



## Advanced Certified Nonprofit Professional (ACNP) Bundle Outline

By purchasing the Advanced CNP bundle, you'll earn both the nationally recognized Certified Nonprofit Professional (CNP) Credential and the Advanced Certified Nonprofit Professional (ACNP) Credential. The CNP is a lifetime credential, while the ACNP must be renewed every three years. The total price of the ACNP & CNP bundle is \$1025, which includes the study guide, exam, access to CNP Central, and the credential fees for both the CNP and ACNP. **You have access to the materials for 90 days.**

### Earning the CNP & ACNP

#### Requirements



**Each requirement is evidenced through CNP Central, your online hub for everything CNP.**

#### Professional Nonprofit Experience

- Candidates must have 8 or more years of professional nonprofit work experience, including at least one year in a nonprofit management position.
  - A manager has moved beyond the role of a direct service provider to take on a strategic role in an organization such as one or more of the following:
    - involvement in organizational planning and strategy creation
    - development of policies and/or procedures
    - responsible for developing and managing the annual budget
    - directing programs, projects, and/or teams
    - ensuring resources are available to accomplish priorities effectively
    - building relationships to address the organization's mission

#### Professional Development Experience

- Candidates must complete 75 hours (averaging 15 hours annually) or more of professional development activity related to the CNP competencies. Activities must be completed within the last five years.
  - In-person or virtual experiences can count towards the Professional Development requirement including:
    - conferences (including employer organization's national and regional conferences & Elevate)
    - workshops
    - seminars
    - courses
    - academic (for-credit) courses
    - authoring and presenting professional development content

## Nonprofit Knowledge and Skills

- Pass the CNP Exam.

## Volunteer Service

- Candidates must complete 50 hours of volunteer service, averaging 10 hours annually. These service hours must be completed within the last five years.
  - In-person or virtual experiences that can count towards the volunteer service requirement including:
    - Serve on a board of directors
    - Volunteering as a Girl Scout troop leader.
    - Volunteering at your local food bank each month.
    - Working with a professional association committee on an event or project.
    - Teaching a Sunday School class at your religious institution.

## Content & Exam Details

The bundle offers you access to the CNP study guide for **90 days** from the date of purchase. Once you feel confident with the content and material in the study guide, you can sit for the CNP Exam. The **2-hour** timed exam consists of **100 multiple-choice** or true/false questions, and you must pass with a score of 76% or higher. Your enrollment fee includes two attempts for the CNP Exam. Upon completing the exam, you will receive an email with your score and a breakdown of how many questions you got correct in each competency area. If you don't pass on the first try, the Alliance recommends you take additional time to study the areas where you didn't perform as well.

The study guide is organized into **6 modules**, each containing 4 lessons. On average, you should expect to spend 1-3 hours per module, dedicating less time to information you already know and more time to new content. You can stop and start the lessons at your convenience. In addition to the content materials, each lesson includes a case study with a fictional nonprofit called Kid Zone Youth Center to apply your knowledge and a short quiz to check your learning.

The modules are as follows:

**Module 1:** Management and Leadership of the Nonprofit Sector

**Module 2:** Designing Programs for Long-term Sustainability

**Module 3:** Nonprofit Budgeting and Financial Management

**Module 4:** Nonprofit Communications and Marketing

**Module 5:** Nonprofit Fundraising and Resource Development

**Module 6:** Innovation and Trends in the Nonprofit Sector

The final section of the study guide includes tips for preparing for the CNP Exam and prompts you to take the 100-question exam.

## ACNP Renewal

The ACNP credential is valid for three years and can be renewed by submitting evidence that you are continuing your work in the nonprofit sector and staying current with trends and industry developments. Before your renewal date, you will be prompted to provide documentation of your ongoing commitment to the sector.

The renewal fee is \$200. If your renewal lapses more than 30 days, the fee increases.

# ACNP Benefits



The ACNP recognizes your nonprofit leadership, ongoing professional development, and commitment to volunteer service.

You've done the hard work, and you're prepared for the pivotal role a nonprofit leader plays in transforming communities.

**The ACNP amplifies your impact.**

## Nonprofit Professional Development

- **Access to free courses:** Annually, a free course like [Coaching as a Leadership Tool](#) or [Leaders for Equity and Social Justice](#) will be made available to ACNPs.
- **Discount on Leaderosity courses and certificates for you and your team:** It's imperative for nonprofit leaders to give professional development opportunities to their team members. As an ACNP, you can access all [Leaderosity courses](#) at a 20% discount. Additionally, everyone on your team is eligible for a 20% discount to enroll in the [CNP Program](#), [Leaderosity](#) courses, and [Elevate](#).

## Increase Your Thought Leadership

- **You're a thought leader, and we want to magnify your reach.** As a thought leader, ACNPs can share their content expertise and access panelist opportunities, such as presenting at Elevate.
- **Be part of exclusive networking and learning events for ACNPs.** ACNPs can join exclusive roundtable discussions on topics like strategic planning in today's climate and effective fundraising with board members.

## Showcase Your Expertise

- **The digital badge will make you stand out:** Digital badges and the metadata associated with them make it easy for employers and industry experts to locate you and your skills. In addition to the digital badge, you can download a printable ACNP certificate to frame in your office.
- **Amplify your brand:** We want to highlight your leadership in the industry. After earning the ACNP, we'll showcase your bio and headshot on our social media platforms, reaching over 40,000 followers.

## Advance Your Career

- **Employers value employees who go the extra mile:** Earn the ACNP to showcase your strategic leadership in the nonprofit sector and your commitment to ongoing professional development. The ACNP shows hiring managers that you continue to develop new knowledge and skills in key nonprofit competencies.
- **Your employer will know your value:** After earning the ACNP, we'll send a letter acknowledging your achievement. You can also request a copy of the letter to share with potential and future employers.