

CPF INDIVIDUAL PROFESSIONAL CERTIFICATION AGREEMENT

PARTIES

This Individual Professional Certification Agreement ("Agreement") is entered into as of the date of execution by the Candidate ("Effective Date"), by and between:

[CERTIFICATION BODY NAME] ("Certification Body" or "CB")

A [jurisdiction] [entity type]

Authorized CPF Certification Body

Principal Office: [Address]

Email: [Email]

AND

[CANDIDATE NAME] ("Candidate" or "Certified Professional" upon certification)

Address: [Address]

Email: [Email]

Phone: [Phone]

Collectively referred to as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, Certification Body is authorized by CPF3 to operate the CPF Certification Scheme and certify individuals as CPF Assessors, CPF Practitioners, or CPF Auditors;

WHEREAS, Candidate desires to obtain professional certification under the CPF Certification Scheme;

WHEREAS, Certification Body is willing to evaluate Candidate's qualifications and, if appropriate, grant certification subject to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1 DEFINITIONS

1.1 "Certification" means the formal attestation by Certification Body that Candidate has met the requirements for one of the following:

- CPF Certified Assessor
- CPF Certified Practitioner
- CPF Certified Auditor

1.2 "Certification Mark" means the trademark, logo, and designation associated with the specific certification granted to Candidate.

1.3 "CPF Code of Ethics" means the professional conduct standards established for certified CPF professionals, as may be amended from time to time.

1.4 "CPE" means Continuing Professional Education credits required for recertification.

1.5 "Certification Period" means the three (3) year period from date of initial certification or recertification.

1.6 "Certification Body" includes its authorized personnel, committees, and representatives.

2 CERTIFICATION TYPE

Candidate is applying for the following certification (check one):

☐ **CPF Certified Assessor**

Requirements: Bachelor's degree (Psychology or Cybersecurity with supplemental training), 2 years experience, 80 hours training (CPF-101 + CPF-201), written and practical examinations.

☐ **CPF Certified Practitioner**

Requirements: Bachelor's degree in relevant field, 1 year CPF implementation experience, 40 hours training (CPF-101), written examination and portfolio review.

☐ **CPF Certified Auditor**

Requirements: Current CPF Assessor certification, 1 year as Assessor, 10 completed assessments, 64 hours additional training (CPF-401 + ISO 19011), written and practical examinations.

3 APPLICATION AND CERTIFICATION PROCESS

3.1 Application Submission. Candidate shall:

- a) Complete the application form accurately and truthfully;
- b) Submit all required documentation including:
 - Official transcripts or degree certificates;
 - Experience verification letters or professional portfolio;
 - Training completion certificates;
 - Professional references (minimum 2);
 - Current resume/CV;

- Government-issued photo identification;
- c) Pay the non-refundable application review fee;
- d) Provide electronic signature on the CPF Code of Ethics.

3.2 Application Review. Certification Body shall:

- a) Review application for completeness and eligibility;
- b) Verify education credentials with degree-granting institutions;
- c) Verify employment and experience with listed employers or through portfolio review;
- d) Contact professional references;
- e) Verify training completion with approved training providers;
- f) Complete review within fifteen (15) business days of receiving complete application;
- g) Notify Candidate of eligibility determination or request additional information.

3.3 Examination. Upon application approval:

- a) Candidate shall schedule and complete required examinations within twelve (12) months;
- b) Written examination administered via secure testing platform;
- c) Practical examination or portfolio review as applicable;
- d) Results provided within five (5) business days;
- e) Passing scores required: 70% for Assessor/Practitioner, 75% for Auditor.

3.4 Retake Policy. If Candidate fails examination:

- a) May retake after thirty (30) day waiting period;
- b) Maximum three (3) attempts within twelve (12) months;
- c) Each retake requires payment of retake fee (50% of examination fee);
- d) After three failures, must complete additional training and wait six (6) months before reapplying;
- e) Written and practical examinations may be retaken independently.

3.5 Certification Decision. Certification Body shall:

- a) Make certification decision within ten (10) business days of examination completion;
- b) Grant certification if all requirements met;
- c) Deny certification with written explanation if requirements not met;
- d) Provide appeal rights if certification denied;
- e) Issue certificate and digital badge upon approval;
- f) Add Certified Professional to public certification registry within five (5) business days.

4 CERTIFICATION GRANT AND RIGHTS

4.1 Certification Grant. Upon successful completion of all requirements and payment of certification fee, Certification Body grants to Certified Professional:

- a) Professional certification in the applied-for category;
- b) Right to use the applicable Certification Mark;
- c) Entry in the public certification registry;
- d) Access to certification holder benefits;
- e) Certificate valid for three (3) years from date of issuance.

4.2 Use of Certification Mark. Certified Professional may:

- a) Use the Certification Mark after their name (e.g., "CPF Certified Assessor");
- b) Display the certification logo on business cards, letterhead, email signatures, and professional profiles;
- c) Reference the certification in marketing materials and proposals;
- d) Use digital badge on professional networking sites (LinkedIn, etc.);
- e) State certification status in biographical information and presentations.

4.3 Restrictions on Certification Mark Use. Certified Professional shall NOT:

- a) Modify, alter, or create derivative versions of the Certification Mark;
- b) Use the Certification Mark in a manner suggesting certification of products, services, or organizations (unless separately certified);
- c) Use the Certification Mark after certification expires, is suspended, or is revoked;
- d) Transfer or sublicense the right to use the Certification Mark;
- e) Use the Certification Mark in a manner that brings disrepute to CPF or Certification Body;
- f) Represent that certification extends beyond the specific category granted.

4.4 Certification Benefits. Certified Professional receives:

- a) Electronic and physical certificate;
- b) Digital badge for online use;
- c) Entry in public certification registry with profile page;
- d) Access to online CPE tracking portal;

- e) Invitations to CPF community events and webinars;
- f) Access to exclusive resources and tools (as applicable);
- g) Newsletter and updates on CPF developments;
- h) Networking opportunities through certified professional community.

5 OBLIGATIONS OF CERTIFIED PROFESSIONAL

5.1 Code of Ethics Compliance. Certified Professional shall:

- a) Adhere to the CPF Code of Ethics at all times;
- b) Maintain integrity, objectivity, and professional conduct;
- c) Practice only within areas of demonstrated competence;
- d) Protect confidentiality of assessment data and client information;
- e) Never use assessment data for individual profiling;
- f) Implement privacy-preserving methodologies in all CPF work;
- g) Report suspected ethics violations by other certified professionals.

5.2 Continuing Professional Education (CPE). Certified Professional shall:

- a) Complete required CPE credits annually:
 - CPF Assessor: 40 credits per year (120 over 3 years)
 - CPF Practitioner: 30 credits per year (90 over 3 years)
 - CPF Auditor: 50 credits per year (150 over 3 years)
- b) Document all CPE activities in the online CPE portal;
- c) Retain supporting documentation for five (5) years;
- d) Submit to CPE audit if selected (random 10% annually);
- e) Ensure minimum ethics CPE credits completed annually.

5.3 Professional Practice Requirements.

For CPF Assessors:

- Conduct minimum five (5) CPF assessments during 3-year certification period;
- Participate in assessor calibration activities;
- Submit at least one assessment report for peer review;
- Maintain current knowledge of CPF methodology updates.

For CPF Practitioners:

- Maintain updated portfolio demonstrating continued practical application;
- Document minimum three (3) implementation projects during certification period;
- Participate in practitioner community of practice.

For CPF Auditors:

- Conduct minimum fifteen (15) audit days per year (45 over 3 years);
- Serve as lead auditor in minimum five (5) audits during certification period;
- Submit audit reports for quality review;
- Participate in auditor competence evaluation activities;
- Maintain independence from consulting activities per ISO 19011.

5.4 Notification Obligations. Certified Professional shall immediately notify Certification Body of:

- a) Changes to contact information;
- b) Criminal convictions or professional disciplinary actions;
- c) Loss of underlying qualifications (degree revocation, license suspension);
- d) Involvement in significant ethics complaints or investigations;
- e) Bankruptcy or financial circumstances affecting professional reputation;
- f) Any circumstances that may impact certification status or eligibility.

5.5 Cooperation with Investigations. Certified Professional shall:

- a) Cooperate fully with ethics complaint investigations;
- b) Respond to Certification Body inquiries within specified timeframes;
- c) Provide requested documentation and information;
- d) Participate in interviews if required;
- e) Not retaliate against complainants or witnesses.

