

Question	Answer	Notes
If audited, what documentation is needed to prove claimed hours?	Proof of degree - either high school diploma or a higher advanced degree if you are claiming an advanced degree for substitute hours. Plus, the certificates/verification for any CEUs claimed, and your overall hours tracking sheet will be reviewed to verify that it was organizing/productivity related work - so you should make sure to describe the nature of work alongside your tracked hours. Make sure hours are tracked by date and not by project	NAPo's CPO Application Hours Tracking Template is downloadable from this webpage: https://www.napo.net/page/certification-resources
For the 1500 hours prior to the exam, does my full-time job as Project Manager count?	Here is the Handbook definition of paid work experience: Paid Work Experience This paid work experience may include (but is not limited to) on-site organizing, coaching, consulting, training, virtual organizing, interactive workshops and speaking engagements, which, through client collaboration, transfers, teaches or demonstrates organizing skills. So.. it depends! If your experience relates directly to organizing and productivity it is possible. Email bcpo@napo.net if you want to ask more specifically.	
was the test in multiple choices form or written form?	There are 125 multiple choice questions with 4 choices per question. Twenty-five (25) of these questions are included for research purposes only and will not be included in your score.	
Which professions count for advanced degrees?	Advanced degrees would be a college degree - Associate, Bachelors, Masters, PhD, etc. Substitute hours - Formal Education (100 hours credit maximum) • Associate Degree, 50 hours credit • Bachelor's Degree, 75 hours credit • Advanced Degree, 100 hours credit	NAPo's Suggested References: https://www.napo.net/page/SuggestedReferences
How much of the exam is based on the recommended resources?	Check the exam content outline in the BCPO Handbook for details on the breakdown. The CPO Examination Content Outline is on page 22 of the handbook	
I have a Master of Social Service degree. How would that be recognized in terms of required hours? I graduated in 2001.	You could claim 100 substitute hours towards the 1,500 hour requirement. Page 13 of the handbook outlines substitute hours	