers are monitored by artificial intelligence and a Pearson VUE-certified proctor via webcam and microphone during the exam. OnVUE is enabled with a native chat application that allows candidates to chat or talk to the Proctor via VOIP or phone. During the exam, proctors monitor the candidate for suspicious behavior and other abnormalities. This includes:

- Listening for signs of possible communication in the room.
- Watching candidates for potentially suspicious behavior and possible signs of exam fraud. Such behavior may include activity such as repetitive adjustments to clothing, excessive leaning or stretching, mumbling or mouth moving, or apparent efforts to hide something from view of the proctor and web camera, repeated eye movement to something off camera.

Proctors will log abnormalities or other testing-related incidents that may occur during the duration of the exam. Because the entire exam session is recorded, logged session events can be reviewed during or after the proctored exam session to determine if there was any dishonest behavior.

If an infraction occurs, the greeter/proctor will either warn (for minor infractions) a candidate through audio or the chat function or revoke a session (end the testing appointment altogether) for larger infractions. These actions are documented in a case report. All case reports are shared with the IAPP for review.

Late Arrival to Exam Appointment

Because testing centers operate on schedules, and other test-takers may have exams after you, if you arrive late you may not be allowed to take your exam and will be considered a no-show, forfeiting all fees.

Failure to Report for Your Exam Appointment

If you fail to report for your examination(s) without proper notification to the IAPP (see Cancellation Policy above), your registration will be cancelled, and all fees will be forfeited.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit their current examination fee. Proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Agreements

Upon launching the exam, you will be asked to review and sign the application statement and confidentiality agreements before continuing onto the exam. These agreements must be signed in order to test. These forms are listed at the end of this handbook for your reference and review under Forms. The 2.5 hours allotted for the exam begin with these forms.

Results

You will receive your results immediately upon concluding your exam, and a confirmation email will be sent with instructions on where you can access your results after your exam session.

Beta exams or updated form testing will have different result timelines that will be communicated with the event and registration details.

Exam results will update in the IAPP system after one business day after being received by the test taker.

VI. Exam Information

All IAPP exam questions are multiple choice, with some relating to scenarios. Each question has only one correct answer. Each exam question consists of a clearly written question, a correct or best response and three plausible but incorrect responses. Note that it is each candidate's responsibility to be prepared for exams by being familiar with all elements of the Bodies of Knowledge.

Annual Updates

Exams are updated annually to assure that the content of the test is current and does not suffer from overexposure. Candidates will be informed at least 90 days before these updates become active including any changes to the Bodies of Knowledge and Exam Blueprints.

Annually updated forms will be tested prior to becoming operational. Test takers will be offered a discount for taking the updated form during a specified time in compensation for the delay of results. After the analysis of the new form is complete, participants will receive their results. This process can take up to four weeks from the end of the testing window.

Scoring and Reporting

On all IAPP certification exams, each question is worth 1 point and is scored as correct or incorrect. Unanswered questions are considered incorrect, and there is no additional penalty for incorrect answers.

All IAPP exams have a set cut score that is determined by the Exam Development Board and psychometric analysis. This cut score is a set number of correctly answered scored questions and is then set to 300 on our scale of 100–500 with a score of 300 and above being passing. Test takers will receive their scaled score and section breakdown on how they performed on each section of the Exam Blueprint. Passing a certification exam does not require 100 percent mastery, but rather the level of mastery determined by the Exam Development Board and approved by the Certification Advisory Board. Typically, passing scores range between about 65 and 80 percent correct, depending on the program and exam form.

Each exam contains unscored field test questions the IAPP is required to collect adequate data on before making them operational and do not count towards the overall passing score. The number of scored questions out of total questions is indicated in the chart on page 4.

Passed Exams

Candidates who successfully complete their CIPP, CIPM or CIPT designation exam will be granted the appropriate digital certificate through Accredible that will be emailed to them generally within two weeks of passing the exam. The opportunity for you to opt out of receiving an Accredible digital certificate is included in your PR Toolkit, which is emailed to you when you become certified. It is also available on your MyIAPP account under My Certifications. If the

Certification Maintenance Fee or Membership fee is not received by the time you pass the exam, the certification will not be awarded until the fee has been received.

NOTE: For those who have earned the Certified Information Privacy Manager (CIPM), the certification must be displayed as “CIPM (IAPP)” rather than “CIPM” if not accompanied by other IAPP certifications/markings

The certification remains the property of the International Association of Privacy Professionals, which may withdraw, cancel, revoke, change the scope of, or otherwise annul the certification for cause.

Your Certification is active for two years starting the day you pass your exam. During this term, you are expected to maintain certification by submitting Continuing Privacy Education credits (CPEs). Please view the [IAPP Continuing Privacy Education Policy](#) for more information.

Failed Exams

Candidates who did not successfully complete the examination will be given a diagnostic report which will show your scaled score, the “fail” indicator and an indication of your relative performance on each major section of the examination. The section breakdown relates directly to the sections of the program’s Exam Blueprint. Each of the domains has its own number range indicated on the Blueprint. As a result, you cannot average scores on all the domains to determine your specific score. Domain analysis is provided solely for the purpose of preparing for the next exam.

