

Guide to Certifications

For Accounting, Finance and Operations Management

Table of Contents

About the Guide	1
The Value of Certifications	2
Certification Descriptions	3
Public Accounting	3
Corporate Accounting	4
Government	5
Banking and Financial Services	6
Personal Financial Management	7
Audit, Fraud and Risk Management	7
Operations Management	9
Tax	10
Information Technology	11
Credit	11
Payroll	12
Certification Descriptions: Canada	13
Directory of Accrediting Organizations	15
Index of Certifications	21
The Leading Resource	23
About the Company	24

About the Guide

The *Guide to Certifications* provides an overview of a wide range of professional designations in the fields of accounting, finance and operations management. Descriptions are based on publicly available information provided by professional associations and other accreditation groups. Contact information for these organizations is listed on Pages 15-20.

The *Guide to Certifications* is published for informational purposes only and is provided without any warranty or guarantee. Certification requirements are changing continually. Certification seekers should always contact the sponsoring organization to verify requirements and obtain the most current information. Most certifications require application and examination fees. Continuing education is almost always necessary to maintain certifications, and fees may be charged to renew them.

The Value of Certifications

Corporate governance reforms, an increasingly global business environment and rapidly changing technologies have heightened the demand for accounting and finance professionals who possess advanced skills and have demonstrated their expertise and commitment to ongoing education by earning professional designations.

Maintaining industry-recognized accreditations can provide numerous benefits, including improved career prospects and enhanced earning power. In a Robert Half survey of chief financial officers (CFOs), a large majority said earning a certification is valuable for an accounting or finance professional's career advancement. In addition, according to the *Salary Guide* from Robert Half, those who have earned professional credentials may receive starting salaries up to 10 percent above the market average.

Not only can certifications help individuals differentiate themselves in the marketplace, but they also serve as an indicator to employers that a potential hire has the requisite skills to perform a specific job or service. Many firms support ongoing learning and accreditation for their employees to develop a more skilled workforce.

Certain credentials have become particularly desirable. These include the certified public accountant (CPA), certified general accountant (CGA), certified internal auditor (CIA), certified fraud examiner (CFE), certified information systems auditor (CISA), certified management accountant (CMA) and chartered accountant (CA) designations. Professional associations continue to create additional specialty certifications to help their members address the increasing complexity of new regulations and business trends.

In the years ahead, organizations are likely to place even more value on certifications as a means of differentiating top candidates. The accounting and finance field offers a wide range of opportunities for professionals to specialize as they advance in their careers. Employers look to those who can demonstrate their knowledge in niche areas through a combination of work experience and the formal training and education gained during the certification process.

Certification Descriptions

Public Accounting

Accredited Business Accountant (ABA) – This credential offered by the Accreditation Council for Accountancy and Taxation (ACAT) is for practitioners who specialize in the needs of small to midsize businesses and in financial services to individuals and families. Candidates must have three years of related work experience and receive 70 percent or better on both sections of the eight-hour ABA exam, which covers financial accounting, reporting, statement preparation, taxation, business consulting services, business law and ethics. For more information, visit www.acatcredentials.org.

Accredited in Business Valuation (ABV) – Administered by the American Institute of Certified Public Accountants (AICPA), this credential is granted exclusively to certified public accountants (CPAs) who exhibit substantial skills and knowledge in business valuation services. Candidates must show evidence of competency and experience by completing 10 business valuation engagements and 75 hours of lifelong learning activities as well as passing an exam. The ABV exam consists of two parts and covers engagement practices, professional and regulatory standards, qualitative and quantitative analysis, valuation analysis, and other valuation-related topics. Candidates who hold a certified valuation analyst (CVA), certified bank auditor (CBA) or chartered financial analyst (CFA) designation need to complete only one part of the exam. Individuals holding the accredited senior appraiser (ASA) designation are exempt from the exam requirement. For more information, visit www.aicpa.org/bvfls.

Certified Public Accountant (CPA) – A CPA is an individual who has passed the Uniform CPA Examination and has received his or her CPA certificate and/or CPA license (if required) from the State Board of Accountancy of the state in which that individual intends to practice. Each state has its own education and experience requirements that must be met before a candidate is given permission to take the exam and obtain a certificate/license. The Uniform CPA Examination is delivered in a computer-based format in authorized testing centers across the United States. For more information, visit www.nasba.org or www.cpa-exam.org.

Certified Valuation Analyst (CVA) – The National Association of Certified Valuation Analysts (NACVA) certifies CVAs to perform business and intangible asset valuations as a service to both the consulting community and the users of their services. This designation requires the applicant to hold a valid CPA license, be a practitioner member of NACVA in good standing, complete a five-day training program, submit three personal and three business references, and pass a comprehensive two-part examination. For more information, visit www.nacva.com.

