



# **Certified Test and Evaluation Professional (CTEP)**

## **Candidate Handbook**

**INTERNATIONAL TEST AND EVALUATION ASSOCIATION  
4400 FAIR LAKES COURT, SUITE 104  
FAIRFAX, VA 22033**

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*Please check the ITEA website ([www.ITEA.org](http://www.ITEA.org)) for the most recent version of this document.*

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## INTRODUCTION

Welcome! Thank you for your interest in the Certified Test and Evaluation Professional® (CTEP®) credential offered by the International Test and Evaluation Association (ITEA). ITEA has developed this Candidate Handbook to describe all aspects of the certification process and assist candidates in preparing for the examination. This Handbook contains an overview of eligibility criteria, information on registering for the exam and exam content, guidelines for taking the exam, relevant policies and requirements, a sample application, and some additional forms.

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### **I. Purpose of ITEA**

The purpose of this Association, as stated in the Bylaws of ITEA, is:

1. To provide an organization for individuals who have a common interest in the discipline of test and evaluation and who wish to foster, preserve, and advance the art and science of test and evaluation.
2. To provide for the exchange of ideas and information in the field of test and evaluation.
3. To conduct professional meetings, including symposia, seminars, workshops, and courses on the technology and management involved in the field of test and evaluation.
4. To promote education in the field of test and evaluation by conducting symposia, seminars, workshops and courses in the theory and practice of test and evaluation.
5. To support and promote the development and advancement of the state of the art in test and evaluation in allied branches of science, technology, and management.
6. To encourage similar objectives in related organizations, including government, industry, academia, and professional societies.
7. To recognize advances in, and contributions to, testing and evaluation.
8. To document the history of test and evaluation.
9. To fittingly commemorate the achievements of persons who have made substantial contributions to the field of test and evaluation.
10. To sponsor publications concerning test and evaluation.

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### **II. ABOUT THE CERTIFIED TEST AND EVALUATION PROFESSIONAL (CTEP) CREDENTIAL**

The CTEP credential is designed to:

- Recognize individuals who demonstrate:
  - KNOWLEDGE, SKILLS, AND ABILITIES: They meet the minimum level of competency in the requisite KSAs that have been identified by T&E subject-matter experts (SMEs).
  - COMMITMENT to maintain currency in the field.
  - DEDICATION to advancing the profession.
- Develop and promote common standards, principles, procedures, processes, and terms for the T&E profession.
- Support professional development and education to enhance the KSAs of T&E professionals.

Please note that a “professional certification credential” is quite different from the “certificate” programs that are currently available to test professionals. “Certificate” programs award a certificate of completion or achievement to individuals after they successfully complete a course of study or meet some minimum requirements.

In contrast, professional certification credentials:

- Is a time-limited recognition requiring periodic submission for re-certification to demonstrate continued currency in the profession, including demonstration of full-time employment in the field and continuing education.
- Awarded based on the candidate’s passing a competency exam, which could be written and/or observational, and would not be related to the completion of any specific course or curriculum of courses.

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- Bestows upon an individual the right to use the credential's designation in conjunction with their name (e.g. CSE, CPA, or CPM) after an assessment and verification that they have met predetermined and standardized criteria.
- Confers occupational identity and provides a method for maintaining quality standards of knowledge and performance, and stimulating continued self-improvement.
- Provides differentiation among test professionals, using standards developed through a consensus driven process and based on existing legal and psychometric requirements.
- Requires adherence to a Professional Code of Ethics.

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### **III. CTEP APPLICATION AND EXAM PROCESS SUMMARY**

The following is a summary of the important steps in the application and examination process. Each component is presented in more detail later in this Handbook.

- 1) Applicants may apply for the CTEP examination by using the application available in this Candidate Handbook, or by using the link on the ITEA website at [www.ITEA.org](http://www.ITEA.org) > Professional Certification. This Candidate Handbook may be downloaded free of charge from the ITEA website.
- 2) Applicants must meet the eligibility requirements at the time the application is submitted. Eligibility for the CTEP certification requires a baccalaureate degree from an accredited college or university, preferably with a major in engineering or a related technical field and a minimum of three (3) years of relevant work experience, OR a minimum of eight (8) years of relevant work experience. See Section IV. below, *Requirements and Exam Information, A. Eligibility Process*, for further details on eligibility for the CTEP exam.
- 3) Applications must be submitted directly to ITEA—electronically or by mail, fax, or courier service. Applications and the Certification Process Consent Statement must be completed in full, signed, and accompanied by the application fee. When the application is filed electronically, the hard copy of the signed Certification Process Consent Statement and supporting documentation must be received by ITEA, either by mail or fax, before the application will be evaluated.
- 4) The application fee must be paid at the time the application is filed.
- 5) Reference Evaluation Forms should be sent directly from your references and may follow submission of the application.
- 6) If a degree is being relied upon for eligibility, official college transcripts are required. Photocopies will not be accepted. Transcripts may follow submission of the application.
- 7) There is no deadline for submitting applications—when applications are received, they will be reviewed as expeditiously as possible.
- 8) Individuals will be notified by ITEA if information is insufficient or incomplete on the application or in any of the supporting documents. The application will be reviewed again when incomplete or missing documentation is received.
- 9) Applications remain active for 12 months. After 12 months, if the application status is incomplete, or if the applicant has not yet taken the certification examination, the application will expire and the candidate will be required to reapply, meet the current eligibility criteria, and pay the associated fees.
- 10) Once an application has been approved by ITEA, the candidate will receive written notification with instructions on how to register for the exam.
- 11) When approved, candidates are authorized to sit for the examination at a secure test site. Eligible candidates may register at any time to take the exam, but are advised to register well in advance to test at the location and time of their preference.
- 12) Candidates who require special accommodations must make a specific written request for the type of accommodation needed. The reason for the accommodation must be recognized under the Americans with Disabilities Act (ADA). (See Section IV.E. below.)

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- 13) Candidates are required to bring their written notification to test to the test site along with two forms of identification, at least one of which must be a form of government-issued photo ID. (See Section IV.H. below.)
- 14) Candidates who pass the examination do not automatically become certified. You will be required to sign and return the CTEP Code of Ethics as a condition of certification.
- 15) A certificate with a unique certification number will be issued by ITEA when you have met all certification requirements.
- 16) Candidates who fail the exam may retake it; they must pay the exam fee each time, and comply with the waiting period between retakes. After a third failure, the applicant will be required to reapply, pay the associated fees, and meet the current eligibility criteria for each retake. (See Section IV.P. below.)
- 17) Candidates may reschedule or postpone exam appointments by giving at least 72 hours advance notice to avoid additional fees. (See Section IV.F. below.)
- 18) Candidates will be notified in writing of their pass/fail status within three weeks of taking the exam. Results are not provided over the phone.
- 19) Name and contact changes must be submitted to ITEA Executive Office. Failure to update your contact information may result in delays in receiving eligibility notices or examination results. Name changes must be accompanied by documentation such as court records.

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### **IV. REQUIREMENTS AND EXAM INFORMATION**

#### **A. Eligibility**

The CTEP requires the attainment of:

- A baccalaureate degree from an accredited college or university, preferably with a major in engineering or a related technical field, AND a minimum of three (3) years of relevant work experience, OR,
- An associate degree from an accredited college or university, preferably in a technical field, AND a minimum of five (5) years of relevant work experience, OR,
- A minimum of ten (10) years of relevant work experience.

If your application is approved for eligibility, you will receive an eligibility approval email. This message will include instructions for scheduling your exam appointment.

If eligibility is denied, you will be notified in writing of the decision. The reasons for the denial and corrective actions you may take will be indicated.

