



C *ertified*
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**IFPUG'S Certification Program
For Function Point Specialists**

Sponsored by the International Function Point Users Group (IFPUG)

This document supersedes all previous information. Revised 12/03.



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International Function Point Users Group

Dear Colleague:

Thank you for your interest in the IFPUG *Certified Function Point Specialist (CFPS)* Program. By requesting information on this program you have taken the first step in obtaining the well-recognized designation of CFPS. This brochure provides a basic overview of the program and is designed to answer the most commonly asked questions.

As you may know, IFPUG is a user-supported group that has gained worldwide recognition as a top class organization providing very valuable service to the software industry. The various committees established by IFPUG consist of well-qualified, experienced and dedicated professionals who contribute their time and talents on a purely voluntary basis. The Certification Committee is no exception. Its members are committed to developing and implementing a highly professional and sound certification program.

There is great demand in the industry for qualified function point counters. As such, it will be of great benefit to you to be recognized as an IFPUG *Certified Function Point Specialist (CFPS)*.

I wish you success in the examination. I am sure that after obtaining the certification you will use it with genuine pride and will provide competent service to the industry.

Please do not hesitate to call or write to the IFPUG Executive Office if you have any questions.

Sincerely,

Melinda Ayers
Chairperson, IFPUG Certification Committee

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About IFPUG

The International Function Point Users Group (IFPUG) is a membership governed, non-profit organization, committed to promoting and supporting the use of Function Point Analysis and other software measurement techniques. As indicated by its name, IFPUG endorses Function Points (FPs) as its standard software sizing metric.

In support of its mission to encourage and promote function point use, IFPUG offers several benefits through its membership:

- Discounts on conference and workshop registration fees;
- Access to its Counting and Management Reporting "Hotlines", *Metricviews* Newsletter, Updates to publications, Vendor list, Membership Directory and more.....

Membership in IFPUG is approximately 550 companies worldwide, representing 26 countries. Combined membership of IFPUG and its affiliate members is approximately 1200 companies worldwide. Please contact the IFPUG Executive Office for complete membership information:

IFPUG
191 Clarksville Road
Princeton Junction, NJ 08550, USA
Phone: 609/799-4900 Fax: 609/799-7032
ifpug@ifpug.org or <http://www.ifpug.org/>

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Why CFPS?

As the use of Function Point Analysis continues to grow, it is essential that individuals with a specialized level of knowledge be distinguished. The Certified Function Point Specialist (CFPS) designation is a formal recognition of a level of expertise in the area of Function Point Analysis. A CFPS is acknowledged as having the skills necessary to perform consistent and accurate function point counts and comprehension of the most recent counting practices.

The CFPS Program

When you apply for the CFPS Program, you are on your way to demonstrating that you are among the best. You'll join a select group of individuals who have made the commitment to excellence, career advancement, and an ongoing pursuit of knowledge...gaining you valuable recognition in the process.

As one of the distinguished honors of professional achievement for function point practitioners, IFPUG's CFPS Program was designed not only to elevate professional standards and evaluate individual performance, but to recognize and distinguish those who have reached one of the highest levels of achievement in Function Point Analysis.

The CFPS: A Recognized Success Path

Throughout the function point industry, the CFPS is known and appreciated. Not only is it the mark of distinction, but it offers you a wide range of important benefits:

- **Expanded Knowledge** – By preparing for the exam, you will gain a thorough understanding of the most current Function Point Counting Practices.
- **Heightened Professional Recognition** – A symbol of knowledge and accomplishment, the CFPS designation is highly regarded by colleagues and employers. Many CFPSs credit the completion of the program for personal and professional achievement. Use it with your name on letterhead, business cards and all forms of address.
- **An Opportunity** – to demonstrate to current and potential employers that you possess a superior level of experience and expertise in counting function points.

Examination

Length/Offerings Schedule

The length of the exam is three hours. The exam will be offered twice per year in conjunction with the IFPUG Annual Conference and Spring Workshops. Regional exams are offered if sufficient interest exists. Please call the IFPUG Executive Office for further details.

Fees

A member fee of \$150 or student-member fee of \$50 is payable with the filing of the application. \$25 of these fees is a processing charge and is non-refundable.

