



Canadian Certified
Parking Facility Manager
Canadien Certifié d'Installation
de Stationnement

*Addressing the training
needs of front-line supervisors
and management teams*

CCPFM
CANADIAN CERTIFIED PARKING
FACILITY MANAGER



MISSION STATEMENT

The Canadian Parking Association is the national organization that represents the parking industry and provides a dynamic forum for learning and sharing to enhance our members' ability to serve the public and to improve the economic vitality of our communities.



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canadianparking.ca

CANADIAN CERTIFIED PARKING FACILITY MANAGER

THE PURPOSE OF CERTIFICATION

The Canadian Certified Parking Facility Manager program (CCPEM) is a practical, comprehensive curriculum designed to assist managers in performing their duties in an effective and professional manner.

This program sets performance and service standards at the point where the parking industry and the customer meet. The CCPFM credential is the standard by which performance will be judged.

STANDARDS

Recognized as the benchmark for supervisory and management level employees in the Canadian parking industry, the program offers candidates a comprehensive study program that includes relevant and essential aspects of a standard parking operation.

The course is designed for quality and fairness in assessing the skill set for the industry and may be used by employers to evaluate candidates during the hiring processes.

DEVELOPMENT OF THE CERTIFICATION PROGRAM

The study materials and examination outline contain information fundamental to the defined roles and responsibilities of parking managers. Content has been compiled from a cross-section of professionals from the parking industry in the Canada and the United States.

The Canadian Parking Association, as the national authority for the industry in Canada, has the authority to grant the use of the professional designation of Canadian Certified Parking Facility Manager "CCPFM" to candidates who successfully complete the program.





ELIGIBILITY AND FEES

ELIGIBILITY

Applicants can be members or non-members of the Canadian Parking Association. To be eligible for the CPA member's discounted registration fees, candidates must be either a full or affiliate member in good standing. Membership information is available on the website at canadianparking.ca. If you have questions concerning membership, contact the CPA office. Non-members are invited to join the CPA to be eligible for the discounted rates, or to register for the CCPFM program at the non-member rate.

DOCUMENTATION FOR THE APPROVAL PROCESS

Application forms can be obtained by contacting the Canadian Parking Association. Payment should accompany the completed application form so that study materials can be shipped immediately upon registration in the program.

The name on your application form must be an exact duplicate of the name on your photo and signature identification. If the information is not an exact duplicate, you may not be permitted to write the exam, which could result in the forfeiture of your fees.

Once the CPA approves your documentation, eligibility will be confirmed and you will receive an authorization letter with instructions on how to schedule your test administration. If you do not receive the authorization letter within three weeks of submitting your application, contact the CPA.

STUDY PERIOD

Candidates must test within six months of issuance of their authorization letter. Failure to register to write the exam within the six-month window may result in the forfeiture of examination fees. You must then contact CPA, as you will be required to submit the Retake Fee to reinstate your eligibility status.

FEES FOR TAKING THE EXAMINATION

Program fees are subject to change. Check for updates on the CPA's web site at canadianparking.ca or by calling the CPA office. Volume discounts are available for organizations registering more than ten students on the same application. Once payment has been made to the Canadian Parking Association, applicants will be enrolled and study materials shipped directly to the applicant.

	Members	Non-Members
Course Registration Fees	\$695	\$1000
Retake Fees*	\$500	\$750
Refunds**	\$300	n/a
Transfer Fees**	\$225	n/a
Re-certification***	\$100	\$250
Fees for Extension****	25% of Course Registration Fee	

*Retake procedure will be addressed in *Examination Scoring and Reporting* section.

**Refer to *Refund Policy* section for limitations on refunds and transfers.

***See *Re-certification Through Continuing Education* section for details.

****Conditions for requesting extensions can be found in *Extensions* section.

TESTING

THE EXAMINATION

The CCPFM examination is composed of 150 four-option multiple-choice questions and is administered during a 3.5 hour testing session. The test will be either a computerized 3-part test consisting of 50 questions per section, or a paper and pencil test.

A grade of 70% or higher must be achieved in order to use the professional designation of CCPFM. Students are notified of a "Pass" grade if the test score is 70% or higher. Students who score 69% or lower are notified of a "Fail" grade and are given the numerical score.

ANNUAL SCHEDULED EXAMINATION SESSION

The CCPFM examination will be scheduled and administered on Sunday morning during the Canadian Parking Association's annual conference and trade show held in the fall of each year (city and exact dates to be published at least one year in advance). Depending on the date of the conference, extensions may be granted to candidates in order to facilitate the scheduled examination time line each year.