#### **B. Statement of Non-Discrimination**

ITEA does not discriminate among applicants, candidates or certificants on the basis of age, sex, race, religion, national origin, or marital status.

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### C. The CTEP Certification Examination

The CTEP examination was developed by subject-matter experts under the guidance of psychometricians (experts in measurement and test development) and is designed to measure the knowledge, skills, and abilities required to perform competently as a test and evaluation professional. The passing point—the score you need to achieve in order to pass—was also determined utilizing valid psychometric procedures. ITEA follows best practices in all of its test development activities and has a high degree of confidence that it is testing at a level required to safely and competently perform test and evaluation tasks, and that only those who meet the competency requirements will pass the examination. The Executive Summary of the most recent exam development study (called a Job Task Analysis Study) can be found on the website at [www.ITEA.org](http://www.ITEA.org).

The examination consists of 200 questions and you have four (4) hours to take the exam. Only correct answers are counted. The exam's 200 questions include twenty (20) questions that are potential test questions and included for analysis purposes. This is standard practice in the field of testing and does not have any effect on the outcome of the exam. The passing score for the exam is 70% (126 correct out of 180 scored items). About 66% of the candidates taking the exam pass.

To become familiar with the content areas on the CTEP examination, candidates should refer to the examination blueprint which is located in this Handbook as Attachment 3 and on the website at [www.ITEA.org](http://www.ITEA.org). Candidates are encouraged to review the examination blueprint to assess their level of knowledge in each of the content areas, and to identify the areas in which they believe they need additional preparation.

### D. Testing Center Locations

The CTEP examination is administered at various times and locations. If your application is approved for eligibility, you will receive an eligibility approval email. This message will include instructions for registering for the testing date and location of your preference.

### E. Special Accommodations

ITEA complies with the Americans with Disabilities Act (ADA), and is interested in ensuring that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. Applicants needing special accommodations must make a request in writing at the time of application. Requests must include documentation of a formally diagnosed ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

### F. Exam Appointment Cancellation or Rescheduling

Candidates must notify ITEA at least 72 business hours in advance if they wish to cancel or reschedule a testing appointment. Candidates who fail to meet this deadline risk forfeiture of the exam fee. To calculate your 72-business-hour notification deadline, please remember that the ITEA office is open from 9 AM to 5 PM (Eastern) Monday through Friday; it is closed on Saturdays, Sundays, and U.S. federal holidays.

Those who fail to appear for a test without giving prior notice to ITEA shall forfeit the entire examination fee, unless they can document extenuating circumstances, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should contact ITEA as soon as possible, and provide an explanation of the situation in writing (email is acceptable). (See ¶1d under *Emergency Cancellations or Withdrawals*, on page 16, below.)

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### G. Fees

Each application must be accompanied by a non-refundable application fee. The examination fee is due at the time you register for the exam.

Occasionally applicants or their employers pre-pay the examination fee. In that case, when you are found eligible, you should contact the ITEA Examinations Coordinator to register for your examination. If you are found ineligible to sit for the examination, any examination fees that may have been pre-paid will be refunded. Fees must be paid in U.S. dollars.

<b><i>Certification Process:</i></b>	
CTEP Application Fee	\$200 ITEA Member (\$350 Non-Member)
CTEP Examination Fee	\$250 ITEA Member (\$400 Non-Member)
Retakes of the CTEP Examination	\$150 ITEA Member (\$150 Non-Member)
<b><i>Post-Certification:</i></b>	
Recertification Fee with documentation	\$150 ITEA Member (\$250 Non-Member)
Recertification by retaking the CTEP Exam	\$250 ITEA Member (\$400 Non-Member)
<b><u>Authentication Devices Available to CTEPs:</u></b>	
Embossing Seal	\$75
Hand Stamp	\$40
Self-inking Hand Stamp	\$65
Note: Fees are subject to change. Please check the ITEA website for updates on fees.	

### H. On the Day of the Exam

Candidates should report to the exam center on the day of the exam as instructed in their appointment confirmation letter, and plan to arrive at least 15 minutes prior to the appointment time. Candidates must show two forms of ID, one of which must be a government-issued photo ID with signature (for example, a driver's license or passport). The name on the ID must match exactly the name submitted on the application, or the candidate will be denied admission.

Listen carefully to the instructions given by the proctor and read all directions thoroughly. Questions concerning the content of the exam will not be answered during the exam.

The CTEP examination is closed book. Therefore you will not be permitted to bring any materials into the testing room. You will be provided a secure area in which to check your valuables.

The following items are NOT PERMITTED in the exam room:

- Books or other reference materials
- Papers of any kind, except as provided by the proctor
- Telephones, signaling devices such as pagers or cell phone
- Alarms or recording/playback devices
- Photographic or image capturing or copying devices
- Electronic devices of any kind
- Food or beverages

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### I. Exam Security

ITEA firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her knowledge in the examination process. Therefore, the examination security measures are intended to prevent unfair advantage of one candidate over another.

All exam materials are the property of ITEA. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the ITEA exam are owned by ITEA. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of ITEA exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to ITEA certification examinations. **The prohibition of “unauthorized disclosure” means that you may not discuss the contents of the examination with anyone except ITEA.**

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to ITEA for any unauthorized behavior, such as any of the following:

- attempting to gain unauthorized admission to an exam site
- attempting to take the examination for someone else
- creating a disturbance
- giving, receiving, or attempting to give or receive help from unauthorized sources
- removing, or attempting to remove, exam materials or notes from the testing room
- having in his or her possession any item prohibited from the exam site as specified above
- exhibiting behavior consistent with memorization or copying of exam items.

Restroom breaks are permitted, but are included as part of the 4 hours allotted for the actual exam.

### J. Hazardous Weather or Local Emergencies Affecting Exam Sites

In the event of hazardous weather, or any other unforeseen emergencies occurring on the day of a scheduled exam, ITEA will determine whether circumstances require the cancellation of the exam at a particular location(s). Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible, and will not be penalized in the event of a ITEA cancellation with less than 72 hours notice. ITEA will contact all such candidates for rescheduling.

### K. Challenging the Exam

ITEA shall provide candidates with an opportunity to provide feedback on its examination content and procedures regarding:

- the technical accuracy of the examination
- fairness in the administration of the examination.

A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the ITEA Executive Director within 5 calendar days after taking the examination. Candidates may also report such concerns by completing the electronic comment form which is available at the end of the examination.

A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the ITEA Executive Director no later than 5 calendar days after taking the examination. Candidates may also report such concerns by

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entering comments in the space provided after each item on the test, or by completing the electronic comment form which is available at the end of the examination.

ITEA will not consider reports about improper test administration procedures or test content which are not submitted within the 5-day deadline.

### **L. Scoring Process**

The CTEP examination is criterion-referenced. This means that candidates are scored against a fixed standard (the passing score). The final passing score for the CTEP examination has been established by a panel of subject-matter experts who determine the minimally acceptable level of competence for awarding the CTEP certification utilizing acceptable psychometric procedures. The passing score is applied consistently to all test takers. Candidates are not competing against one another, and grades are not curved. You must achieve the passing score in order to pass the examination. There are no exceptions.

### **M. Score Reports**

Candidates are notified of their examination results (pass/fail) in writing within 3 weeks of taking the exam. Successful candidates are notified that they have passed and are provided with instructions for completing the certification process. Candidates who fail will receive a diagnostic report of their overall performance on each content area of the exam. This information is provided so that candidates can see their areas of strength and weakness, and better prepare to retake the exam.