Corporate Accounting

Certified Accounts Payable Associate (CAPA) – Accounts payable professionals who are interested in obtaining the CAPA designation offered by International Accounts Payable Professionals (IAPP) must take and pass the CAPA certification exam. In order to be approved for the exam, candidates must provide employment verification and agree to uphold the IAPP code of ethics. Candidates also must have at least one year of experience with an associate's degree or higher, or at least three years of experience with no degree. Recertification is attained by either retaking and passing the exam or accumulating a minimum number of qualifying credit hours through continuing education. For more information, visit www.iappnet.org.

Certified Accounts Payable Professional (CAPP) – Accounts payable professionals interested in obtaining the CAPP designation, offered by IAPP, must take and pass the CAPP certification exam. In order to be approved for the exam, candidates must maintain IAPP membership, provide employment verification and agree to uphold the IAPP code of ethics. Candidates must also have at least two years of experience with a bachelor's degree or higher, three years of experience with an associate's degree or five years of experience with no degree. Federal government agencies may be exempt from the IAPP membership requirement. Recertification is attained by either retaking and passing the exam or accumulating a minimum number of qualifying credit hours through continuing education. For more information, visit www.iappnet.org.

Certified Bookkeeper (CB) – Awarded by the American Institute of Professional Bookkeepers (AIPB), this certification requires that candidates have at least two years of bookkeeping experience, pass a national exam offered at any of more than 300 Pro-metric test centers and adhere to a code of ethics. The exam covers adjusting entries, error correction, payroll, depreciation, merchandise inventory and internal controls. For more information, visit www.aipb.org.

Certified Management Accountant (CMA) – Offered by the Institute of Management Accountants (IMA), the globally recognized CMA credential distinguishes those who have earned it as advanced accounting professionals qualified to work inside organizations where technical competence and a thorough understanding of the linkage between strategy and financial performance are critical. IMA's CMA program embodies an extensive curriculum covering accounting, finance and important related fields. The four-part exam is designed to develop and measure critical thinking and decision-making skills. For more information, visit www.imanet.org.

Certified Treasury Professional (CTP) – The Association for Financial Professionals (AFP) awards this credential (formerly the certified cash manager designation) to treasury and finance professionals who demonstrate mastery of subjects including mergers and acquisitions, cash management, risk management, capital structure and corporate governance. To qualify for the computer-based CTP exam, applicants must have at least two years of finance-related work experience or the equivalent as defined by the AFP. For more information, visit www.afponline.org.

Government

Certified Defense Financial Manager (CDFM) – The American Society of Military Comptrollers (ASMC) issues the CDFM, a standard designed to assure Department of Defense (DoD) financial professionals have a working knowledge of the full spectrum of skills, competencies and the related fiscal law required to perform successfully at the journeyman level in financial management positions at all levels within the department. Candidates must pass three comprehensive examinations and satisfy experience and ethics requirements for initial certification. Following initial certification, those holding the designation must complete 80 hours of continuing professional education every 24 months to remain certified. For those candidates seeking to demonstrate and document a specialized knowledge of the DoD acquisition process, a fourth, optional module is available. For more information, visit www.asmc certification.com.

Certified Government Auditing Professional (CGAP) – A specialty certification program issued by The Institute of Internal Auditors (The IIA), the CGAP is designed for audit practitioners in the public sector. The certification exam tests a candidate's knowledge of public sector auditing, including certain features that are unique to the public sector (e.g., fund accounting, grants, legislative oversight and confidentiality rights). Candidates also must meet educational requirements, submit a character reference and have at least two years of auditing experience in a government environment. For more information, visit www.theiia.org.

Certified Government Financial Manager (CGFM) – The Association of Government Accountants (AGA) issues the CGFM designation, a standard for measuring the knowledge and skills of financial management professionals working in government at the federal, state and local levels. Candidates must meet education, experience and ethics requirements. They also must pass three comprehensive exams relating to the government environment: governmental accounting, financial reporting and budgeting, and governmental financial management and control. For more information, visit www.agacgfm.org.

Certified Public Finance Officer (CPFO) – The Certified Public Finance Officers Program of the Government Finance Officers Association of the United States and Canada (GFOA) is a broad educational self-study program designed to verify knowledge in the disciplines of government finance. To earn the designation, candidates must pass a series of five examinations covering the major disciplines of public finance. A candidate has seven years in which to successfully complete the program. Once earned, the designation is maintained by participating in 30 hours of continuing professional education each year. While GFOA certifies that an individual who passes one or more of GFOA's certification examinations demonstrates certain competencies, GFOA withholds an opinion as to the capabilities of any individual to successfully perform in a given position. For more information, visit www.gfoa.org.

