



LPF Exam Logistics

1) IDENTIFY AN EXAM FACILITY LOCATION FOR YOU

Our exam partner, CIW|PearsonVUE, has over 5000 exam locations worldwide, including almost 1400 in the US; chances are there is an exam center within a reasonable distance from where you live. To locate and identify an exam center near you, please click on the link below: (This will open a new webpage on the CIW|PearsonVUE website.)

CIW|PearsonVUE Exam Sites (or Test Centers)

Exams:  [LOCATE AN EXAM CENTER NEAR YOU](#) 

2) REVIEW QUALIFICATIONS

Exam applicants will study, pay for, and **test in vain**, if they do not meet credential requirements. It is possible to pass the exam, but not receive the LPQ or LPC credential. Save time and money, please review.

Qualifying Requirements:

LPQ: (http://www.losspreventionfoundation.org/LPQ_Requirements&Exemp.html) 

LPC: (http://www.losspreventionfoundation.org/LPC_Requirements&Exemp.html) 

Additional Requirements for International Examinees:

Prep course (LPQ or LPC) **is required** to sit for the (LPQ or LPC exam).

International Disclaimer: http://www.losspreventionfoundation.org/international_cert.html 

3) CERTIFY WITH THE LPF YOU QUALIFY

Everyone must **first** certify with the LPF they have read, understood, and meet our qualifications before scheduling, paying, and doing “any other exam related” activity.

How? Simply click the link below and complete our LPF Qualify for Examination form.

⇒ **Certify qualifications:** <http://www.yourlpf.org/?page=FMExamReg01> 

Create a YourLPF site sign-on. (Preferred, optional)

This site is for all people who have personal interaction with the LPF. It has LP/AP contacts, our committee forums, the LPF membership portal, LPQ/LPC course/exam study groups, LPF local chapter collaboration sites, LPQ and LPC credential holder groups, private-corporate groups, academic groups, hiring/network groups, “Course, Exam, & Recert Store”, as well as qualification forms.

Do You Already Have a “YourLPF” Sign-In?

- ✓ YES, MAYBE (Easier): **If you have had any past contact with the LPF, chances are very high, that we have already made YourLPF sign-in** and pre-populated it for you. Sign-in is found upper, page right of [YourLPF](#) site. Your userid will be your email on file with us. If you need help any help logging in or just need a password reset, please call us at (866) 433-5545.



LPF Exam Logistics

- ✓ NO (Harder): [YourLPF](#) sign-in is created by registering (small font, upper page right) and filling out all requisite information. Once a full membership or a free individual account is created, all accessible group teams, future purchases, and qualification forms (such as the exam, Hire-A-Vet, etc.) will be accessible and/or pre-populated for your convenience. You can immediately take advantage of a course membership discount, if you decide to sign-up for a full membership.

(YourLPF Website: <http://www.yourlpf.org/>) 

(Membership Benefits: http://www.losspreventionfoundation.org/membership_benefits.html) 

4) UTILIZE CIW/PearsonVUE EXAM INFORMATION CENTER

LPF has created an Exam Information Center with our partners, CIW|PearsonVUE. This exam info center has numerous resources and all the links you need to accomplish the next steps!

Exam Info Center: <https://www7.pearsonvue.com/lpf/> 

Our [LPF Exam Handbook](#), is recommended. It fully, details all steps including ones you need to navigate our exam partners' website and signup process.

*When on our partner's website, you may be asked to select a category type and program. First use "Employment, HR, Management & Safety" and then use "Loss Prevention Foundation (LPQ, LPC)"

5) CREATE A CIW/PearsonVUE EXAM WEB ACCOUNT

Next you must create a CIW|PearsonVUE Exam web account. You will need to enter your personal information, a valid email address, and a web account username for sign-on. Please enter your full, LEGAL name and double check that your email is correct. (All e-mail based user names are case-sensitive, so be careful when you establish your user name/i.d.)

- Remember your CIW|PearsonVUE web account username and password as you'll need that at the exam center! Upon successfully, creating your web account, you will receive an email from CIW|PearsonVUE with your password.

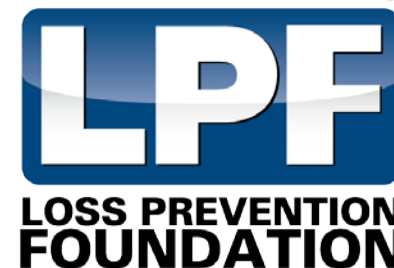
6) SCHEDULE AND PAY EXAM PARTNER

Once you have successfully created your CIW|PearsonVUE web account, please sign-on to locate, schedule and pay for your exam.

Security Measures:

- As part of our ongoing commitment to ensure the integrity and value of our certification program, the LPF has authorized the use of new advanced security measures in all of our Authorized CIW/PearsonVUE Exam Centers. These include a digital photo and digital signature during check-in.
- The information is retained should any identity or examinee be called into question with regards to their certification.

