



Intelligence Fundamentals Professional Certification (IFPC) Candidate Checklist

REGISTER FOR THE EXAM

- Visit <http://ifpc-gsx.learningbuilder.com> to register as a candidate.
 - Register using an email address you can access regardless of any changes in your location.
 - Complete the demographics portion of registration.
 - If a member of the military or a DoD civilian, confirm status by inputting DoD email address following completion of demographics.
 - If a contractor, enter your company's CAGE code (found online using a CAGE code finder) and your company supervisor's name and email address.
 - Confirm you are a U.S. citizen.
 - Electronically sign the attestation that your information is accurate and complete. If you have not seen this page, you have not completed your registration.
- Schedule your exam.
 - Upon completing your registration, click the link in LearningBuilder to Pearson Vue to schedule the exam at the location nearest you.

PREPARE

- Review the Candidate Handbook (which also contains the Essential Body of Knowledge upon which the exam was built) found via links in various places on the IFPC website (<http://dodcertpmo.defense.gov/ifpc>).
- Arrive 30 minutes before your scheduled exam time.
- Bring two forms of ID to the Pearson VUE test center. Candidates who do not provide 2 forms of ID on exam day will not be allowed to sit for the exam.

CONSIDERATIONS

- There is no charge for the IFPC exam for DoD military and civilian personnel. For a limited period of time, there is no charge for qualified contractors and students/academia involved in approved academic programs.
- The exam contains 90 multiple choice questions and has a 90-minute time limit.
- Personal items are not allowed in the testing room.

ADDITIONAL QUESTIONS

For additional questions, please visit our website at <http://dodcertpmo.defense.gov/ifpc> or contact the IFPC Program Management Office at 703-692-3768 or Osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil



Become a Certified Intelligence Fundamentals Professional!

WHAT IS THE IFPC?

The Intelligence Fundamentals Professional Certification (IFPC) program establishes and tests a common standard of the fundamental knowledge and skills expected of all who serve or hope to serve in the Defense Intelligence Enterprise (DIE). It is part of the Under Secretary of Defense for Intelligence program to professionalize the defense intelligence workforce.

WHO IS THE IFPC FOR?

U.S. citizens in military, civilian, and contractor roles, both analytic and non-analytic, working in or having an interest in working in the DIE. The program is also appropriate for those in academic programs preparing students for careers in defense intelligence. Candidates must have U.S. citizenship.

WHY SHOULD YOU GET THE IFPC?

Achieving the IFPC:

- Verifies your understanding of and ability to apply the facts, concepts, and principles deemed critical to working within the DIE.
- Provides confirmation to all Components that you have met established standards, easing your way into a variety of potential roles.
- Demonstrates your initiative and desire to excel at your chosen career field.
- Differentiates you from your peers.
- Prepares you for pending policy from the Department of Defense regarding professional certification.

WHERE DO YOU TAKE THE EXAM?

- Register online at <https://ifpc-gsx.learningbuilder.com>.
- Once registered, you will receive an email from Pearson VUE informing you how to schedule at a Pearson VUE test site near you.

To learn more, go to <http://dodcertpmo.defense.gov/ifpc> or contact the IFPC Program Management Office at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil.