

IAPP PRIVACY CERTIFICATION CANDIDATE HANDBOOK 2018

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, helping 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) and the Certified Information Privacy Technologist (CIPT). The CIPP, 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.

In addition, the IAPP offers a full suite of educational and professional development services and holds annual conferences that are recognized internationally as the leading forums for the discussion and debate of issues related to privacy policy and practice.

II. Accreditation

The IAPP's CIPP/E, CIPP/US, CIPM and CIPT credentials are accredited by the American National Standards Institute (ANSI) 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. 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 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 ANSI/ISO-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 to studying.

CIPP/A, CIPP/C and CIPP/G are the IAPP's smallest designations and, at this time, do not have the test data to pursue accreditation. The same rigorous policies and procedures that apply to the IAPP's larger certifications still apply to CIPP/A, CIPP/C and CIPP/G and the IAPP hopes to have the data available to support accreditation for these credentials in the future.

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. Certification Programs

	CIPP/US	CIPP/E	CIPP/C	CIPP/G	CIPP/A	CIPM	CIPT
Total Questions	90 questions	90 questions	85 questions	80 questions	90 questions	90 questions	85 questions
Scored Questions	75 questions	75 questions	60 questions	60 questions	75 questions	70 questions	70 questions
Allotted Time	2.5 Hours	2.5 Hours	2.5 Hours	2 Hours	2.5 Hours	2.5 Hours	2.5 Hours
Exam Blueprint and Body of Knowledge	https://iapp.org/certify/get-certified/cippus/	https://iapp.org/certify/get-certified/cippe/	https://iapp.org/certify/get-certified/cippe/	https://iapp.org/certify/get-certified/cippg/	https://iapp.org/certify/get-certified/cippa/	https://iapp.org/certify/get-certified/cipm/	https://iapp.org/certify/get-certified/cipt/
Price	First Time Candidate: \$550.00						
	Retake: \$375.00						

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/G, CIPP/US, CIPP/C, CIPP/E, CIPP/A) 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. As 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

An ABA-Accredited designation demonstrating specialization in privacy law

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.

IV. Registration Process

- Register for an exam.
- Complete the application statement and confidentiality agreements (provided at time of testing and listed at the end of this handbook for your reference under Forms).

- Fees: Certificants must pay an annual maintenance fee of \$125. This fee will be automatically added to your exam order and will activate upon passing your exam.
Membership: If you choose to become a member, the annual maintenance fee is included in your membership benefits.

Scheduling an Exam

The IAPP offers two distinct testing modes—event-based paper-pencil testing at our major conferences and test center computer-based testing. Exam content is identical regardless of mode. Computer-based exams can be purchased at any time through the [IAPP Store](#). Event paper-pencil exams can only be purchased through the registration process of the conference with a fixed testing date and time and do not need to be scheduled.

An exam must be purchased before a candidate can schedule the exam. If you have purchased the wrong exam, please email certification@iapp.org or call 603.427.9200.

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. You will see a green **Schedule** button below it. Click it.
3. The **Schedule** button will connect you to Webassessor, Kryterion’s scheduling website. This will allow you to choose a test center, time and date.

Candidates must schedule their exams within six month of purchases. If you do not, your exam fee will be forfeited. You **do not** have to take the exam within the six months, but you do have to choose a time, date, and test center before six months is over.

Rescheduling, Cancellations and No Shows

If you need to **reschedule**, you can do so on the website by following the steps above. Rescheduling must be done more than 72 hours prior to the scheduled exam time to avoid a rescheduling fee. There is a \$100 fee if you’re rescheduling **within** 72 hours of your scheduled start time. There is no limit on how many times you can reschedule your exam.

Cancellations must be done more than 72 hours prior to the scheduled exam to avoid a \$100 processing fee. To cancel a scheduled exam, please email certification@iapp.org or call 603.427.9200.

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. We require 30 days notice in order to arrange special accommodations. Please do not schedule an exam until the IAPP approves your request. After exam purchase, submit your request and supporting documentation using the forms provided on the [IAPP website](#).

Exam Languages

All IAPP examinations are administered in English. In addition, the CIPP/E exam is available in French and German.

Exam Sites

IAPP CIPP/A, CIPP/C, CIPP/E, CIPP/G, CIPP/US, CIPM and CIPT computer-based exams are administered through Kryterion testing centers at locations throughout the world. For a current list of test center locations, please click the testing center link from our [website](#).

V. Exam Day Information

Testing Center Exam Day Information

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. If you lose your reservation and are unable to access your account, please call the IAPP. You are responsible for identifying the best way to get to the exam location and where to park.

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 name printed on your identification must match the name you used to register.

If you have a name change between the date of your registration and the date of the exam, please bring documentation of the name change with you to the exam if you are unable to contact the IAPP prior to testing. Candidates who are turned away for not having proper identification must pay a \$100 rescheduling fee to reschedule their exam.