5.6 Accurate Representation. Certified Professional shall:

- a) Accurately represent certification status and scope;
- b) Not misrepresent qualifications or experience;
- c) Clearly distinguish CPF services from other services offered;
- d) Provide truthful information in marketing and proposals;
- e) Correct any misrepresentations promptly when discovered.

6 RECERTIFICATION

6.1 Recertification Requirement. Certification expires three (3) years from date of issuance. To maintain certification, Certified Professional must apply for recertification.

6.2 Recertification Process.

- a) Certification Body sends recertification notice 180 days before expiration;
- b) Certified Professional submits recertification application 90 days before expiration;
- c) Recertification application includes:
 - Complete CPE records for 3-year period;
 - Documentation of professional practice requirements;
 - Updated professional references (if requested);
 - Ethics attestation;
 - Recertification fee payment;
- d) Certification Body reviews submission within 60 days;
- e) If approved, new certificate issued with updated expiration date;
- f) If denied, Certified Professional receives written explanation and appeal rights.

6.3 Grace Period. If recertification not completed by expiration:

- a) Ninety (90) day grace period applies;
- b) Certification status changes to "Pending Recertification";
- c) Use of Certification Mark restricted during grace period;
- d) Late recertification fee applies (additional \$100);
- e) After grace period, full recertification process required including examinations.

6.4 CPE Deficit Remediation. If CPE requirements not met:

- a) Certified Professional may request up to 90-day extension to complete remaining CPE;
- b) Extension granted at Certification Body's discretion;
- c) Certification status changes to "Conditional" during extension;
- d) If CPE not completed within extension, certification lapses;
- e) Extension fee may apply.

7 FEES

7.1 Application Fee.

- CPF Assessor: \$300 (non-refundable)
- CPF Practitioner: \$200 (non-refundable)
- CPF Auditor: \$400 (non-refundable)

7.2 Examination Fees.

- CPF Assessor Written: \$400
- CPF Assessor Practical: \$600
- CPF Practitioner Written: \$300
- CPF Practitioner Portfolio Review: \$400
- CPF Auditor Written: \$450
- CPF Auditor Practical: \$800
- Retake Fee: 50% of original examination fee

7.3 Certification Fee. Upon successful completion of all requirements:

- CPF Assessor: \$200
- CPF Practitioner: \$150
- CPF Auditor: \$250

7.4 Recertification Fees.

- CPF Assessor: \$400
- CPF Practitioner: \$300
- CPF Auditor: \$500
- Late Recertification (within 90-day grace period): Add \$100

7.5 Other Fees.

- CPE Extension Request: \$50
- Duplicate Certificate: \$25
- Certification Verification Letter: \$15
- Appeal Fee: \$200 (refunded if appeal successful)

7.6 Payment Terms.

- a) All fees payable in USD;
- b) Payment by credit card, bank transfer, or check;
- c) Fees non-refundable except as specifically stated;
- d) Services not provided until payment received;
- e) Delinquent fees may result in suspension of certification.

8 SUSPENSION AND REVOCATION

8.1 Grounds for Suspension. Certification Body may suspend certification for:

- a) Failure to complete required CPE within deadline;
- b) Failure to pay required fees;
- c) Ethics complaint under investigation;
- d) Failure to meet professional practice requirements;
- e) Failure to respond to Certification Body inquiries;
- f) Loss of underlying qualifications pending investigation.

8.2 Suspension Process.

- a) Written notice of suspension with specific grounds;
- b) Immediate cessation of Certification Mark use;
- c) Registry status changed to "Suspended";
- d) Suspension period: Maximum 90 days;
- e) Remediation plan required within 30 days;
- f) Reinstatement upon successful remediation;
- g) If not remediated within 90 days: Revocation proceedings initiated.

8.3 Grounds for Revocation. Certification Body may revoke certification for:

- a) Severe ethics violations including:
 - Fraud, misrepresentation, or dishonesty;
 - Confidentiality breach or improper data use;
 - Individual profiling using assessment data;
 - Criminal conviction related to professional conduct;

- b) Failure to remediate suspension within 90 days;
- c) Repeated or systematic violations of CPF Code of Ethics;
- d) Loss of underlying qualifications (degree revocation);
- e) Provision of false information in application or recertification;
- f) Unauthorized sublicensing or transfer of certification;
- g) Material breach of this Agreement.