### **N. Cancellation of Scores**

ITEA reserves the right to cancel any examination score if, in ITEA's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; unauthorized communication with others during a testing session; copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials; removing exam materials from the testing site; aiding other examinees or receiving aid from anyone else; or having improper access to ITEA examination content prior to the examination administration. Engaging in such misconduct may disqualify the individual from future ITEA tests and possibly from ever being certified by ITEA. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

### **O. Appealing Exam Results**

Candidates who fail the exam may appeal their results in writing within 30 days of receipt of the score report. ITEA will review the response record and the determination will be communicated to the candidate within 30 days. The determination of ITEA shall be final.

### **P. Retesting**

A candidate who fails the CTEP examination must wait at least six months before taking it again.

For second and third attempts [first and second retakes], the candidate must submit an updated resume or work history, but will be charged only the examination fee for each attempt.

If a candidate has failed the examination three times, he or she must wait at least one year between each subsequent sitting. All attempts after the third failure will be treated as new applications requiring full application fees. Candidates retesting under new applications must meet all current eligibility requirements at the time of application.

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### **Q. Code of Ethics and Disciplinary Policies**

ITEA is committed to upholding the highest ethical standards in the profession. Candidates for certification are required to sign and return the Code of Ethics as a condition of becoming certified. Failure to do so will result in denial of certification.

The Code of Ethics is a statement of the required behaviors and responsibilities of certificants. It was developed to safeguard the reputation CTEP program, and in the interest of protecting the public. The Code of Ethics is included as Attachment 4 of this Handbook, and may also be downloaded from the website at [www.ITEA.org](http://www.ITEA.org).

Certificants found to be in violation of the Code of Ethics are subject to an investigation of the violation, which may result in sanctions. All sanctions are subject to appeal. Following the exhaustion of appeals, the outcome of investigations resulting in sanctions shall be made public, and the notice will include the name of the certificant, the section(s) of the Code violated, and the sanction imposed. See Section VI, *ITEA Policies Related to the CTEP Certification*, for further details.

ITEA has established policies and procedures for investigating complaints filed against certificants. Any individual may file a complaint. All complaints will be reviewed, and if determined to be founded and actionable, they will be investigated. Individuals who wish to file a complaint should contact ITEA for information on how to proceed. Direct all inquiries to ITEA's Executive Director, at the address in page 2.

### **R. Language of the Exam**

The CTEP examination is given in English only. Translation dictionaries and/or other translation aids are not permitted. All program materials are provided in English.

### **S. Training and Exam Prep Materials**

ITEA does not provide training or preparatory materials for the CTEP certification examination, nor does ITEA offer or endorse training programs or preparatory courses. To do so would be a conflict of interest and a deviation from the stated purposes of ITEA.

ITEA may publish or offer for sale books on test and evaluation. Candidates are not required to purchase or use any specific book in order to qualify for or take the certification examination.

As a courtesy to individuals interested in taking a certification examination, ITEA may publish on its website a list of courses for examination preparation of which it is aware. ITEA does not endorse any specific person, product, resource, or service as a means of preparing for or achieving certification. Candidates are encouraged to plan their own course of study by reviewing the examination blueprint, identifying any areas of weakness, and securing the necessary resources to adequately prepare for the examination.

### **T. Confidentiality and Release of Information**

ITEA will not release any information regarding any individual's application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the candidate or certificant in question.

ITEA shall maintain and publish an electronic directory of all certificants, and is obligated to release, upon request, the names and certification status of individuals who have successfully completed the certification process.

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### **U. Recertification**

The CTEP certification is awarded for a period of three (3) years, and the expiration date is entered on each numbered certificate. Certificants are required to recertify prior to the expiration of their certificates. Certificants must comply with the current recertification requirements. ITEA will send reminder notices during the final year of certification.

Certificants are encouraged to become familiar with the recertification requirements, which are a combination of work experience and professional development activities which contribute to continued competence. For further information on recertification, please visit the ITEA website at [www.ITEA.org](http://www.ITEA.org), at which you may view and/or download the CTEP Recertification Handbook.