Banking and Financial Services

Accredited Senior Appraiser (ASA) – To qualify for this designation, offered by the American Society of Appraisers (ASA), professionals must have a minimum of five years of full-time appraisal experience, a college degree or its equivalent, and successfully completed course and examination requirements for four 27-hour discipline-specific principles of valuation courses. Candidates for the designation also must submit two appraisal reports for peer review and approval. Individuals must submit evidence of professional growth through continuing education and/or participation in professional activities to remain an accredited and designated ASA. For more information, visit www.appraisers.org.

Certificate in Loan Review – The BAI Center for Certification offers the Loan Review Certificate Program. Professionals awarded the Certificate in Loan Review have proven their expertise in the loan review practices and procedures that serve as the standard for the financial services industry. The Loan Review Certificate Program is designed for commercial loan review and lending personnel as well as for national and state banking regulators. For more information, visit www.bai.org.

Certified Bank Auditor (CBA) – Offered by the BAI Center for Certification, the CBA designation ensures candidates have knowledge in four bank-specific areas: accounting, auditing principles and bank laws, regulations, and auditing practices and general business. To qualify for the CBA exam, candidates must possess a bachelor's degree and have a minimum of two years of bank auditing experience. Individuals must pass all four CBA exam areas within a three-year period. For more information, visit www.bai.org.

Certified Financial Services Auditor (CFSA) – The IIA confers this specialty credential on individuals who demonstrate their knowledge of current auditing principles and practices relating to the financial services industry. The exam format offers candidates a choice of three financial services disciplines: banking, insurance or securities. Candidates also must meet educational requirements, submit a character reference and have at least two years of auditing experience in a financial services environment. For more information, visit www.theiia.org.

Chartered Financial Analyst (CFA) – Awarded by the CFA Institute, the CFA's self-study curriculum develops and reinforces a fundamental knowledge of investment principles in the fields of portfolio management and investment analysis. Three levels of examination verify a candidate's ability to apply these principles across all areas of the investment decision-making process. Candidates must pass each level sequentially and fulfill other program requirements before earning the CFA designation. For more information, visit www.cfainstitute.org.

Personal Financial Management

Certified Financial Planner (CFP) – Individuals earning this credential from the Certified Financial Planner Board of Standards, Inc. (CFP Board) have met rigorous professional standards and agreed to adhere to principles of ethical and professional responsibility in their interactions with clients. Applicants must meet requirements for education, experience and ethics, in addition to passing a comprehensive exam. Certification must be renewed every two years. For more information, visit www.cfp.net.

Elder Care Specialist (ECS) – This credential from the Accreditation Council for Accountancy and Taxation (ACAT) recognizes professionals who have a thorough knowledge of preparing their clients for retirement, the essentials of estate and trust planning, and financial planning for the elderly. Candidates also must have demonstrated their customer sensitivity and communication skills. Applicants must complete all three of the National Society of Accountants “Serving Aging America” tracks and pass the ECS examination with a score of at least 70 percent. For more information, visit www.acatcredentials.org.

Personal Financial Specialist (PFS) – This credential, established by the AICPA, is for financial planners who want to distinguish their expertise and experience. Holders of the credential receive recognition for blending financial planning and business acumen and for being competent, trustworthy and objective. To earn the designation, CPAs must have business experience in at least one of six financial planning disciplines, fulfill lifelong learning activities and pass one of the following exams: CFP; ChFC; CFA; or NASD Series 65, 66 or 7. For more information, visit www.aicpa.org/pfp.

Audit, Fraud and Risk Management

Accredited Valuation Analyst (AVA) – NACVA certifies AVAs to perform business and intangible asset valuations as a service to both the consulting community and the users of their services. This designation requires the applicant to hold a business degree and/or a master's in business administration from an accredited college or university, be a practitioner member of NACVA in good standing, be able to demonstrate substantial experience in business valuation, submit three personal and three business references, and pass a comprehensive two-part examination. For more information, visit www.nacva.com.

Anti-Money Laundering Professional (AMLP) – The BAI Center for Certification offers the AMLP designation for anti-money laundering and Bank Secrecy Act (BSA) professionals employed within financial institutions or national and state regulatory agencies. Candidates with 10 years of experience can qualify for the grandfathering provision (offered until November 1, 2007). Those with less than 10 years of experience must complete a 150 multiple-choice question proficiency exam based on the following areas: AML and BSA laws and rules, Suspicious Activity Reporting (SAR), OFAC procedures and USAPA laws. A passing grade of 70 percent on each exam is required to earn the certification. A bachelor's degree from an accredited college or university is required, along with at least three years of work experience in the fields of AML, BSA, SAR, OFAC and USAPA. For more information, visit www.bai.org.

Certification in Control Self-Assessment (CCSA) – The IIA awards this specialty certification to practitioners of control self-assessment who successfully complete the CCSA exam. CCSA candidates must meet eligibility requirements for education, character, work experience, and facilitation experience and training. For more information, visit www.theiia.org.

Certified Forensic Financial Analyst (CFFA) – NACVA certifies CFFAs to provide competent and professional forensic financial support services to the legal community. Prerequisites for the designation include receiving a business valuation credential or a master's degree, serving as a practitioner member of NACVA in good standing, providing proof of substantial experience providing litigation consulting, completing a five-day training program, submitting one business and two legal references, and passing a comprehensive two-part examination. For more information, visit www.nacva.com.

Certified Fraud Examiner (CFE) – A globally recognized credential offered by the Association of Certified Fraud Examiners (ACFE), a CFE specializes in fraud prevention, detection and deterrence. The CFE exam covers four areas: financial transactions, legal elements of fraud, fraud investigation, and criminology and ethics. For more information, visit www.acfe.com.

Certified Internal Auditor (CIA) – Offered in 17 languages in more than 95 countries, The IIA's premier certification is the only internationally accepted designation for internal auditors. The CIA exam is offered in four parts: the internal audit activity's role in governance, risk and control; conducting the internal audit engagement; business analysis and information technology; and business management skills. CIA candidates must meet eligibility requirements for education, character and work experience. For more information, visit www.theiia.org.

Certified Risk Professional (CRP) – Developed by the BAI Center for Certification, the CRP certification recognizes individuals who have a strong knowledge of risk identification, assessment and management in the financial services industry. Financial services professionals seeking accreditation must meet a demanding set of examination, experience, education and ethical requirements. The CRP designation offers specialization in one or more of the following areas: audit; treasury and AML; finance and accounting; and regulatory compliance. For more information, visit www.bai.org.

Operations Management

APICS Certified in Integrated Resource Management (CIRM) – APICS, The Association for Operations Management, offers the APICS CIRM program to help professionals enhance collaboration among the following business functions: product development, marketing/sales, human resources, finance and operations. The certification exam consists of five modules: enterprise concepts and fundamentals, identifying and creating demand, designing products and processes, delivering products and services, and integrated enterprise management. For more information, visit www.apics.org.

APICS will discontinue the APICS CIRM program on June 1, 2008. Content of the APICS CIRM program will continue to be recognized as a valuable part of the APICS body of knowledge.

APICS Certified in Production and Inventory Management (CPIM) – The APICS CPIM designation is intended for professionals involved in production and inventory management, operations, supply chain management, procurement, materials management, and purchasing. The certification focuses primarily on manufacturing and provides an in-depth view of materials management, master scheduling, production planning, forecasting and quality improvement. Those who earn the APICS CPIM designation also become eligible for the more advanced **APICS Certified Fellow in Production and Inventory Management (CFPIM)** designation, awarded to a select group of professionals who share their knowledge by presenting, publishing, teaching and participating in other professional development activities. For more information, visit www.apics.org.

APICS Certified Supply Chain Professional (CSCP) – This designation from APICS is geared for professionals currently working in or interested in the field of supply chain management, as well as for individuals working with enterprise resource planning (ERP) systems. The APICS CSCP designation offers an all-encompassing and integrated view of supply chain management – from the supplier all the way to the end customer. For more information, visit www.apics.org.

Tax

Accredited Tax Advisor (ATA) – ACAT offers this credential for practitioners who handle sophisticated tax planning issues, including ownership of closely held businesses, qualified retirement plans and complex estates. Applicants must score 70 percent or higher on the ATA exam and have five years of work experience in tax preparation, compliance, tax planning and consulting, of which 40 percent must be in tax planning and consulting. For more information, visit www.acatcredentials.org.

Accredited Tax Preparer (ATP) – Professionals earning this credential from ACAT must have demonstrated a thorough knowledge of the existing tax code and the preparation of individual, corporate and partnership tax returns. Individuals must have three years of work experience in tax preparation. Beyond that, candidates can qualify for the ATP credential by receiving a 70 percent or higher score on the ATP examination or by demonstrating the successful completion of at least 60 hours of qualifying education in tax preparation and/or planning. Enrolled agents, CPAs, state licensed accountants, attorneys, current ATA credential holders and individuals with a graduate degree in taxation also are prequalified for this credential. For more information, visit www.acatcredentials.org.

Enrolled Agent (EA) – An EA is a federally authorized tax practitioner who has technical expertise in the field of taxation and is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels of the Internal Revenue Service (IRS) for audits, collections and appeals. The EA designation is earned by passing a three-part exam administered by the IRS or by being employed by the IRS for at least five years in a position in which the provisions of the Internal Revenue Code and its regulations are interpreted regularly. A minimum of 24 hours of continuing education is required each year to maintain EA status with the IRS. Members of the National Association of Enrolled Agents (NAEA), the professional association of EAs, must complete at least 30 hours of continuing education. For more information, visit www.naea.org.