Authorization Code

Your exam reservation confirmation email will include a personal exam activation code. You must therefore **bring your confirmation email** with you to the testing center. Testing center personnel cannot activate your exam without this code, and they cannot access the code for you. If you fail to bring the activation code with you, you will not be able to sit for the exam and will

be considered a no-show, forfeiting all examination fees. If you lose your confirmation email, you may email the IAPP certification department at certification@iapp.org, and we can re-send it.

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. At the beginning of the exam session, the proctor will activate the exam by instructing you to enter the appropriate code(s). 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. However, non-native English speakers are allowed to bring one alternative-language-to-English dictionary. Such a dictionary must be surrendered to the exam proctor for inspection prior to being taken into 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.

Results

You will receive your results immediately upon concluding your exam, and a confirmation email will be sent with the result information.

Inclement Weather or Emergency Policy

In the event of inclement weather or an unforeseen emergency on the exam day, the testing center will determine whether circumstances warrant cancellation or postponement of the exam. Typically, the exam will not be cancelled if a proctor is able to arrive at the exam location and deliver the exam.

If for any reason the exam is unable to be administered, candidates may take the examination at a later date without being charged a reexamination fee. Candidates will be responsible for their own associated expenses for future testing.

In the event a documented medical or family emergency or weather event prevents you from reporting to a scheduled exam, please contact the IAPP certification department as soon as possible **before** the exam session. Exceptions may be made for documented extreme circumstances that prevented attendance.

Paper-Pencil Exam Day Information

General Instructions for Paper-Pencil Exams

Paper-pencil exams are offered at our three major conferences:

- Global Privacy Summit (Spring, U.S.A).
- Privacy.Security.Risk. (Fall, U.S.A).
- Data Protection Congress (Fall, Europe).

To register to test at one of the conferences above, the exam must be purchased through the conference registration process. You do not have to attend the conference to test during the testing event.

Confirmation of exam day details, including location, time and any building security procedures, will be emailed to you at least one week prior to the exam date. You are responsible for identifying the best way to get to the exam location and where to park.

Cancellation and No Shows

Cancellations must be done more than 24 hours in advance of the testing date and time in order to avoid a \$100 processing fee. Paper-pencil exams can be exchanged for computer-based exams for no additional charge if done outside of 24 hours by contacting the IAPP at certification@iapp.org.

If a candidate fails to show for their paper-pencil exam, they will be considered a no show and forfeit all exam fees. A new exam must be purchased in order to test.

Identification

You will need to bring 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 name printed on your identification must match the name you used to register. If you have a name change between the date of your registration and the date of the exam, please bring documentation of the name change with you to the exam session.

We recommend you bring two pencils. Pencils are also provided on site.

Schedule for Paper-Pencil Exams

It is important to allow enough time for the examination check-in process. The IAPP generally advises you to arrive **at least** 15 minutes, and up to 30 minutes, prior to the start of the exam in order to clear any building security and choose a seat in the exam room.

Only one exam block is scheduled at conferences. Test takers may not attempt to take two exams during this time.

Procedures for Paper-Pencil Examinations

When you check in with the proctor(s) at your exam location, you will be provided with your sealed exam. Each examination is pre-printed and coded with your identifying information, so be sure you have received the exam bearing your name. You may not open the packet until you are instructed to do so.

Exams include an integrated answer document, which you will separate from the consumable exam booklet prior to the beginning of the timed exam session. You must wait for the proctor to announce that you may begin working. During the exam, you may mark directly in your exam booklet to work through your responses and to communicate feedback about the exam to the IAPP. When you complete your exam, you will hand your exam booklet and answer sheet separately to the proctor(s). Do not insert your answer sheet inside the exam booklet.

Special Rules for Paper-Pencil Exams

- All electronic devices must be **turned off** (not just silenced) and placed out of reach prior to the start of the exam.
- All reading material must be placed out of reach once the examination has begun. However, non-native English speakers are allowed to bring one alternative-language-to-English dictionary. Such a dictionary must be surrendered to the exam proctor for inspection prior to being taken into the testing room.
- No food is allowed in the testing room.
- Responses to each item must be marked clearly by filling out the bubble completely on the answer document.
- You must personally submit your exam booklet and answer document to the proctor(s) when you have completed the exam.
- If you finish early, you may leave the exam room, submitting your exam booklet and answer document to the proctor(s) as you leave. You may not return to the exam room once you have

submitted your exam booklet and answer document. If you leave early, gather all belongings and exit **quietly**.

Late Arrival at Event-Based Exams

Late arrivals will be admitted up to 20 minutes into the exams, but you will not be given additional time to complete the exam. If you arrive more than 20 minutes late, you will not be admitted to the exam room.

Results

We ask test takers to allow up to four weeks before receiving their exam results. Results will be emailed to test takers using the email address we have on file.

The IAPP will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo retesting, without being charged a reexamination fee. Candidates will be responsible for their own travel-associated expenses for future testing.

VI. Exam Information

IAPP certification programs are designed to differentiate between candidates who do and who do not possess the knowledge required to be considered minimally qualified privacy professionals. All questions are multiple choice with some relating to scenarios. Each question has only one correct answer. Each item (question) consists of a clearly written question (stem), a correct or best response (key) that should be apparent to minimally qualified candidates and three incorrect responses (distractors) that will be plausible to not-minimally qualified candidates. Note that it is each candidate's responsibility to be prepared for exams by being familiar with all elements of the Bodies of Knowledge.

