

 **NEW APPLICANT**

 **INSTRUCTIONS**

|  |
| --- |
| **Please use this check list and application to ensure the quick and accurate processing of your application:** |
| [ ]  If you are not a member of the Network Professional Association (NPA), enroll as a member ([www.npa.org/join](https://www.npa.org/join)) before proceeding. NPA membership at *Professional* level is required. |
| If you are a current *Community Member* of the Network Professional Association (NPA), update your ([www.npa.org/renew](https://www.npa.org/renew)) before proceeding. NPA membership at *Professional* level is required. |
| Or combine NPA member and CNP fees and pay at [www.npa.org/cnp](https://www.npa.org/cnp). NPA membership and CNP application fee can be paid by Credit Card or mail a check or over the phone 888-NPA-NPA0. |
| [ ]  Indicate any qualifying incentive (see [www.cnp.org/incentives.html](https://www.cnp.org/incentives.html)).  |
| [ ]  Attach documentation for any Incentive Programs  |
| [ ]  Attach documentation confirming Core Fundamentals Exam completion |
| [ ]  Attach documentation for all certifications (as applicable) |
| [ ]  Complete work experience information |
| [ ]  Complete/attach documentation for education in professional ethics. |
| [ ]  Complete work experience information |
| [ ]  Complete/attach documentation showing education in professional ethics or journal paper. |
| [ ]  Attach copy of Curriculum Vitae or Résumé |
| [ ]  Attach head shot photograph of your person. |
| [ ]  Initiate employer(s) work confirmation for the CNP Application. Contact your employer(s), and have them email, mail, or call CNP Program (NPA 888-672-6720) proof of work experience. |
| [ ]  Attach documentation for formal education (as applicable) |
| [ ]  Make sure that total work experience is at least 3 years or 36 months |
| [ ]  Sign Code of Ethics |
| [ ]  Sign application |
| [ ]  Send completed application and all support documentation to address listed below |

**Contact Information:**

Network Professional Association - CNP Program

Address: 1401 Hermes Lane

San Diego, CA 92154 United States

Phone: 888-NPA-NPA0 Email: cnp@npa.org

For Office Use Only

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**APPLICATION**

**INSTRUCTIONS: Complete each item on the application, attach all documents, attach application fee payment, and mail to: NPA, CNP Program,
1401 Hermes Ln. San Diego, CA 92154. You may contact the CNP program at 1-888-NPA-NPA0 for updates and the status of your application.**

**SECTION I. APPLICANT PROFILE INFORMATION**

First Name       Last Name

NPA ID #:       (NPA Professional or Executive Membership is required for CNP holders)

Web site or blog:

ID type       Issuing Authority:      ID #:      (ex: drivers license, military ID, passport)

Date of Birth (MM/YYYY):

Employer/Company Name

Title

Work Address

City       State/Province       Zip/Postal

Country

Work Phone       Work Fax

Email Address       Web Site

**SECTION II. Program Selection**

## [ ]  ACNP

The Associate Certified Network Professional is for those individuals that are working toward a CNP. You must:

1. Be a member of the NPA in good standing, or be accepted as a new member at the time of application
2. Pass a Core Fundamentals Exam
3. Submit all documentation, proof of NPA membership (or an application for membership) and all fees

## [ ]  CNP with Experience

Experience credits can only be assigned for professional level work as determined by CNP Guidelines. 10 or more years of professional level experience in networking qualifies as meeting the standards for entry as a CNP.

Some examples of professional work activities would include: network systems analysis and design, network data base analysis or administration, network systems programming, web development, network hardware design, telecommunications, network systems planning or analysis, network security design and analysis, research involving networking, management of networking activities, maintenance where network design or analysis is included, teaching networking at a professional level, sales or marketing where professional level network recommendations are required.

## [ ]  CNP with Education Credits plus Experience

Completion of any of the widely recognized certification programs from Major Vendors and the Open-Source Community apply. A minimum of 100 points are required for qualification of meeting the standards for entry as a CNP.

Those points could come from the certification category only, the education category only or a combination of both of the categories with any experience points added. The certification or education credits from a completed program count.

