

# CERTIFICATION RENEWAL GUIDEBOOK



for the  
**Certified Job Order Contracting  
Professional Credential**

**Center for Job Order Contracting Excellence**

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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 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).

Individuals having earned the CJP certification must renew their certification every three (3) years. This certification renewal is an important part of maintaining the professional standards of the CJP program. Certification renewal demonstrates the commitment of the certified individual to maintain their skills and abilities at the highest level through continuing education and participation in their profession.

Renewal of the CJP credential requires submittal of a renewal application with the required information regarding demonstration of continuing professional development and payment of the renewal fee.

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 in CJE meetings
- Actively participating on CJE committees
- Presentations about Job Order Contracting at conferences
- Service as a Chapter Officer or Board Member
- Service on the CJP Certification Board
- Participate in JOC related training, seminars, or webinars
- Actively participate in JOC, related IDIQ or procurement events or training
- Contribute to industry education and the JOC training program

## **CERTIFICATION RENEWAL PROCESS**

### **Renewal Guidelines**

Renewal of your CJP or CJP Associate certification is required every three (3) years. This time frame was established to ensure that those holding the credentials keep their skills and abilities related to Job Order Contracting current and industry relevant. To renew, an individual must complete the following steps prior to their triennial certification expiration date:

- Complete the certification renewal application.
- Identify a minimum of 30 professional development units within the most recent triennial certification period (no carry over from prior terms is permitted).
- Submit the application and continuing education verification.
- Pay the appropriate renewal fee.

### **Continuing Education**

All certification holders are required to provide evidence of 30 professional development units earned within the most recent triennial certification period. No carry over of continuing education from prior renewal periods is permitted. Some examples of ways which professional development units may be earned are:

- Active participation on CJE committees
- Presentations about Job Order Contracting at conferences or industry events
- Service on the CJE Board, as a Chapter Officer, or the CJP Certification Board
- Attending JOC related training, seminars, or webinars
- Contribute to industry education and the JOC training program

Details of allowable professional development types and credit for each activity are found later in this guidebook. Each individual is required to maintain their own professional development records for units submitted with their renewal application in event of a renewal audit.

### **Renewal Audits**

The CJP Certification Board may randomly audit renewal applications throughout the year in order to ensure compliance with the continuing education unit requirement. When an individual's application is audited they will be requested to submit evidence of completion for their 30 units submitted. The individual will have 45 calendar days to submit their verification materials to the certification board.

- If an individual provides acceptable verification their certification will be renewed.
- If an individual does not provide any verification their certification will be suspended.
- If an individual provides verification that is not acceptable for some units submitted, they will be notified and given an additional 45 days to submit verification for an equivalent number of replacement units. Acceptable replacement unit verification will result in certification renewal, while unacceptable or no replacement unit verification will result in suspension of the certification.

## APPROVED CONTINUING EDUCATION ACTIVITIES

Category	Activity Type	Professional Development Units
<b>Active Participation in CJE</b>	Participate on the CJP Certification Board	5 units per year
	Serve as a National Board Member	4 units per year
	Serve as a National Committee Chairperson	4 units per year
	Actively serve on a National Committee	3 units per year
	Author or contribute to CJE Education Materials	3 units per year
	Serve as a Chapter Officer	3 units per year
	Actively serve on a Chapter Committee	2 units per year
	Maintain CJE Membership	1 unit per year
<b>Professional Organization Involvement</b>	Serve as a National board or committee member for a construction industry related professional association	2 units per organization per year (max 4 per year)
	Serve as a Chapter board or committee member for a construction industry related professional association	1 unit per organization per year (max 2 per year)
	Serve as an ACE Mentor	2 units per year
<b>Professional Development / Continuing Education</b>	Attend CJE Meetings (National or Chapter)	1 unit per meeting (max 4 per year)
	Attend CJE's JOC training and certificate program	6 units per 3-day session
	Attend JOC related seminar or workshop	1 unit per contact hour
	Attend construction industry related webinar or online training	1 unit per contact hour
	Complete a college course in any CJP qualifying degree program	1 unit per credit hour
<b>Presenting / Teaching</b>	Teaching a session for the in-person CJP Certification Training program	5 units per program session
	Teaching a college course in a construction industry related topic	3 units per year
	Present a CJE approved JOC related topic at a conference or workshop	2 units per event

## UPGRADING FROM ASSOCIATE CJP TO CJP

An Associate CJP may select to upgrade their credential to CJP once the experience requirement for the full CJP credential has been met. The renewal applicant must demonstrate the full experience has been met in accordance with the following criteria:

### Experience

To upgrade to the CJP, an applicant must demonstrate no less than 6 years (72 months) of experience working with the Job Order Contracting method of project delivery, which includes comparable federal/military delivery methods (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
- Procurement and Contracting (*experience as owner, contractor, or both*)
- Contracts and Legal Aspects
- Pricing and Cost Estimating
- JOC 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.

### 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 substitutes for 2-years of experience, or
- A Master's degree (or higher) substitutes for 3-years of experience

The applicant seeking a credential upgrade must complete the experience portions of the renewal application, and if applicable, submit proof of education credit being claimed.

## FEE SCHEDULE

The following fee schedule applies to the certification renewal processes described in this handbook.

<b>CJP Certification Renewal Fees (US\$)</b>				
<b>Effective January 1, 2019</b>				
	<b>Membership Type</b>			<b>Non-Member</b>
	<b>Sustaining, or National</b>	<b>Regional, Owner, or Public Entity</b>	<b>Individual</b>	
<b>Certification Renewal</b>	\$150	\$150	\$150	\$200
<b>Replacement Certificate</b>	\$40	\$40	\$40	\$40

## **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 / re-certification 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 and 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 a 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 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.

### **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 on-line 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.

## Renewal Extensions

In cases where extenuating circumstances exist that prevent a certification holder from earning the required professional development units prior to their renewal date, the certification holder must make a written request to the CJP Certification Board for an extension. A single extension of up to 90-days may be granted if the following conditions are met:

1. The request describes the extenuating circumstance(s) that exist.
2. The request provides specific evidence of how the certification holder proposes to complete the missing professional development units prior to the end of the extension period.

In no case will an extension of the renewal period affect or modify the certification renewal date. Subsequent renewal periods will reflect the original renewal period.

## Appeals

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

- Denial of recertification (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

All refund requests must be issued to CJE in writing. Renewal fees are non-refundable.

# Certification Renewal Application for the



# Certified Job Order Contracting Professional

## Certified Job Order Contracting Professional (CJP) Certification Renewal Application

Applicants should 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 you may submit your application packet to the CJP Certification Board at the following address:

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

### Certification Holder Information

Certification Type:        CJP        CJP Associate

Certification #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Renewal Requested:    CJP        CJP Associate        Upgrade from CJP Associate to CJP

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

Work Phone: \_\_\_\_\_

State/Province: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Country: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Title: \_\_\_\_\_





**Skip this section if submitting CJP Renewal - go to page 14 & continue**

## **Additional Requirements - Upgrading Associate CJP to CJP**

### **Education Credit**

No specific education requirement exists for certification as a CJP. 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 in qualifying discipline being submitted for consideration. Applicant will provide evidence of 4-years of Job Order Contracting experience.
- Master's Degree in qualifying discipline being submitted for consideration. Applicant will provide evidence of 3-years of Job Order Contracting experience.

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

### **Functional Area Verification**

Applicant's years of Job Order Contracting work experience must include some amount of time spent in each of the 5 functional areas listed below. It is permissible for experience listed to overlap two or more functional areas, so long as all 5 areas are covered within the total years of experience provided.

For each functional area identify the applicable amount (time in years) of experience applicant has. Total time should add up to 3, 4, 5 or 6 years (minimum) as required by applicant's education credit being claimed.

- \_\_\_\_\_ General JOC Construction
- \_\_\_\_\_ Procurement and Contracting
- \_\_\_\_\_ Contracts and Legal Aspects
- \_\_\_\_\_ Pricing and Cost Estimating
- \_\_\_\_\_ Operations and Management

### **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.

Employer #1: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ Position: \_\_\_\_\_

State: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Country: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Employer E-mail: \_\_\_\_\_

Description of Duties (box expands to fit text):

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 (box expands to fit text):

## Renewal Applicant Attestation and Agreement

By signing this renewal application form the credential holder 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 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 or CJP Assoc designation to me.
7. I understand that upon earning the CJP or CJP Assoc credential I will be listed in the on-line 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 am the person who has earned the professional development units toward the CJP certification renewal for which I have applied.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Certification Renewal Fee and Payment

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

Certification Holder'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 made your payment online, please provide the information below so CJE can link the payment to the application.

Name of Payer: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

If you have questions regarding your application or receipt of payment, please email [education@jocexcellence.org](mailto:education@jocexcellence.org).