****EXAM RESCHEDULING** must be done **no later than 48 hours in advance** of your exam, using your CIW|PearsonVUE web account. Last minute cancellations are not refunded.



LPF Exam Logistics

7) BRING TO THE EXAM

Please arrive at least 30 minutes prior to your scheduled exam time and allow 2 hours for the 100 question exam (LPQ) and 3 hours for the 200 question exam (LPC).

- Bring photo identification with you. IF YOU FORGET TO BRING A VALID PHOTO ID YOU WILL BE TURNED AWAY, NO EXCEPTIONS. (Most exam centers only accept a driver's license, passport or military ID card.)
- Applicants are allowed to use a "4 function calculator". In the event you do not have one, the examination software has a built in calculator on the screen. You just have to click the button and use it. Cell phones are not permitted to be used as calculators.
- For those taking examinations at U.S. locations, you need to bring your exam id. This was the 9 digit number that was given to you at the time of LPF exam registration.

8) AFTER THE EXAM:

WHEN WILL I RECEIVE MY SCORE?

Your exam results will be reported to you immediately upon submission of the exam answers to the exam proctor. The result will be displayed on the exam center's computer screen as either, "You have passed your LPQ/LPC Exam." or "You have not passed your LPQ/LPC exam."

HOW IS THE LPQ/LPC EXAM SCORED?

Your results will be based on the number of items that are answered correctly. There is no penalty for guessing.

HOW IS THE PASSING SCORE DETERMINED?

The Loss Prevention Foundation Exam Committee, an industry panel of subject matter experts who are representative of the loss prevention profession and of academia, has established the passing score for the LPQ/LPC exam.

These experts reviewed each exam question, evaluated the difficulty of the question, and made an assessment as to how a professional with fundamental competence would perform on each question. These assessments were then statistically analyzed to determine the passing score. This process was conducted under the supervision of Knapp & Associates International.

Your results are based on whether you meet or exceed the passing score as determined by the committee. Any and all disputed results are resolved by the LPF, exclusively. To take the exam is to agree to this condition.

WHAT INFORMATION WILL BE SENT TO ME ABOUT MY SCORE?

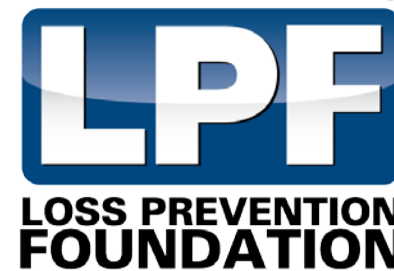
Since you only know at the exam center whether you passed or failed, more information will be mailed to you.

If you passed your exam, within 30 days, you will receive in the mail, a certification document, worthy of framing, as well as a congratulatory letter. You will also find your name listed on our web site under the LPQ Qualified professionals or under the LPC Certified professionals depending.

(LPQ: [http://www.losspreventionfoundation.org/LPQualified\(LPQ\)Professionals.php](http://www.losspreventionfoundation.org/LPQualified(LPQ)Professionals.php)) 

(LPC: [http://www.losspreventionfoundation.org/LPCertified\(LPC\)Professionals.php](http://www.losspreventionfoundation.org/LPCertified(LPC)Professionals.php)) 

If you did not pass the examination, you will be sent your exact score along with a diagnostic report that shows how well you performed in each of the major categories. The diagnostic information is to assist you prepare for the next examination.



LPF Exam Logistics

WHAT SHOULD I DO AFTER I PASS?

Since your official result is given to you, at the exam center, you can begin to use your credential immediately. Post it on your signature block, on your business cards, in your LinkedIn profile, or on your resume, etc. However, the LPF will typically take about 5 to 10 business days to post the validated official result, on our website.

You will also get your certificate and official letter, after your result is validated.


9) FAILURE & RETESTING

If someone fails the LPQualified/LPCertified exam, they will be permitted to retest.

The LPQ/ LPC courseware must be purchased prior to a retest, if not already purchased.

- o 1st retest has a waiting period of 30 days from the date of the 1st failed exam but must complete it within 60 days from the 1st exam date
- o 2nd retest has a waiting period of 30 days from the date of the 2nd failed exam, but must be completed within 90 days from the date of the 1st retest.

Total time period to complete all retests is 180 days from the 1st exam date.

Maximum time limit on access to course work- **12 months**. There are fees associated with extending your course access. ALL, non-hardship related extension requests will have a cost. [See our pricing guide for more details.](#) 

Please contact our office when you retake the exam so we can possibly make arrangements to give you more time to access the course materials at no charge, if your course access is expired.

Contact Us: http://www.losspreventionfoundation.org/contact_us.html 

Certification Program; Courses and Exams: Click Here for Program Introduction and Disclaimer.

http://www.losspreventionfoundation.org/policy_course_certification_disclaimer.html 