Information Technology

Certified Information Security Manager (CISM) – The CISM certification, awarded by Information Systems Audit and Control Association (ISACA), is for experienced information security managers and professionals with information security management responsibilities. The CISM designation, which has earned accreditation from the American National Standards Institute (ANSI), provides executive management with the assurance that those with the certification have the experience and knowledge needed to provide effective security management and consulting services. For additional information, visit www.isaca.org/cism.

Certified Information Systems Auditor (CISA) – Awarded by ISACA, this internationally recognized credential signifies proficiency in information systems auditing, control and security. With the growing demand for professionals possessing information systems audit, control and security skills, the ANSI-accredited CISA designation has become a preferred certification for individuals and organizations around the world. For more information, visit www.isaca.org/cisa.

Certified Information Technology Professional (CITP) – The AICPA issues this credential to CPAs who demonstrate a broad range of technology skills and apply them to achieve business solutions. It is held by professionals who hold a variety of positions in business, technology and academia. To be awarded the CITP credential, a CPA must possess at least 2,000 hours of business technology experience and at least 200 hours of technology education, both earned within a five-year period. For more information, visit www.aicpa.org/infotech.

Credit

Certified Credit Executive (CCE) – The National Association of Credit Management (NACM) offers this executive-level designation, which endorses its achievers as capable of managing the credit function at an executive level. Candidates must meet minimum requirements of a combination of experience, education and participation in the credit field through one of three different plans and must pass a rigorous four-hour exam that tests skills in the areas of accounting, finance, domestic and international credit concepts, management, and law. CCEs are required to recertify every three years. For more information, visit www.nacm.org.

Credit Business Associate (CBA) – Offered by the NACM, the CBA is an academic-based designation that signifies mastery of three credit-related disciplines: basic financial accounting, business credit principles and introductory financial statement analysis. No minimum work experience is required for this designation, and the course work needed to qualify can be obtained through colleges, local NACM-affiliated association programs, self-study or nationally sponsored programs. Those pursuing the designation can choose from one of two plans for completing the course work. Applicants also must pass a comprehensive three-hour examination to earn the certification. For more information, visit www.nacm.org.

Credit Business Fellow (CBF) – Awarded by the NACM, the CBF is an academic and participation-based designation indicating that credential holders are knowledgeable about and have contributed to the field of business credit by first earning the CBA designation and completing specific educational requirements. This includes courses in business law, credit law and financial statements (interpretation and credit risk assessment). Applicants also must pass the three-hour CBF exam. For more information, visit www.nacm.org.

Payroll

Certified Payroll Professional (CPP) – The CPP exam is open to professionals meeting one of three criteria listed in the American Payroll Association's (APA) Certification Examination Handbook. The CPP exam is the APA's mastery-level payroll certification. It tests for proficiency in all areas of payroll, including core payroll concepts, compliance, principles of paycheck calculation, payroll processes and systems, accounting, payroll management and payroll administration. The CPP designation is valid for five years. Recertification is attained by either retaking and passing the exam or accumulating a minimum number of qualifying recertification credit hours (RCHs) through continuing education. For more information, visit www.americanpayroll.org/certi.html.

Fundamental Payroll Certification (FPC) – The APA's FPC exam is open to all individuals who wish to demonstrate a basic level of payroll competency. There are no eligibility requirements to take the FPC exam. The FPC exam is designed for entry-level payroll professionals, sales professionals serving the payroll industry, systems analysts and payroll service bureau client representatives. The FPC designation is valid for three years. Recertification is attained by either retaking and passing the exam or accumulating a minimum number of qualifying RCHs through continuing education. For more information, visit www.americanpayroll.org/certi.html.

Certification Descriptions: Canada

Certified General Accountant (CGA) – CGA certification standards are established by the Certified General Accountants Association of Canada (CGA - Canada) and meet all national and international accounting standards. The CGA Program of Professional Studies incorporates requirements of education, examination and experience that individuals must meet to become a CGA. A bachelor's degree is a requirement for certification. CGAs are governed by a code of ethical principles and rules of conduct and are required to complete ongoing professional development. For more information, visit www.cga.org/canada.

Certified Management Accountant (CMA) – The internationally recognized CMA designation is offered by the Society of Management Accountants of Canada (CMA – Canada). CMAs apply management best practices in strategic planning, finance, operations, sales and marketing, information technology and human resources to identify new market opportunities, ensure corporate accountability and help organizations maintain a long-term competitive advantage. To obtain the designation, a prospective member must have a degree from a university program in business or commerce and pass the CMA entrance examination, a comprehensive test of accounting and management knowledge. The candidate then enters CMA - Canada's two-year Strategic Leadership Program while gaining practical full-time experience in a strategic management accounting environment. CMA - Canada also offers alternative channels to the CMA designation, including the CMA Executive Program. For more information, visit www.cma-canada.org.