SPECIAL EXAMINATION SCHEDULING

In the event that a candidate cannot attend the annual scheduled testing at the conference, the CPA will accommodate all reasonable requests for special testing arrangements at a site located near the applicant's home or office.

The CPA will endeavour to accommodate the student's requirements in a timely and cost-efficient manner by securing services from a local community college or university to assist with the administration of the exam. Wherever possible, if more than one student is enrolled in the program, combined exam sittings will be arranged. In some cases, the student will be asked to work with the CPA to search for a suitable site and/or proctor to supervise the writing of the exam.

Should the student be in attendance at the conference and choose not to sit for the exam at that time, additional fees may apply.

SCHEDULING YOUR EXAMINATION TEST DATE

Your authorization letter will provide you with information on how to schedule your examination. **YOU MUST SCHEDULE YOUR EXAM WITHIN 6 MONTHS FROM THE DATE ON YOUR AUTHORIZATION LETTER.**

SECURITY GUIDELINES

Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is prohibited.

Any irregularity such as an act of impersonation, creating disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment may be sufficient cause for you to be asked to leave the examination room. Irregularities may be identified by observation or suspicion by the examination proctors, or may be evidenced by subsequent statistical analysis of testing materials. All such irregularities will be considered grounds for disqualification, removal from the test site and forfeiture of all fees.

Notebooks, laptop computers, magazines, reference materials, backpacks, briefcases, hats, caps or devices such as cameras, iPods, radios, CD/DVD players, cellular telephones, reproduction equipment, beepers or pagers, etc., are not permitted in the examination room. The CPA will not be responsible for the security of these items.

Each incident of misconduct or irregularity will be reported and the CPA will hold the responsibility for the final decision on score invalidation or cancellation.





TESTING

CONTINUED

TESTING REGULATIONS

You should arrive at the assigned test site 30 minutes prior to your scheduled examination. Examinations already in session will not be disturbed for candidates who arrive after the start time and if you fail to appear on time, you may forfeit your fees. To be admitted you will need your Authorization Letter and photo identification with signature. If you are not admitted due to lack of proper identification, you may also forfeit your fees.

The examination is closed book. You will be provided with scratch paper to use during the examination. This will be collected prior to your leaving the test centre. You may bring a silent, simple (i.e. four-function) calculator. Programmable and text calculators will not be permitted.

Tobacco, food or beverage will not be permitted in the examination room. No visitors, guests or children are permitted in the examination room.

EXAMINATION SCORING AND REPORTING

Examination questions are multiple-choice with one correct answer and three incorrect responses (distractors). Your score will be based on the number of questions you answer correctly. There is no penalty for guessing. Candidates must achieve a scaled score of 70 to pass the examination.

Candidates who write the examination at the Annual Scheduled Examination session held during the conference will receive their score before the end of the conference event. Candidates who request special examination services outside of the conference session will receive the score report by mail within 2 weeks of writing the examination. If you have passed the examination, your score report will indicate a "Pass," If you have failed the examination, your score report will indicate a "Fail". Numerical scores will not be reported in order to evaluate candidates on a common and consistent scale range.

RETAKE CANDIDATES

Candidates who receive a failing grade may apply to retake the examination. A retake fee is applicable. Candidates will not receive another Study Guide but will receive a confirmation admission letter from CPA re-instating their eligibility to write the examination. Candidates are not limited on the number of times that they may apply for and take the examination.

POLICIES

EXAMINATION RESCHEDULING POLICY

Candidates who wish to reschedule an examination that has already been booked must notify the CPA at least two weeks prior to the scheduled test date. If your scheduled test date is within this two-week window, you may not have the opportunity to reschedule due to the availability of the test site and proctor.

You will forfeit all examination fees if you do not appear for your scheduled examination or if you are not admitted due to lack of proper photo/signature identification.

EXTENSION TO SIX-MONTH STUDY PERIOD

If a candidate is unable to test within this six-month eligibility period the candidate must give reasonable notice to the CPA prior to the elapsed six-month timeframe. The candidate must provide documentation indicating why testing cannot take place within the allotted time frame. There will be a 25% penalty assessed and the eligibility period will be extended only once for a three-month period. Extensions will not be granted if the request is made within 5 working days of the expiry date. All fees will be forfeited and applicants will be required to re-register at the full cost of the program.

