



# CPPS Eligibility Checklist



This is a simple checklist of eligibility requirements for people interested in pursuing the CPPS® credential. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all the boxes below, it may mean that you have an eligibility gap that must be closed.

Academic Degree	
<input type="checkbox"/>	<b>A.</b> I have at least a U.S. bachelor’s degree or equivalent from a college/university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates require evaluation reports from a NACES or AICE member organization.)
Professional Practice Experience	
<input type="checkbox"/>	<b>B.</b> I can document that I have worked 4 years (48 months) through one of the following one of the following options: <b>Option 1:</b> I have supervisors who have overseen my work over 48 months who are willing to send references on my behalf.  <b>OR</b> <b>Option 2:</b> (a) I have a current supervisor who can provide a reference for work within the last 12 months, and (b) a Verification of Employment (VOE) letter sent directly to BGC from my previous Human Resources Department to cover the duration and scope of my previous employment.
<input type="checkbox"/>	<b>C.</b> The documentation of my professional practice experience shows that I worked for at least 50% of my time over a total of 48 months in product stewardship.
<input type="checkbox"/>	<b>D.</b> The documentation of my professional practice experience shows independence of actions, depth of work, level of interaction, and responsibility for work outcome in the practice of product stewardship over a total of 48 months.
Ethical Practice	
<input type="checkbox"/>	<b>E.</b> I have not been involved in any unethical behavior, and I am willing to adhere to the <i>BGC Code of Ethics</i> .
Fees	
<input type="checkbox"/>	<b>F.</b> I am able to pay all fees required to obtain and hold the credential including: <ul style="list-style-type: none"> <li>• Application/Reapplication Fee</li> <li>• Examination Fee</li> <li>• Annual Dues (after Passing the exam)</li> </ul>

**Application Steps:** (Check the BGC website for any updates.)

1. Review the *CPPS Candidate Handbook* pages, as they contain information on the application process, eligibility, and exam requirements. Complete the eligibility checklist for your own benefit.
2. Complete our online Application: profile information, education, job history with supervisor/s, and description of duties.
3. Pay the non-refundable Application Fee.
4. Request *official* transcripts and/or an *official* evaluation report.
5. Request *Professional Questionnaire Reference Forms (PRQs)*, or PRQs and a *Verification of Employment (VOE)* letter as explained on the BGC website.

**Please Note:** BGC does not offer detailed preliminary reviews of applications/submissions. The review takes place after the application is completed and the application fee is paid.