Certified Payroll Manager (CPM) – This management-level certification provides professionals with the knowledge and skills to efficiently and effectively manage payroll as a mission-critical function. Its unique body of knowledge includes payroll management, business continuity, risk management, project management, payroll systems, benchmarking, change management and supervision. The Payroll Compliance Practitioner (PCP) certification is a prerequisite for the CPM designation. CPM certification holders are required to adhere to a professional code of conduct and participate in continuing professional education to maintain their certification status. For more information, visit www.payroll.ca.

Chartered Accountant (CA) – The CA is an international designation that is similar in scope and stature to the CPA credential. The CA is prominent in Canada, Australia, England, Ireland, Scotland, South Africa, New Zealand and Wales. The national governing body for CAs in Canada is the Canadian Institute of Chartered Accountants (CICA), although certification programs are administered through provincial institutes. Requirements to earn the credential may vary slightly among licensing countries, but in general, CAs must meet certain work prerequisites, pass a qualifying exam, and maintain professional standards of conduct and competence. For more information, visit www.cica.ca.

Fellow Credit Institute (FCI) – The certified credit professional FCI Program curriculum provides intermediate and senior credit professionals with the management skills and confidence to assume a leadership role in their organizations. Prior to graduation, students must obtain five years of practical experience in a credit position. Designated FCIs are bound by a code of professional ethics and participate in ongoing professional development. Two of the eight courses in the certified credit professional FCI Program are in-depth credit management courses. The remaining six core courses are provided by CGA – Canada, which allows students to transfer credits toward earning a CGA designation. For more information, visit www.creditinstitute.org.

Payroll Compliance Practitioner (PCP) – The PCP certification provides practitioners with the skills and competencies to ensure their organization is legislatively compliant through an annual payroll cycle. This certification covers the federal, provincial and territorial legislation, regulations and administrative requirements necessary to work effectively in payroll in Canada. Its content includes payroll federal and provincial legislation, processing payroll from the employee and organization perspectives, exceptional pay situations, termination of employment, accounting for payroll, statutory remittances and the year-end process. PCP certification holders are required to adhere to a professional code of conduct and participate in continuing professional education to maintain their certification status. For more information, visit www.payroll.ca.

Directory of Accrediting Organizations

Accreditation Council for Accountancy and Taxation (ACAT)

1010 North Fairfax Street
Alexandria, VA 22314
888.289.7763
www.acatcredentials.org

Certifications:

Accredited Business Accountant (ABA)
Accredited Tax Advisor (ATA)
Accredited Tax Preparer (ATP)
Elder Care Specialist (ECS)

American Institute of Certified Public Accountants (AICPA)

1211 Avenue of the Americas
New York, NY 10036
212.596.6200
www.aicpa.org

Certifications:

Accredited in Business Valuation (ABV)
Certified Information Technology Professional (CITP)
Certified Public Accountant (CPA)*
Personal Financial Specialist (PFS)

American Institute of Professional Bookkeepers (AIPB)

6001 Montrose Road, Suite 500
Rockville, MD 20852
800.622.0121
www.aipb.org

Certification:

Certified Bookkeeper (CB)

American Payroll Association (APA)

660 North Main Avenue, Suite 100
San Antonio, TX 78205
210.226.4600
www.americanpayroll.org

Certifications:

Certified Payroll Professional (CPP)
Fundamental Payroll Certification (FPC)

* The CPA designation is administrated by the State Board of Accountancy of the state in which an individual intends to practice.

American Society of Appraisers (ASA)

555 Herndon Parkway, Suite 125
Herndon, VA 20170
703.478.2228
www.appraisers.org

Certification:
Accredited Senior Appraiser (ASA)

American Society of Military Comptrollers

415 North Alfred Street, Suite 3
Alexandria, VA 22314
703.549.0306
www.asmconline.org

Certification:
Certified Defense Financial Manager (CDFM)

APICS The Association for Operations Management

5301 Shawnee Road
Alexandria, VA 22312
800.444.2742
www.apics.org

Certifications:
APICS Certified Fellow in Production and Inventory Management (CFPIM)
APICS Certified in Integrated Resource Management (CIRM)
APICS Certified in Production and Inventory Management (CPIM)
APICS Certified Supply Chain Professional (CSCP)

Association of Certified Fraud Examiners (ACFE)

716 West Avenue
Austin, TX 78701
512.478.9000
www.acfe.com

Certification:
Certified Fraud Examiner (CFE)

Association for Financial Professionals (AFP)

4520 East West Highway, Suite 750
Bethesda, MD 20814
301.907.2862
www.afponline.org

Certification:
Certified Treasury Professional (CTP)

Association of Government Accountants (AGA)