REFUND POLICY

Candidates wishing to withdraw from the program may do so. Requests for withdrawal must be made in writing, and must be received at the CPA office postmarked within 60 days of the date on the Authorization Letter. There is a CDN \$300 non-refundable administrative fee for withdrawal. Cancellation of applications after the scheduled examination date will result in forfeiture of the entire application fee.

Refunds are not granted to candidates who have written and failed the examination; who have scheduled an examination and then withdraw from the examination process; who have failed to test with the six-month window; who have failed to reschedule their examination within the appropriate timeframe; or who have failed to appear or were not admitted for testing.

Applications are not transferable except when a candidate has left the employ of a sponsoring company, and that company wishes to reassign the course. The original candidate's Study Guide must be retained, as it will be transferred to the replacement candidate. A \$225 transfer fee will apply. The company must contact the CPA for procedural instructions within 3 months of the date of the authorization letter, or course eligibility will remain with the individual.

Once earned, the professional designation will remain with the individual candidate, and is subject to renewal as described in the Recertification section.

EMERGENCY POLICY

If the CPA must cancel or delay an examination, you will be notified and rescheduled at no additional cost. However, given the difficulties in canceling and rescheduling an examination site and proctor, this decision is rarely made. If the proctor is available and you choose not to appear for testing, your examination fee will be forfeited and the proctor's expense fees may apply.





GENERAL INFORMATION

CERTIFICATION

Candidates who pass the exam will receive a certificate suitable for framing and can use the title of “CCPFM” as a professional designation. Certification will remain valid for a period of 3 years.

CANDIDATE APPEAL PROCESS

Please contact CPA in writing if you wish to make a comment concerning the test administration process or on a particular test question for which you wish a written response. You should provide your name, address, PIN number and test date, along with your particular comment. Your letter will be researched and addressed accordingly.

RECERTIFICATION THROUGH CONTINUING EDUCATION

After a period of three years, a certificate holder will be required to recertify. This is achieved through continuing education and participating in related activities in the three-year period following certification and can be accomplished by completing any combination of three of the following activities and earning three points. Payment of a recertification fee is required and candidates will be recertified for another 3-year period.

- 2 Points each:
 - Publish an article in The Parker
 - Make a presentation at the Annual Conference & Trade Show
 - Successfully prepare a parking facility for PFSA recognition

- 1 Point each:
 - Attend the Annual Conference & Trade Show
 - Conduct a Parking Professional Primer (PPP) training session with your staff
 - Participate on a local Conference Host Committee

- 1/2 Point each:
 - Participate in a District Chapter meeting
 - Recruit a new member to the CPA
 - Submit a nomination for the annual Canadian Parking Foundation Awards

STUDY MATERIALS & COURSE CONTENT

The Study Guide has been developed expressly to provide candidates with a tool to assist them in taking the examination. It includes a complete outline of the subjects covered in the examination, the weighing of the subjects and sample questions.

EXAMINATION OUTLINE

CONTENT AREA 1: OPERATIONS

(30% of the examination — 45 questions)

CHAPTER 1: OPERATIONS: TYPES

- Types of Parking Operations
- Unattended (Honour) Facilities
- Location and Frequency of Turnover
- Layout and Appearance
- Frequency of Audits and Collections
- Enforcement of Procedures
- Attended Facilities

- Self-Park
- Valet Parking
- Key Elements of Valet Parking
- Special Event Parking
- Steps to Prepare for a Self-Park Special Event
- Special Event Valet Parking
- Steps to Prepare for a Special Event with Valet Parking

CHAPTER 2: OPERATIONS: DESIGN

- Traffic Access Concerns
- Key Parking Facility Design Elements
- Entrances and Exits
- Layout of Spaces and Aisles
- Parking Space Design
- Parking Space Width
- Maximum Space Utilization
- Differential Counter Devices
- Opportunities for Space Utilization
- Special Design Considerations for Persons with Disabilities
- Signs and Graphics
- Signs for Drivers
- Entrance Signs

- Available Space Signs
- Rate Signs
- Vehicle Clearance Signs
- Hours of Operation Signs
- Signs within the Facility
- Signs for Pedestrians
- Signs Messages
 - Information
 - Direction
 - Identification
- Standard Sign Layout
 - Location of Signs
 - Characteristics of a Good Sign System
- Lighting

CHAPTER 3: OPERATIONS: REGULATIONS

- Parking Ventilation Systems
- Open Facility
- Closed Facility
- Ventilation Standards
- Proper Ventilation
- Occupational Health and Safety (OHS)
- OHS Inspections