**SECTION II. Payment**

**Payment Information** (Payment must accompany application⎯US dollars only)

**Select Fee you are to Pay** \*:

CNP Program: [ ]  $ 225

ACNP Program: [ ]  $ 100 NPA#      (requires current NPA membership)

 Incentive Discount: [ ]  $ – 25 NPA#       (for existing NPA members with 1+ years’ service and current standing)

 (Max $125) [ ]  $ – 50 Qualifying group name       (Not all incentives provide $discount)

 [ ]  $– 100 Member NPA College of Distinguished Fellows

TOTAL PAYMENT $       US dollars

**Method of Payment** \*CNP APPLICATION FEE POLICY: CNP application fees are non-refundable.

[ ]  Credit Card Payment online ([www.npa.org/cnp](http://www.npa.org/cnp))

 Date paid: \_\_\_\_\_\_\_\_\_\_\_ Last 4 digits of credit card: \_\_\_\_\_\_\_\_\_\_\_

[ ]  Credit Card Payment over Phone (888 672-6720)

 Date paid: \_\_\_\_\_\_\_\_\_\_\_ Last 4 digits of credit card: \_\_\_\_\_\_\_\_\_\_\_

[ ]  Payment by mail/email

 [ ]  MasterCard [ ]  Visa [ ]  American Express [ ]  Check /Money Order (payable to CNP)

 Card #      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expiration Date      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVV      \_\_\_\_\_\_\_\_\_\_

 Name on Card      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Billing Street      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Daytime Phone      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Card holders Signature      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION IV. Incentive Information**

The CNP program offers special incentives, please check this web site [http://www.cnp.org](http://www.cnp.org/incentives.html) to see if you qualify for any of those incentives and to download the appropriate form.

[ ]  I am eligible for one of the CNP Incentive programs (please attach Incentive form and documentation)

Incentives for which I qualify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION V. Core Fundamentals**

All Candidates for both the ACNP and the CNP certifications must pass a Core Fundamentals exam. For the listing of the acceptable Core Fundamentals Exams, please see www.cnp.org

[ ]  I have passed the one of the Core Fundamentals Exams or CFEs (please attach documentation)

**SECTION VI. Experience**

Below is the listing of experience credits that can be used. As mentioned above in the Experience Credits only path, the credits can only be assigned for professional level work as determined by CNP Guidelines. Three years of professional level experience is the minimum qualification for a candidate for this certification. Check the box indicating you Years of Professional Experience.

|  |  |  |
| --- | --- | --- |
|  | **Years of Professional Experience** | **Point value** |
| [ ]  | 3 Years (minimum required) | 0 |
| [ ]  | 4 Years | 10 |
| [ ]  | 5 Years | 20 |
| [ ]  | 6 Years | 30 |
| [ ]  | 7 Years | 40 |
| [ ]  | 8 Years | 50 |
| [ ]  | 9 Years | 60 |
| [ ]  | 10 Years or More | 100 |

**SECTION VII. Professional References**

Provide two professional references who can substantiate your history of professionalism and ethical conduct. (Employment verification is in Section XI)

**Reference Name**

Relationship **Years    Months**

Company  Title

Phone

Address

City  State/Provence  Zip/Postal

Country

Comment:

**Reference Name**

Relationship **Years    Months**

Company  Title

Phone

Address

City  State/Provence  Zip/Postal

Country

Comment:

**SECTION VIII. Certifications**

The points system is generally based on 10 points per test that is required for a certification as specified by the vendor. For more details on the accepted vendor certifications and their point values, please consult the CNP Guidelines (www.cnp.org). Candidates must have at least 2 vendor’s certifications in the 100 points if they intend to use only certifications to meet the total point required for the CNP. Only one and only the highest certification is accepted from a single vendor, i.e. for Cisco you cannot use the CCNA and the CCNP.

An example is Microsoft’s MCSE. 7 tests are required, so the point value is 70 points. List your certifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Certification** | **# of required tests**  | **Point value** |
|       |       |       |       |
|       |       |       |       |
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**SECTION IX. Formal Education**

Credit is given to candidates who have graduated from an accredited program. Only the highest degreed program is accepted for points. Check the box indicating your level of formal education.

|  |  |  |
| --- | --- | --- |
|  | **Points for Students** | **Point value** |
| [ ]  | Vocational/Technical Certificate in a related field | 20 |
| [ ]  | Vocational/Technical Certificate in a specific field | 30 |
| [ ]  | Associate Degree in a related field | 40 |
| [ ]  | Associate Degree in a specific field | 50 |
| [ ]  | Bachelors Degree in a non-related field | 50 |
| [ ]  | Bachelors Degree in a related field | 60 |
| [ ]  | Bachelors Degree in a specific field | 70 |
| [ ]  | Masters Degree in a non-related field | 70 |
| [ ]  | Masters Degree in a related field | 80 |
| [ ]  | Masters Degree in a specific field | 90 |
| [ ]  | Ph.D. Degree in a non-related field | 90 |
| [ ]  | Ph.D. Degree in a related field | 100 |
| [ ]  | Ph.D. Degree in a specific field | 100 |