8.4 Revocation Process.

- a) Written notice of intent to revoke with specific grounds;
- b) Opportunity to respond within 30 days;
- c) Independent review by Certification Body ethics committee;
- d) Final decision communicated within 45 days;
- e) If revoked:
 - Immediate cessation of all Certification Mark use;
 - Removal from certification registry;
 - Public notice of revocation;
 - Return of certificate to Certification Body;
 - Prohibition on reapplication for minimum 2 years (or permanent);
- f) Right to appeal revocation decision.

8.5 Voluntary Surrender. Certified Professional may voluntarily surrender certification by:

- a) Written notice to Certification Body;
- b) Immediate cessation of Certification Mark use;
- c) Return of certificate;
- d) No refund of fees;
- e) May reapply for certification at any time by completing full certification process.

9 APPEALS

9.1 Right to Appeal. Certified Professional may appeal:

- a) Certification denial;
- b) Examination failure due to procedural irregularities (not score);
- c) Recertification denial;

- d) Suspension decision;
- e) Revocation decision;
- f) Disciplinary actions.

9.2 Appeal Process.

- a) Appeal submitted in writing within 30 days of decision;
- b) Appeal fee payment (\$200);
- c) Specification of grounds for appeal and supporting documentation;
- d) Independent appeals panel assigned (no involvement in original decision);
- e) Panel reviews all evidence and decision rationale;
- f) Appellant may provide additional written information;
- g) Panel renders decision within 30 days;
- h) Decision options: Uphold, Modify, Reverse, or Remand for reconsideration;
- i) Fee refunded if appeal successful;
- j) Appeals panel decision is final and binding.

9.3 Appeals Panel Composition.

- Three members: one certified CPF professional, one subject matter expert, one Certification Body representative not involved in original decision;
- Panel members have no conflict of interest;
- Decisions made by majority vote;
- Panel deliberations confidential.

10 CONFIDENTIALITY AND DATA PROTECTION

10.1 Confidentiality. Certification Body shall:

- a) Maintain confidentiality of Candidate/Certified Professional information;
- b) Limit access to information to personnel with need to know;
- c) Protect examination responses and assessment data;
- d) Not disclose confidential information without consent, except:
 - Public registry information (name, certification type, status, expiration date);
 - As required by law or court order;
 - To CPF3 for quality oversight purposes;

- To accreditation bodies during audits;
 - Investigation of ethics complaints as necessary;
- e) Implement appropriate technical and organizational security measures;
- f) Comply with applicable data protection laws (GDPR, CCPA, etc.).

10.2 Data Protection Rights. Certified Professional has right to:

- a) Access personal data held by Certification Body;
- b) Request correction of inaccurate information;
- c) Request deletion of data (subject to record retention requirements);
- d) Object to processing for certain purposes;
- e) Receive data in portable format;
- f) Lodge complaint with data protection authority.

10.3 Data Retention. Certification Body shall:

- a) Retain certification records for seven (7) years after certification expiration or revocation;
- b) Retain ethics investigation records for ten (10) years;
- c) Securely destroy data after retention period unless legal hold applies;
- d) Maintain audit trails for data access and modifications.

10.4 Data Breach Notification. In event of data breach:

- a) Certification Body shall notify affected Certified Professionals within 72 hours;
- b) Notification includes nature of breach, data affected, and mitigation steps;
- c) Certification Body shall notify applicable data protection authorities as required by law;
- d) Certification Body shall take steps to prevent further breaches.

11 LIMITATION OF LIABILITY

11.1 Disclaimer of Warranties. CERTIFICATION BODY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, REGARDING CERTIFICATION OUTCOMES, CAREER BENEFITS, OR INCOME POTENTIAL. CERTIFICATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11.2 Limitation of Damages. IN NO EVENT SHALL CERTIFICATION BODY BE LIABLE FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING LOST INCOME, LOST BUSINESS OPPORTUNITIES, OR REPUTATIONAL HARM, ARISING FROM CERTIFICATION OR DENIAL THEREOF.