### **V. Trademarks and Copyrights**

“Certified Test and Evaluation Professional” and “CTEP” are registered trademarks of ITEA. Individuals who earn the CTEP credential may use these designations as long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to “CTEP (Ret.)” or “Inactive” status. The certificate is the property of ITEA and must be returned to ITEA upon request. Examination materials and publications are copyrighted and protected under U.S. law. ITEA aggressively enforces the appropriate use of its property, and unauthorized use may result in sanctions or other penalties.

### **W. Duplicate Certificates**

In order to receive a duplicate or replacement certificate, the certificant must be current in all obligations and must pay a processing fee. Should you lose or destroy your certificate, please contact the ITEA Executive Office.

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## **V. PREPARING FOR THE EXAMINATION**

### **A. CTEP Examination Blueprint**

As you prepare for the CTEP examination, you are strongly encouraged to review the examination specifications (blueprint), located as Attachment 3 of this handbook. The blueprint contains the major content areas on the exam, and the percentage of the exam each content area represents. Use the blueprint to guide you in identifying any content areas you need extra time and resources to prepare for, and ask yourself these questions.

- Which content areas represent the greatest number of test questions?
- How much time do I need to focus on these areas to prepare for the exam, versus other areas?
- How do my current knowledge and skills compare to the content areas of the exam? Am I strong in some, but weak on others?
- How much training or work have I done in the areas on the exam?

Your analysis of the content outline and your answers to the questions above will help you determine where you need to spend your study time.

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### B. Testing Tips

On the day of the exam:

- Plan to arrive at the exam site at least 15 minutes prior to your appointment. If you have considerable distance to travel, consider arriving the night before.
- Get a good night's rest the night before.
- Eat a well-balanced meal prior to reporting to the exam center. Avoid excessive stimulants such as caffeine.
- Read and follow the instructions carefully. Ask the Proctor for clarification if you are not sure about the instructions. Remember, the Proctors will not answer questions related to exam content.
- Pace yourself by periodically checking your progress. This will allow you to make any adjustments in time. Remember, only the questions you answer correctly are scored. There are no penalties for answering a question incorrectly, so answer as many questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from those that remain.
- You may flag items you wish to return to, and you may go back to review any items at any time.
- Pay attention to reminders of the time you have left to finish the exam.

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## **VI. ITEA Policies Relating to the CTEP Certification**

The following policies of ITEA are those that guide the awarding of the CTEP certification, the rights and duties of candidates and certificants, due process, and the development and administration of a credible certification examination and program.

The information provided in the Candidate Handbook contains abbreviations of several policies related to the CTEP certification. The policies you need to be aware of are included below. Please read these policies in their entirety, as several policies become applicable after you earn the certification. Several of the policies related to the application process will assist you in completing the application correctly. [Numbers after the titles refer to the policy number in the *ITEA Management System Manual*.]

**Note: In submitting your application, you will acknowledge that you have read and agree to comply with the policies.**

### **Awarding Certification [1.1]**

The purposes of ITEA include the development and promotion of professional standards for certification and the administration of credible certification programs for individuals who practice in disciplines involving the test and evaluation of products, systems, and services. As such, only candidates who are successful in passing the ITEA written examination for the certification they are seeking, meet all criteria for certification, and remain in good standing, shall be considered certified by ITEA. Certification is awarded for a period of three (3) years.

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### **Non-Discrimination [1.3.5]**

- a. All candidate applications shall be evaluated objectively without regard to age, sex, race, religion, national origin, or marital status.
- b. ITEA will allow for special accommodations as recognized under the Americans with Disabilities Act (ADA), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. A candidate who needs special accommodations must make the request in writing and allow an extra two weeks for processing of the application.

### **Eligibility Requirements [1.4]**

In order to be considered eligible to take the ITEA certification examinations, applicants must demonstrate that they meet current eligibility requirements. The eligibility requirements shall be made available in all public documents.