|  |  |  |
| --- | --- | --- |
|  | **Points for Teachers** | **Point value** |
| [ ]  | Vendor Teaching Certification (MCT, CNI etc) | 50 |
| [ ]  | Formal Education Teaching Certification  | 50 |
| [ ]  | Presenting at a major conference or conducting international Web Casts as a profiled expert speaker or moderator | 70 |

|  |  |
| --- | --- |
| **Specific Fields** | **Related Fields** |
|  |  |
| **Colleges & Universities** | **Colleges & Universities** |
| Computer Analysis | Business |
| Computer Electronics | Data Processing |
| Computer Information Systems | Electrical Engineering Technology |
| Computer Repair | Electronics Engineering Technology |
| Computer Science | Engineering Technology |
| Computer Systems Technology | Information and Office Technology  |
| Computer Technician | Information Processing |
| Electronic Computer Maintenance | Information Systems Analysis |
| Mainframe Computers | Office Automation |
| Network Management | Programming and Analysis |
| Unix System Management | Small Business Information Systems |
|  |  |
| **Vocational/Technical** | **Vocational/Technical** |
| Computer Office Information Systems | Business |
| Computer Science | Business Administration |
| Electrical Technology | Business Automation |
| Information Systems | Manufacturing Engineering |

**SECTION X. Ethics Validation**

Provide evidence of education in professional ethics for the Certified Network Professional. The IT Professional has the option of taking an approved education classes in Professional Ethics as Related to IT or submitting a journal paper or article addressing an ethics topic (12000 words minimum).

|  |  |  |  |
| --- | --- | --- | --- |
| **Educator** | **Class ID** | **Class title**  | **Date taken** |
|       |       |       |       |
|       |       |       |       |
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|  |  |
| --- | --- |
| **OR Journal Paper / Article title** | **Attached to Submission** |
|       |       |
|       |       |
|       |       |

**SECTION XI. Professional Work Experience Documentation**

Please indicate your qualified work experience and equivalent work experience by completing the information below. Please indicate the number of years and months of experience of each employer or client site in the box provided, and tally them to complete line one of the Work Experience Worksheet. **As part of work experience verification, you will need to contact your employer(s), and have them email, mail, fax, or call the CNP Program to verify work experience.** Please note: a minimum 3 years or 36 months of experience is required for CNP candidates. Work experience references from employer(s) are randomly verified.

**Current Employer/Client**       **Years****Months**

Division/Entity

Position  Phone

Supervisor/Contact Name

Address

City  State/Provence  Zip/Postal

Country

Description of Network Experience:

**Employer/Client**       **Years     Months**

Division/Entity

Position  Phone

Supervisor/Contact Name

Address

City  State/Provence  Zip/Postal

Country

Description of Network Experience:

**Employer/Client**       **Years     Months**

Division/Entity

Position  Phone

Supervisor/Contact Name

Address

City  State/Provence  Zip/Postal

Country

Description of Network Experience:

**Accumulated Points Worksheet**

(This worksheet must be completed by all CNP applicants.)

|  |  |
| --- | --- |
| **Points** | **Category** |
|       | Experience |
|       | Certifications |
|       | Formal Education |
|       | Total |

**SECTION XII. Continuing Education & Activity Requirement**

All ACNPs and CNPs will be notified annually and supplied with a recertification application that must be completed and returned to maintain their CNP certification. The requirement follows:

1. At least 100 education credits per year.
2. At least 1000 hours per year of IS professional level activities.

A log and supporting information must be submitted with the recertification application. The recertification fee is $200 and is separate from your NPA membership fee.

 Examples of education credits are:

|  |  |
| --- | --- |
| Attending Vendor Education  | 1 in class hour = 1 credit  |
| Attending Formal Education | 1 in class hour = 1 credit  |
| Teaching a recognized course\* | 1 in class hour = 3 credits |
| Attending Seminars & Conferences | 2 hours = 1 credit |
| Teaching/Leading Seminars | 1 hour = 3 credits |
| Presenting at Conferences | up to an hour = 60 credits, after that it is an additional 40 credits for each 30-min interval |
| NPA & other professional events  | 1 hour = 1 credit |
| Self-Study/CBT/Video | 2 hours = 1 credit (50 credit limit) |
| Certification Test passed | 10 credits |
| Paper accepted for publication | 25 credits |
| Publishing a book | Credits are on a case by case basis, up to 100 credits |

1. All continuing education must be CNP approved and only completed courses will be accepted.
2. Fractional units will not count

\* *Teaching credits only count for those classes outside of your normal profession. Those persons that teach as a profession can only use those hours for professional experience and not for continuing education credit. Educators can take the credit if the course was outside of their normal work experience.*

For additional information on how to obtain educational credits or on what values are for other activities, please refer to the CNP Guidelines on this site, www.cnp.org.