How to Prepare For The Exam

The exam will be open book using Version 4.1.1 of the IFPUG Counting Practices Manual. IFPUG will provide manuals for use during the test. Vendor-supplied reference cards may be used, as well as calculators, but you must supply them.

The exam will consist of three sections: (1) Definitions, (2) Implementation and (3) Case Studies. Both the Definition and Implementation sections are multiple choice. Study Hints:

- Study the IFPUG Counting Practices Manual, Version 4.1.1. Don't forget to review the counting examples!
- Count! The more you count, the better your chances of achieving a passing grade.

A Successful Exam

A good command of the English language and an understanding of Function Point terminology is a must. Although not a prerequisite, most of the successful candidates have counted at least 15,000 plus Function Points. To pass the exam, an individual must have at least 90% correct on each section of the exam **or** at least 90% overall correct with at least 80% correct on each section of the exam.

About IFPUG Certification

IFPUG offers three types of certification; certification of: (1) Function Point Training Materials; (2) Function Point Specialist; and (3) Function Point Software Packages.

Eligibility

Anyone who has or is currently working, teaching, or studying in the data processing field is eligible to become a CFPS. Effective July 1, 2003, a Regular Membership, Affiliate I Membership, or Academic Membership in IFPUG is required.

Five Steps to Earn Your CFPS Designation

- 1 Read the "Application" including the Code of Ethics.
- 2 Complete, sign and return the application (found on <http://www.ifpug.org/>) along with the appropriate sitting fee TODAY! Applications are accepted on a first come, first served basis (SPACE IS LIMITED).
- 3 Prepare for the exam by studying the most recent Version and Release (example: Version 4, Release .1.1 = 4.1.1) of the *IFPUG Counting Practices Manual*.
- 4 Bring the following items with you to the exam: calculator, IFPUG or Vendor reference card, and a valid photo ID.
- 5 Receive the results of your exam within 4-6 weeks.

The CFPS Program does not discriminate on any basis including race, sex, religion, age, national origin, or disability.

The Application

DO NOT use prior bulletins when submitting your application – both fees and rules are subject to change.

Confidentiality

Upon certification, your name and CFPS certification date are posted on the IFPUG Website. All other information is strictly confidential and will NOT be released without permission of the applicant.

How the Program is Administered

The Certification Committee will review and grade examinations. Any candidate may appeal a decision of the committee in writing to the IFPUG Board of Directors within 30 days of receiving the decision, stating a reason for the appeal. The Board will have the final decision on any applicant's status.

Awarding the CFPS Designation

Candidates are notified of their results within 4-6 weeks. Successful candidates are recognized at the next IFPUG conference and the IFPUG newsletter, *Metricviews*. Also, those who pass the exam will receive a certificate stating that IFPUG recognizes them as a Certified Function Point Specialist (CFPS) with reference to IFPUG's Counting Practices Manual Version X.X (by accepting their certificates, the Certified Function Point Specialists agree to: (1) hold IFPUG harmless from any and all liability arising out of their professional activities, and (2) abide by and uphold the IFPUG Code of Ethics.)

Alternatives If You Don't Obtain Certification The First Time

You may retake the exam as many times as you wish for the standard exam fee; however, a retake cannot occur within a 30 day period.

How to Re-Certify or Extend Certification

The CFPS Certificate will be valid for a period of three (3) years.

Effective July 1, 2003, all individuals must be members of IFPUG in order to sit for the CFPS exam or to apply for the Certification Extension Program, and must remain a member in good standing for the duration of his/her CFPS certification period. CFPS certificates for individuals who pass the CFPS exam or who successfully extend his/her certification via the Certification Extension Program will expire at the end of each IFPUG fiscal year, i.e. each June 30. New certificates will then be issued, throughout the duration of the overall certification period, to individuals whose IFPUG member dues are paid in full. If an individual allows his/her IFPUG membership to lapse, then his/her CFPS certification will expire.

You may remain certified by:

- (1) Taking the CFPS examination in the third year of certification **or** (2) Applying for up to two extensions through the CFPS Certification Extension Program.

Details regarding the CFPS Certification Extension Program can be found in the Certification section of the IFPUG website.