2208 Mount Vernon Avenue
Alexandria, VA 22301
703.684.6931
www.agacgfm.org

Certification:
Certified Government Financial Manager (CGFM)

BAI Center for Certification

One North Franklin, Suite 1000
Chicago, IL 60606
888.284.4078
www.bai.org

Certifications:
Anti-Money Laundering Professional (AML)
Certificate in Loan Review
Certified Bank Auditor (CBA)
Certified Risk Professional (CRP)

Canadian Institute of Chartered Accountants (CICA)

277 Wellington Street West
Toronto, ON M5V 3H2, Canada
416.977.3222
www.cica.ca

Certification:
Chartered Accountant (CA)

Canadian Payroll Association (CPA)

250 Bloor Street East, Suite 1600
Toronto, ON M4W 1E6, Canada
800.387.4693
www.payroll.ca

Certifications:
Certified Payroll Manager (CPM)
Payroll Compliance Practitioner (PCP)

Certified Financial Planner Board of Standards (CFP Board)

1670 Broadway, Suite 600
Denver, CO 80202
303.830.7500
www.cfp.net

Certification:
Certified Financial Planner (CFP)

Certified General Accountants Association of Canada (CGA – Canada)

800 - 1188 West Georgia Street
Vancouver, BC V6E 4A2, Canada
800.633.1529
www.cga-online.org/canada

Certification:
Certified General Accountant (CGA)

Chartered Financial Analyst (CFA) Institute

560 Ray C. Hunt Drive
Charlottesville, VA 22903
800.247.8132
www.cfainstitute.org

Certification:
Chartered Financial Analyst (CFA)

Credit Institute of Canada

219 Dufferin Street, Suite 216C
Toronto, ON M6K 3J1, Canada
416.572.2615
www.creditedu.org

Certification:
Fellow Credit Institute (FCI)

Government Finance Officers Association (GFOA)

203 North LaSalle Street, Suite 2700
Chicago, IL 60601
312.977.9700
www.gfoa.org

Certification:
Certified Public Finance Officer (CPFO)

Information Systems Audit and Control Association (ISACA)

3701 Algonquin Road, Suite 1010
Rolling Meadows, IL 60008
847.253.1545
www.isaca.org

Certifications:

Certified Information Security Manager (CISM)
Certified Information Systems Auditor (CISA)

The Institute of Internal Auditors (The IIA)

247 Maitland Avenue
Altamonte Springs, FL 32701
407.937.1100
www.theiia.org

Certifications:

Certification in Control Self-Assessment (CCSA)
Certified Financial Services Auditor (CFSA)
Certified Government Auditing Professional (CGAP)
Certified Internal Auditor (CIA)

Institute of Management Accountants (IMA)

10 Paragon Drive
Montvale, NJ 07645
800.638.4427
www.imanet.org

Certification:

Certified Management Accountant (CMA)

International Accounts Payable Professionals (IAPP)

8427 South Park Circle, Suite 160
Orlando, FL 32819
407.351.3322
www.iappnet.org

Certifications:

Certified Accounts Payable Associate (CAPA)
Certified Accounts Payable Professional (CAPP)

National Association of Certified Valuation Analysts (NACVA)

1111 Brickyard Road, Suite 200
Salt Lake City, UT 84106
801.486.0600
www.nacva.com

Certifications:

Accredited Valuation Analyst (AVA)
Certified Forensic Financial Analyst (CFFA)
Certified Valuation Analyst (CVA)

National Association of Credit Management (NACM)

8840 Columbia 100 Parkway
Columbia, MD 21045
410.740.5560
www.nacm.org

Certifications:

Certified Credit Executive (CCE)
Credit Business Associate (CBA)
Credit Business Fellow (CBF)

National Association of Enrolled Agents (NAEA)

1120 Connecticut Avenue, NW, Suite 460
Washington, DC 20036
202.822.6232
www.naea.org

Certification:

Enrolled Agent (EA)

Society of Certified Management Accountants (CMA – Canada)

One Robert Speck Parkway, Suite 1400
Mississauga, ON L4Z 3M3, Canada
800.263.7622
www.cma-canada.org

Certification:

Certified Management Accountant (CMA)

Accredited Business Accountant (ABA)	3
Accredited in Business Valuation (ABV)	3
Accredited Senior Appraiser (ASA)	6
Accredited Tax Advisor (ATA)	10
Accredited Tax Preparer (ATP).	10
Accredited Valuation Analyst (AVA)	7
Anti-Money Laundering Professional (AML)	8
APICS Certified Fellow in Production and Inventory Management (CFPIM)	9
APICS Certified in Integrated Resource Management (CIRM)	9
APICS Certified in Production and Inventory Management (CPIM)	9
APICS Certified Supply Chain Professional (CSCP)	9
Certificate in Loan Review	6
Certification in Control Self-Assessment (CCSA)	8
Certified Accounts Payable Associate (CAPA)	4
Certified Accounts Payable Professional (CAPP)	4
Certified Bank Auditor (CBA)	6
Certified Bookkeeper (CB)	4
Certified Credit Executive (CCE)	11
Certified Defense Financial Manager (CDFM)	5
Certified Financial Planner (CFP)	7
Certified Financial Services Auditor (CFSA)	6
Certified Forensic Financial Analyst (CFFA)	6