**SECTION XIII. Certified Network Professional Code of Ethics**

This Code of Ethics sets forth the principles and practices of professional conduct to be observed by holders of the Certified Network Professional credential conferred by the Network Professional Association.

Certified Network Professionals have an obligation to their profession to uphold the high ideals and level of personal knowledge evidenced by the Certificate held. Professionals should also encourage the dissemination of knowledge pertaining to the network computing profession. Certified Network Professionals have an obligation to serve the interests of their employers and clients loyally, diligently and honestly. Certified Network Professionals shall not engage in conduct that discredits the reputation or integrity of the network computing profession in general or the CNP program specifically.

The essential elements relating to professional practice are:

* A high standard of skill and knowledge
* A confidential relationship with people served
* The observance of an ethical code
* Public confidence in and reliance upon the codes, principles, and practices

**Principles and Practices**

To sustain and advance the integrity, honor, and prestige of the profession, I shall:

Remain current about technological developments in one's field; contribute to the interchange of technical/professional information; and participate in educational activities, as a learner and, when feasible, a teacher.

Recognize and commit to the confidential relationships that exist between professionals and their employers and/or clients; protect from disclosure to third parties any information acquired during the practice of one's profession, unless granted permission from proprietors of that information.

Comply with laws, by-laws, and regulations governing the profession and the industry.

Provide accurate information to consumers, clients, and employers about the profession and services offered.

Promote appropriate standards of professional behavior.

Respect intellectual property rights, including copyrights, patents and trademarks.

Refrain from wittingly claiming competence I do not demonstrably possess; professionals shall not take unfair

advantage of the lack of knowledge or inexperience of others.

Not deliberately destroy or diminish the value or effectiveness of a network computing system through acts of commission or omission.

Exercise technical and professional competence in my areas of certification and its specialties. A CNP shall disclose to the employer or client any pertinent known limitations. A CNP shall not deliberately withhold vital information from the employer or client.

Act with strict impartiality when giving independent advice to a client or employer. In the event that the advice given is currently or potentially influential to one's personal benefit, full and detailed disclosure to all relevant interested parties shall be made at the time the advice is provided.

Not knowingly enter into a legal or contractual relationship with a party with whose interests conflict or are likely to conflict with mine⎯unless that interest has been disclosed in advance to all parties involved.

Have special regard for the potential effects of network computing systems on individuals’ rights to privacy.

Qualify myself when expressing an opinion outside my professional competence in the event that such an opinion could be used improperly.

Exercise integrity in association interactions. I shall not attempt to obtain certification by fraud or deception. I shall not misstate a material fact or fail to make a statement of material fact in an application or statement of representation of qualifications to the Certification Council.

**Discipline and Revocation**The CNP Advisory Board shall automatically revoke any Certificate for noncompliance with mandatory recertification processes. The CNP Advisory Board, on behalf of the Network Professional Association, has the right to revoke any Certificate which has been awarded by it in the event that the recipient violates the Codes, or engages in conduct that discredits or disgraces the network computing profession.

The CNP Advisory Board has created a set of policies and procedures for handling revocation. These procedures detail the grounds for revocation, the due process requirements of a revocation proceeding, the hearing process with ample opportunity for both sides to present facts and arguments and an appeal process.

.

**I have read and agree to abide by this code of ethics.**

Signature of CNP Candidate (signature required for application to be considered) Date

**SECTION XIV. Certification of Application**

Certified Network Professional (CNP)

***Read carefully before signing***

I certify that all information provided in this application is true to the best of my knowledge. I understand that omissions or misrepresentations may be cause for rejection or, if I am granted certification, may be cause for subsequent dismissal. I hereby authorize any former employee, person, firm, or corporation listed herein to answer any questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I also authorize the NPA to validate the information on this application through any commercial means available, including criminal, background and credit checks.

Signature of Candidate Date

(signature required for application to be considered)

Qualified candidates receive equal consideration. No question is asked for the purpose of excluding any candidate due to race, creed, color, national origin, religion, age, sex, and so on, as prohibited by law or regulation.