11.3 Cap on Liability. CERTIFICATION BODY'S TOTAL LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL FEES PAID BY CERTIFIED PROFESSIONAL IN THE TWELVE (12) MONTHS PRECEDING THE CLAIM.

11.4 Exceptions. Limitations do not apply to:

- a) Certification Body's gross negligence or willful misconduct;
- b) Breaches of confidentiality obligations;
- c) Data protection violations;
- d) Claims not permitted to be limited under applicable law.

12 INDEMNIFICATION

12.1 Indemnification by Certified Professional. Certified Professional shall indemnify, defend, and hold harmless Certification Body from claims arising from:

- a) Certified Professional's professional services to third parties;
- b) Certified Professional's negligence or misconduct;
- c) Certified Professional's violation of this Agreement or CPF Code of Ethics;
- d) Certified Professional's unauthorized use of Certification Marks;
- e) False or misleading information provided in application or recertification.

12.2 Professional Liability Insurance. Certified Professional providing CPF services professionally shall maintain:

- Professional liability insurance (errors and omissions) with minimum coverage appropriate to scope of practice;
- General liability insurance as applicable;
- Evidence of insurance provided to clients upon request;
- Certification Body not responsible for verifying insurance coverage.

13 GENERAL PROVISIONS

13.1 Governing Law. This Agreement shall be governed by laws of [Jurisdiction], without regard to conflict of laws principles.

13.2 Dispute Resolution.

- a) Good faith negotiation required before formal dispute resolution;

- b) Disputes not resolved through negotiation or appeals process shall be resolved through binding arbitration;
- c) Arbitration conducted per rules of [Arbitration Service];
- d) Arbitration in [City, Jurisdiction], English language;
- e) Arbitrator's decision final and binding;
- f) Each party bears own costs unless arbitrator determines otherwise.

13.3 Entire Agreement. This Agreement, including incorporated CPF Code of Ethics and Certification Scheme requirements, constitutes entire agreement and supersedes all prior understandings.

13.4 Amendment. Certification Body may amend this Agreement or CPF Code of Ethics by providing 90 days written notice. Continued certification after effective date constitutes acceptance. If Certified Professional does not accept amendments, may voluntarily surrender certification.

13.5 Assignment. Certified Professional may not assign or transfer certification. Certification Body may assign this Agreement in connection with business transfer or merger.

13.6 Notices. All notices shall be sent to addresses stated above or as updated in writing. Email with confirmation receipt is acceptable for routine communications.

13.7 Severability. If any provision found invalid, remaining provisions continue in full effect.

13.8 Waiver. Failure to enforce any provision does not waive right to enforce later.

13.9 Independent Contractor. Certified Professional is independent contractor, not employee or agent of Certification Body.

13.10 Survival. Sections 5.1 (Ethics), 8 (Suspension/Revocation effects), 10 (Confidentiality), 11 (Limitation of Liability), 12 (Indemnification), and 13 (General Provisions) survive termination of certification.

14 ACKNOWLEDGMENTS

By signing below, Candidate acknowledges and agrees that:

- a) Has read and understands this Agreement in its entirety;
- b) Has read and agrees to comply with the CPF Code of Ethics;
- c) Has provided accurate and truthful information in application;
- d) Understands certification requirements and ongoing obligations;
- e) Understands fees are non-refundable;
- f) Understands certification may be suspended or revoked for violations;
- g) Understands must maintain CPE and practice requirements;
- h) Authorizes Certification Body to verify information provided;

- i) Authorizes publication of name and certification status in public registry;
- j) Consents to processing of personal data as described;
- k) Understands certification does not guarantee employment or income;
- l) Agrees to resolve disputes through arbitration;
- m) Will immediately cease use of Certification Mark if certification ends.

SIGNATURES

CERTIFICATION BODY: [NAME]

By: _____ Date: _____

Name: _____

Title: _____

CANDIDATE/CERTIFIED PROFESSIONAL

Signature: _____ Date: _____

Print Name: _____

CERTIFICATION RECORD (For CB Use Only)

Certification Type	
Certificate Number	
Issue Date	
Expiration Date	
Issued By	

End of Individual Professional Certification Agreement