



## Steps for Earning the CC-P® Credential

1. Join ACCO as a premium member or secure a testing package if your employer has not already arranged one for you
2. Sign and execute the **Non-disclosure Agreement** and submit it through the portal at <https://community.accoonline.org/page/NDA-submission>.
3. Begin preparing for exams by logging into the ACCO training portal (note: be sure to reference the recommended prep materials at <https://climateofficers.org/ccp-exams>).
  - Test your knowledge with our self-assessments that are made available through your study prep resource or class portal.
4. As you are ready to take the four exams, you can do so once through the member portal once you have received the confirmation message that we have processed your non-disclosure agreement
  - Look for the email that will be automatically sent to your inbox with instructions on accessing the exam. You'll need to reference the specific login details for that particular exam access.
  - Be sure you have sufficient time, Internet access/continuity and peace to get through your exam(s).
5. Upon completion of the exams, consult the **"Preparing Your CC-P® Application"** page at <https://climateofficers.org/ccp-application> and follow the instructions while referencing the sample resources posted.
6. Submit all of the application materials (checklist, elective documentation, code of ethics and your resume/CV) through the online submission tool. Please be sure you are signed in to your ACCO member account when you submit the form at: <http://community.accoonline.org/?page=CCPApplication>.