Certified Payroll Manager (CPM)	13
Certified Payroll Professional (CPP)	12
Certified Public Accountant (CPA)	3
Certified Public Finance Officer (CPFO)	5
Certified Risk Professional (CRP)	9
Certified Treasury Professional (CTP)	4
Certified Valuation Analyst (CVA)	3
Chartered Accountant (CA)	13
Chartered Financial Analyst (CFA)	6
Credit Business Associate (CBA)	12
Credit Business Fellow (CBF)	12
Elder Care Specialist (ECS)	7
Enrolled Agent (EA)	10
Fellow Credit Institute (FCI)	14
Fundamental Payroll Certification (FPC)	12
Payroll Compliance Practitioner (PCP)	14
Personal Financial Specialist (PFS)	7

The Leading Resource

Robert Half is the industry's leading resource on hiring and employment trends. Our reputation as a resource is evidenced by the business relationships we've developed with professional associations. These include the American Institute of Certified Public Accountants, American Payroll Association, American Society of Women Accountants, Association of Latino Professionals in Finance and Accounting, Canadian Institute of Chartered Accountants, Canadian Payroll Association, Canadian Securities Institute, Certified General Accountants Association of Canada, Credit Institute of Canada, Financial Executives International, The Institute of Internal Auditors, National Association of Credit Management and Society of Certified Management Accountants – Canada. These relationships enhance our network as well as underscore our leadership position and reputation for excellence.

Robert Half provides compensation and management-related information through a variety of resources, including our annual *Salary Guide* and booklets such as the *Glossary of Job Descriptions for Accounting and Finance*, *How to Hire Smart*, *How to Keep Your Best People*, *30 Ways to Maximize Employee Productivity*, *How to Get Ahead in Accounting and Finance* and *How to Check References When References Are Hard to Check*.

Chairman and CEO Max Messmer is a widely published author and columnist whose books for managers include *Motivating Employees For Dummies*; *Human Resources Kit For Dummies*, 2nd Edition; and *The Fast Forward MBA in Hiring* (John Wiley & Sons, Inc.). Professionals in every field benefit from his career advice in *Managing Your Career For Dummies* and *Job Hunting For Dummies*, 2nd Edition (John Wiley & Sons, Inc.).

To remain current on staffing and employment trends, Robert Half regularly conducts extensive research and surveys on workplace topics of interest. This information is shared with clients, job seekers and the media.

For more information about our services and resources, please contact your nearest Robert Half office at 1.800.803.8367 or visit us online at www.rhi.com.

About the Company

Founded in 1948, Robert Half is the world's leader in specialized consulting and staffing services and a member of Standard & Poor's widely tracked S&P 500 index. The company's financial staffing divisions include **Accountemps®**, **Robert Half® Finance & Accounting** and **Robert Half® Management Resources**, for temporary, full-time and senior-level project professionals, respectively.

Accountemps is the world's first and largest temporary staffing service for accounting, finance and bookkeeping professionals. Our specialized experience and reputation in the industry enable us to offer the most highly skilled temporary employees and deliver outstanding service. Our temporary professionals supplement our clients' full-time personnel to meet their variable financial staffing needs. We also offer guidance to our clients on the most efficient allocation of human resources for major initiatives.

Since 1948, firms of all sizes and in a variety of industries have recognized **Robert Half Finance & Accounting** as the pioneer in specialized financial recruitment. Our clients rely on our unrivaled experience in matching highly skilled candidates to the unique requirements of each position. In addition, our recruiting professionals can advise companies on local hiring and compensation trends and provide the latest information on issues impacting the accounting and finance fields.

Established in 1997, **Robert Half Management Resources** is the world's premier provider of senior-level accounting and finance professionals on a project basis. Our consultants have skills and experience in a variety of areas, including audit and compliance, accounting and accounting operations, finance, regulatory reporting, financial systems, taxation, administration and operations management, and project management. They are often brought in to fill key financial positions on an interim basis, such as chief financial officer, vice president of finance, internal audit manager, tax director, controller and systems conversion manager.

Robert Half also is the parent company of **Protiviti Inc.**, a leading provider of independent internal audit and risk consulting services. Protiviti helps companies identify, assess and manage operational and technology-related risks in their businesses.



Robert Half has a global network of more than 400 staffing and consulting locations worldwide. For more information about our professional services, please visit www.rhi.com.