The candidate is encouraged to read each question carefully. The stem may be in the form of an actual question or an incomplete statement. An exam question may require the candidate to choose the most appropriate answer based on a qualifier, such as MOST likely or BEST.

Scoring and Reporting

On all IAPP certification exams, each item has equal value and is scored as correct or incorrect. Unanswered items are considered incorrect, and there is no additional penalty for incorrect answers.

Passing scores are established through a process involving the expert opinion of our Exam Development Boards combined with data from the initial beta administration of an exam form. 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.

All results are placed on a common scale, ranging from 100 to 500. The passing score for all IAPP exams is 300 (which does not represent 50 percent).

Passing

Candidates who successfully complete their CIPP, CIPM or CIPT designation exam will be granted the appropriate digital certificate through Accredible that will be emailed generally within three weeks of receiving their results.

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.

Certification is a two-year term starting the day a candidate passes their exam. During this term, certificants are expected to maintain certification by submitting Continuing Privacy Education credits (CPE's). Please view the [IAPP Continuing Privacy Education Policy](#) for more information.

Failing

Candidates who did not successfully complete the examination will be given a diagnostic report on the reason for their failing, which will show your scale 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 is weighted differently, as indicated by the number ranges in 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 that a candidate fails to pass a certification test, the IAPP requires a waiting period of at least 30 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 of \$375.

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, the IAPP offers two options: score review and appeal.

Score Review

A score review is only available for paper/pencil exams, and is a hand scoring of your exam results conducted by an IAPP certification manager. This review will compare the exam answer key to your exam response sheet, with careful attention paid to ensure that your exam was scored correctly during the initial computer scoring. **Please be aware that the IAPP hand scores all paper-pencil exams that fall within two correct responses of a passing score.** It is extremely rare that a second review of your exam will result in a score change.

You must request a score review within 30 days of receiving your exam results. Please email certification@iapp.org with the subject line “Score Review Request.” Include your name, exam date and location, and the exam you would like reviewed (i.e. CIPP concentration, CIPM or CIPT). There is no fee for a score review.

The IAPP will acknowledge receipt of your request via email and will conduct the review within five days and communicate the results to you.

Appeal

Under current IAPP examination development processes, exam items are written, reviewed and validated by qualified privacy professionals. The IAPP conducts an annual statistical review of all exams to identify questions that may be flawed or performing poorly, and issues a new version of each title as needed. Even with these processes, an occasional flawed question may remain unidentified. The appeals process is designed not only to ensure fairness for all candidates, but also as an additional mechanism to improve the quality of our exams.

If you wish to formally appeal your exam results based on concerns about one or more specific questions on an exam, you may file an appeal by completing our [Certification Candidate Appeal form](#). Your appeal must be made in writing within 30 days of receiving the adverse determination. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and your email address, postal address and a phone number.

The IAPP will acknowledge receipt of the appeal within five days of receipt. The acknowledgement will include a description of the appeals policy. During the appeal process, the IAPP will review your exam results along with your specific question challenges. If the IAPP finds the question(s) you have challenged to be faulty or flawed **and** it is determined that the results of your exam were affected by the question(s), a new score may be calculated.

Irregularities

The IAPP and its test center partner strive to maintain an appropriate exam environment at all times, but occasionally irregularities may occur during a testing session. If you believe conditions at an exam session negatively impacted your performance, you may file a complaint to the IAPP Certification Department by completing our [Certification Complaint Submission form](#) within 30 days of the incidence occurrence. Your complaint should include as much information as possible, including testing location, exam taken, date and time, proctor name(s) and details about the irregularity you are reporting. Your complaint will be acknowledged within 10 days of receipt. The acknowledgement will include a description of the complaint process. The IAPP will investigate your complaint and issue a finding within 30 days. If we find that a significant irregularity in fact occurred and you did not pass your exam, we will normally issue you a complimentary exam re-take. Under no circumstances can we alter exam results on the basis of a testing irregularity.

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, once the certificant has provided written permission. 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

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.
- The candidate's exam booklet, answer sheet (if paper/pencil testing) and any material confiscated by the proctor(s) will be thoroughly examined by the IAPP Certification Director for evidence of cheating.
- 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.

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-policy/
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:

- I will conduct my business and/or professional activities with courtesy, honesty and integrity.
- I will represent my certifications and qualifications honestly and agree to only undertake those activities I can reasonably expect to complete with the necessary skills, knowledge and competence.
- I will strive to maintain and improve my professional knowledge and competence through regular self-assessments and continuing education or training.
- I will follow all certification policies, procedures, guidelines and requirements of the IAPP.

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 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, CIPP/A or CIPP/G), 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, CIPP/A or CIPP/G), CIPM and/or CIPT designations and the seal of CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM and/or CIPT.

In using the CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), 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, CIPP/A or CIPP/G), 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 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, 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.