### **Eligibility Requirements for the CTEP [1.4.2]**

The CTEP requires the attainment of a baccalaureate degree from an accredited college or university, preferably with a major in engineering or a related technical field and a minimum of three (3) years of relevant work experience, OR a minimum of eight (8) years of relevant work experience.

### **Training/Education [1.2]**

The purposes of ITEA include developing and administering examinations to test the adequacy of knowledge, skills and abilities in the field of test and evaluation and practice. In prosecuting this purpose, ITEA does not offer or endorse specific training programs or preparatory courses for its certification examinations. To do so would be a conflict of interest and a deviation from the stated purposes of ITEA.

ITEA will not require any specific type of exam preparation or training, and the exam is not based on any single reference. Candidates need to be familiar with the topics listed on the Exam Blueprint and their application. ITEA may publish and offer for sale a comprehensive textbook on the topic of test and evaluation. However, Candidates would not be required to purchase or use the text book in order to qualify for or take the certification examinations. As a courtesy to individuals interested in taking a certification examination, ITEA may publish on its website information about courses for examination preparation. ITEA does not endorse any specific person, product, resource or service as a means for achieving certification.

### **Application Review [1.3]**

Applications shall be reviewed by qualified personnel employed by or under contract to ITEA. Each application must be reviewed for completeness, including signature and conformance with eligibility requirements for each examination applied for. Applications must meet the following criteria in order to be accepted and processed:

- a. Each applicant must answer all sections of the application and furnish a completed and signed Certification Process Consent Statement form approximately six weeks before expecting to test.
- b. The application must be accompanied by the required non-refundable fee.
- c. The applicant must provide concise descriptions and inclusive dates for each period of employment being offered as relevant test and evaluation experience. If the candidate's responsibilities in a particular employment period include other functions, the percentage of time/responsibility for test and evaluation or related work should be apportioned.
- d. When an employment period was interrupted or not continuous, an explanation should be provided.
- e. Official college transcripts (or documentation of equivalency for foreign degrees) are required for documenting education; job descriptions and two reference evaluations

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are required for documenting appropriate experience. The applicant may arrange for these documents to be sent separately from the official application; however, no candidate may sit for the examination until all required documents relating to eligibility are received.

### **Applications Rejected or Suspended [1.3.4.2]**

- a. Applications that are incomplete may be rejected or suspended pending further information from the applicant.
- b. The applicant shall be notified of the reasons the application has been rejected or suspended.
- c. A record of the rejected or suspended application shall be maintained by ITEA for 18 months.

### **Denial of Eligibility [1.5]**

- a. Applicants who are denied eligibility shall be notified in writing of the decision. The reasons for the denial and corrective actions shall be indicated.
- b. All ITEA application forms and all letters of denial of eligibility shall contain the following Notice of Right to Appeal:

*If your application to take the CTEP examination is denied, or if you are denied certification after passing the examination, you may appeal the decision by submitting new information to the ITEA Executive Director. Submit your appeal with all relevant documentation to the ITEA Executive Director at the address on your notice of denial within 60 days of the date on your notice of denial.*

### **Appeal of Certification Decisions—Content of Appeal [1.5.1]**

An applicant who is dissatisfied with an application or certification decision rendered by ITEA may appeal the decision by submitting new information **in writing** to the Executive Office within 60 days from receipt of the denial notice.

### **Application and Examination Fees [1.13]**

- a. Each application must be accompanied by a non-refundable application fee.
- b. The examination fee must be paid before a candidate may register for the examination.
- c. If an applicant is found ineligible to sit for the examination, any examination fees that have been pre-paid shall be refunded.
- d. If an eligible candidate asks to reschedule registration for the examination, the request will be honored, if possible. All or part of the fee paid may be forfeited.
- e. Discounts and Waivers. Application and examination fees may be waived or discounted at the discretion of the Board of Directors.