Retaking the Exam

In the event a candidate should fail to pass a certification exam, the IAPP requires a waiting period of at least 7 days between the failed and subsequent attempt to pass that same test.

Candidates unsuccessful on the examination are permitted to sit for the next exam administration at a reduced fee. Retake exams for IAPP Certification programs are \$375. The LGPD retake exam for the CDPO/BR certification is \$90.

VII. Certification Exam Score Review and Appeals

The IAPP is responsible for and committed to accurate tabulation and reporting of privacy certification exam scores. If you receive a failing score in your exam results and wish to challenge it, you may submit an appeal.

Appeal

Submitting a Certification Candidate Appeal form serves as an opportunity appeal a decision made against a certification candidate, as mandated by ANAB Accreditation under ISO Standard 17024:2012.

As the IAPP's certifications are awarded based solely on exam results rather than a subjective application process, appealing a decision can take one of four forms:

- Appeal of scoring – Customer requests that the score calculated by the automated system be manually reviewed for accuracy.
- Appeal of content – Customer requests that a specific exam question be reviewed for inaccurate information.
- Appeal of status – Customer requests an investigation into how the suspension and revocation process was applied to their certification.
- Appeal of treatment – Customer requests a review of allegedly unfair or discriminatory treatment during the certification process.

Your appeal must be made in writing within 30 days of receiving the adverse determination. Please refer to the official [Appeals Policy and Form](#) for details on the process.

Complaints and Policy Exceptions

Submitting a *Policy Exception Request or Complaint* form serves as an opportunity to request that an exception be retroactively made to an IAPP policy, and the enactment of the policy be reversed. Examples include, but are not limited to:

- Requesting that a prior missed exam appointment be overlooked due to extenuating circumstances, and the exam be reopened for a new attempt.
- Requesting that a revocation which occurred due to a minor and fixable oversight, such as earning but forgetting to enter a CPE, be reversed.
- Requesting an extension to an exam window beyond what is able to be offered during communication with the Customer Support team.

Additionally, the form can be used to file a formal complaint with the Certification Team where no specific action is requested beyond acknowledgement and consideration of the complaint in future organizational decisions.

Please refer to the [Policy Exception Request or Complaint form](#) for details on the process.

Confidentiality

Information about candidates is considered confidential; however, verification of an individual's privacy certification will be released upon request of a third party, such as an employment company. Requests for verification of progress in attaining certification will be responded to in

writing and provided only to the applicant/candidate, unless permission is granted in writing by the candidate for release to others.

Cheating

During Exam Session

The IAPP and all CIPP, CIPM and CIPT certificants have a significant interest in maintaining the integrity of IAPP certification examinations, and the IAPP assumes all certification candidates sit for examinations without any form of inappropriate assistance. All examinations are proctored to ensure this is the case, and we hope never to observe any form of inappropriate assistance, such as crib sheets, access to electronic devices (which is prohibited during testing sessions) or sharing of answers between candidates. In the unlikely and unfortunate event one or more proctors observes such behavior, however, we will take the following actions:

- Candidates observed using inappropriate assistance will be informed during or after the session and invited to submit a statement, in writing, responding to the observations.
- Proctor(s) will submit a written statement detailing their observations.
- After reviewing the candidate statement, the proctor statement(s) and all accompanying evidence, the Certification Director will issue a finding and action to the candidate. If the finding concludes that cheating likely occurred, the action may include any or all of the following: invalidation of exam results, prohibition from future exams, revocation of existing certifications and revocation of IAPP membership.

Candidates have the right to appeal the Certification Director's finding and action to the Certification Advisory Board (CAB). Any such appeal should be addressed to appeal@iapp.org within 10 days of receiving the finding and action.

Accessed Materials

The Certification Body may take disciplinary action against any certificant or certification candidate who is in unauthorized possession, distribution, or use of any IAPP examination-related materials including, but not limited to, reproductions of IAPP certification exams and exam questions.

The Certification Body can choose to take the following actions if use of the above-mentioned materials is verified:

- If the result for the exam taken was pass, the certification will be deemed invalid,
- Test taker will not be allowed to re-test or certify for the designation,
- Test taker will lose all other IAPP active certifications held.

These materials are unauthorized reproductions of proprietary IAPP exam content and are in no way endorsed by the IAPP. These illegitimate materials are created in violation of the pre-exam

non-disclosure agreements and are strictly prohibited. The only authorized sample questions and practice exams are those available through the IAPP store.

VIII. Important Additional References

These references contain essential exam and certification information and are highly recommended for review. Authoritative Resource lists, available study material, trainings, and effective study tips can all be found in the links below.

Important Additional Resources	
Preparing for the Exam	https://iapp.org/certify/prepare/
Maintaining Your Certification	https://iapp.org/certify/cpe/
Special Accommodation	https://iapp.org/certify/forms/
Appeals and Complaints	https://iapp.org/certify/forms/

IX. Testing Forms

All candidates are required to sign the forms below before testing. Forms will be provided at the testing location.

Code of Professional Conduct

All IAPP certified individuals must agree to comply with the Certificant Code of Professional Conduct as outlined below. Accordingly, by signing below you hereby represent, warrant and covenant to the IAPP as follows:

- You will at all times, conduct your business and/or professional activities with courtesy, honesty and integrity.
- You will at all times, represent your IAPP related certifications and qualifications honestly and agree to only undertake those activities that you can reasonably expect to complete with the necessary skills, knowledge and competence.
- You will not represent any IAPP certification in a misleading way or use an IAPP certification in a manner that would bring the IAPP disrepute.
- You will strive to maintain and improve your professional knowledge and competence through regular self-assessments and continuing education or training.

- You will follow all certification policies, procedures, guidelines and requirements of the IAPP that are made available to you by the IAPP, as the same may be amended from time to time.

Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification.

Candidates will be required to complete this form immediately before each exam is administered. Accordingly, by signing below, the Candidate hereby represents, warrants and covenants as follows:

I hereby apply for certification as a Certified Information Privacy Professional (CIPP), Certified Data Protection Officer (CDPO), Certified Information Privacy Manager (CIPM) or Certified Information Privacy Technologist (CIPT). I understand that my certification depends on my ability to meet all applicable requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that the IAPP may need to gather additional information to clarify or supplement this application and I agree to promptly supply such additional information. I further understand that if any information is later determined to be false or misleading, the IAPP reserves the right to revoke any certification that has been granted on the basis thereof.

Should I be awarded the CIPP (CIPP/US, CIPP/C, CIPP/E, or CIPP/A), CDPO, CIPM, or CIPT credential, I agree to abide by the IAPP Code of Professional Conduct, and to notify the IAPP if at any time I develop the incapacity to perform my professional responsibilities in accord with the standard of the certification.

Should the IAPP suspend my certification at any time, during the time of suspension I will not use the seal or marks of certification.

Should the IAPP withdraw my certification at any time I will return my certificate and cease use of the CIPP (CIPP/US, CIPP/C, CIPP/E, or CIPP/A), CDPO, CIPM and/or CIPT designations and the seal of CIPP (CIPP/US, CIPP/C, CIPP/E, or CIPP/A), CIPM and/or CIPT.

In using the CIPP (CIPP/US, CIPP/C, CIPP/E, or CIPP/A), CDPO, CIPM and/or CIPT, designations and the seals I will abide by the restrictions and conventions stated in this handbook. If notified of misuse by the IAPP, I will immediately correct my use of the CIPP (CIPP/US, CIPP/C, CIPP/E, or CIPP/A), CDPO, CIPM and/or CIPT

designations and logo as requested by the IAPP. I understand that the IAPP may withdraw my certification at any time if I fail to correct my use of such designations and logo.

I hereby release, discharge, and exonerate the IAPP, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate for any reason. If one or more provisions of this statement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this statement will not be affected in any way thereby.

Candidate Confidentiality Agreement

To ensure the integrity of the Certified Information Privacy Professional (CIPP), Certified Data Protection Officer (CDPO), Certified Information Privacy Manager (CIPM) and Certified Information Privacy Technologist (CIPT) examinations, all candidates must sign the Candidate Confidentiality Agreement set forth below. Candidates must complete this form immediately before each exam is administered. Accordingly, by signing below the Candidate hereby represents, warrants and covenants as follows:

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of the IAPP and are protected by the IAPP's intellectual property rights.
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of the IAPP and I will not use any of the exam questions, answers or exam materials except as otherwise authorized by the IAPP.
- That I will not remove from the examination room any exam materials of any kind provided to me or any other material related to the exam, including, without limitation, any notes or calculations.
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers.
- That I will not sell, license, distribute, give away, or obtain from any other source other than the IAPP the exam materials, questions or answers.
- That I will not create or contribute to certification efforts competitive with the CIPP, CDPO, CIPM or CIPT schemes for a period of three years from taking the examination.
- That my participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to invalidate the results of the examination or the certificate issues, or other appropriate remedy.
- That I am solely responsible for the answers provided on the test(s) and that they were not provided via assistance by other individuals.
- I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of

the reason or reasons for termination, and whether such termination is voluntary or involuntary.

- I acknowledge that the unauthorized use or disclosure of the IAPP's information (including all exam questions, answers and exam materials) would cause the IAPP to incur irreparable harm for which monetary damages may be difficult to ascertain or an inadequate remedy. Accordingly, I agree that the IAPP will have the right to seek equitable relief to enjoin any unauthorized use or disclosure of its information and materials, in addition to any other rights and remedies that it may have at law or otherwise.
- If one or more provisions of this Agreement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement will not be affected in any way thereby. A waiver of my breach of any provision of this Agreement will not operate as or be deemed to be a waiver of my prior, concurrent or subsequent breach of that or any other provision of this Agreement.
- This Agreement may be amended or modified only with the written mutual consent of the IAPP and myself.