- OHS Requirements
- Occupational Diseases
- On-the-Job Injuries
- Workers Compensation Insurance
- Reducing Workers' Compensation Claims
- How to Handle Workers' Compensation Claims

CHAPTER 4: OPERATIONS: LOSS PREVENTION

- Legal Liability Insurance
- Procedures for Damage Claims

- Securing Customer Vehicles
- Securing Customers' Keys



STUDY MATERIALS & COURSE CONTENT

CHAPTER 5: OPERATIONS: EQUIPMENT

Revenue Control Equipment Systems	Active Security Systems
Control Equipment in Attended Facilities	Passive Security Systems
Control Equipment in Unattended Facilities	Safety Equipment Systems
Security Equipment Systems	

CHAPTER 6: OPERATIONS: SAFETY

Emergency Procedures	Collision and Injuries
Fire	Elevator Malfunction in Parking Structures
Missing Vehicles	Damage to the Facility
Robbery	

CONTENT AREA 2: REVENUE CONTROL

(20% of the examination—30 questions)

CHAPTER 7: REVENUE CONTROL: ACCOUNTING

Accounting	Service Accounts
Revenue and Expense Statement	Accounts Receivable Collection
Income and Expense Statement	Prompt Payment
Controllable Expenses	Supplies
Payroll	Uniforms
Damage Claims	Increasing Revenue
Maintenance	Reporting Methods
Utilities	Forecasting Revenue and Expenses
Insurance	The Budget

CHAPTER 8: REVENUE CONTROL: AUDITING

Auditing	Facility Audits for Revenue Control
Identifying Authorized Vehicles	Non-Automated Facility
Issue a Display Permit	Surprise Cash Count: Cash Box
Read Key Card Access Reports	Ticket Audit: Non-Automated
Monitor Zoned Parking Areas	License Plate Inventory Non-Automated
License Plate Inventory (LPI)	Monthly Account Audit: Non-Key Card
Ticket Control	Common Code Key Card System
Missing Ticket Detection	Individually Coded Key Card System
Missing Ticket Audit	“Shopper” Audit

CONTENT AREA 3: HUMAN RESOURCES

(20% of the examination 30 questions)

CHAPTER 9: HUMAN RESOURCES

The Facility Manager as Leader	Employment Equity
Enhanced Employee Communication	Human Rights
Communication Methods	Pregnancy and Parental Leave
Fairness to Employees	Barrier Free Employers
Attendance	Employers Duty to Accommodate
Grooming and Appearance	Reasonable Accommodations

continued ➔

STUDY MATERIALS & COURSE CONTENT

CHAPTER 9: HUMAN RESOURCES (CONTINUED)

Communication	Undue Hardship
Respect Toward Customers	Harassment
Honesty	A Word About Unions
Procedure	Scheduling Employees
Hiring Practices	Motivating Employees
Establish a Profile	Methods of Training
Develop Sources	Equipment Usage Training
Develop Your Most Successful Sources	Customer Service Training
Screening and Selection	On-the-Job Procedures Training
Describe Job Functions, Not Individuals	Counseling Employees
The Interview	Disciplining Employees
Treat Applicants Equally	Termination
Describe the Job Accurately	Termination Procedures
Documentation	

CONTENT AREA 4: CUSTOMER SERVICE

(10% of the examination - 15 questions)

CHAPTER 10: CUSTOMER SERVICE

Principles of Customer Service and Courtesy	Safety
Service Levels for Different Facilities	Prompt Handling of Damages and Claims
Unattended Facilities	Lost Tickets
Attended Facilities	Help Support Staff Deal with Dissatisfied Customers
Valet Facilities	Follow up with Employees
Policies, Procedures, and Customer Service	

CONTENT AREA 5: MARKETING/ADMINISTRATION

(10% of the examination - 15 questions)

CHAPTER 11: MARKETING/ADMINISTRATION

Staying Competitive	Enhance Neighbour Relationships
Enhance Landlord Relationships	Change Rates to Achieve Maximum Benefit
Enhance Customer Relationships	Validation Programs
Know the Competition	Operating Licenses and Permits
Promote New Business	

CHAPTER 12: MAINTENANCE

Maintenance	Plumbing Systems
Housekeeping	Roofing and Waterproofing
Doors and Hardware	Safety Checks
Electrical System	Security Systems
Elevators	Signs
Heating, Ventilating, Air Conditioning	Snow and Ice Control
Landscaping	Structural Systems
Painting	Concrete Floor Deterioration
Parking Control Equipment	Recognizing the Warning Signs of Concrete Deterioration



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