### **Examination Development [1.6]**

- a. The purpose of ITEA is to develop and promote professional standards for certification and administer credible certification programs for individuals who practice in disciplines involving the identification, use, transport, storage, disposal, security, and general management of test and evaluation.
- b. ITEA certification examinations are designed to measure the knowledge, skills and abilities of test and evaluation professionals.
- c. The blueprint of the certification examinations shall be derived using methods which comply with accepted psychometric standards on examination development.
- d. In the development and maintenance of its examinations, ITEA shall work with experts in test development and measurement to ensure the development and administration of valid and legally defensible examinations.
  - i. The certification examinations shall be validated through a revised job task analysis at approximately five-year intervals, or as circumstances warrant.

## ***Certified Test and Evaluation Professional (CTEP)***

- ii. Performance statistics shall be derived at regular intervals and in an ongoing manner to ensure the consistent administration of fair, valid and reliable examinations.

### **Language of the Examination [1.6.2.5]**

- a. ITEA certification examinations are given in English.
- b. The use of translators during the examination is not permitted.
- c. *Rationale:* Speaking a foreign language (or speaking English as a second language) is not a recognized disability under the ADA. Being able to communicate effectively in English is a requirement of the CTEP because of the emphasis on regulations and warning signs/labels. If a candidate cannot take the examination in English, or cannot finish the exam in the allotted time because of limited English language comprehension, he or she has not demonstrated the comprehension skills needed for certification.

### **Authorization to Test [1.6.2.2]**

- a. Candidates must be authorized to take ITEA certification examinations. No walk-ins are permitted.
- b. Information about registration for the examination will be provided upon determination of eligibility.

### **Admission to Exam Site [1.6.2.3.2]**

- a. Each candidate must present acceptable photo identification to be admitted to the examination site.
- b. All ITEA examinations are closed-book examinations.
- c. Candidates shall comply with all security rules established for testing.
- d. Candidates will be allowed no more than four (4) hours to complete the CTEP examination.

### **Policy on Cheating [1.6.2.4]**

ITEA maintains strict policies to safeguard the security of the certification examinations.

- a. Proctors at authorized ITEA testing sites are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras).
- b. Candidates may not attempt to communicate in any way with other examinees or any outside parties during the examination. They may not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators with user-programmable memory capacity.
- c. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of ITEA exam content or materials in any form is prohibited and may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to ITEA certification examinations.
- d. ITEA reserves the right to cancel any examination score if, in ITEA's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to ITEA examination content prior to the examination administration. Engaging in such misconduct may disqualify the individual from all future ITEA tests and from ever being certified by ITEA.

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- e. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

### **Emergency Cancellations or Withdrawals [1.6.2.6]**

- a. Candidates are expected to notify ITEA at least 72 business hours in advance if they wish to cancel or reschedule a testing appointment.
- b. Except as noted in ¶ d below, candidates who fail to appear for a test, without giving prior notice to ITEA, shall forfeit the entire examination fee.
- c. Except as noted in ¶ d below, candidates who contact ITEA to cancel or reschedule an examination appointment with less than 72 business hours notice shall forfeit a portion of the examination fee.
- d. A candidate shall not forfeit examination fees if he or she misses a testing event or a cancellation deadline due to one of the following conditions:
  - i. Bereavement/death in the family (Candidate must provide documentation in the form of an obituary or death certificate.)
  - ii. Serious illness (Candidate must provide documentation from a physician.)
  - iii. Military service (Candidate must provide documentation that service was required and that the obligation was incurred with less than 72 hours' notice before the exam date.)
- e. A candidate shall forfeit the entire examination fee under any of the following conditions:
  - i. Misconduct during the testing event
  - ii. Arriving more than 15 minutes past the scheduled exam appointment
  - iii. Failing to provide proper ID and documentation at the test center.

### **Score Reports—Results [1.6.2.7.2]**

- a. Candidates shall be notified of the examination results (pass/fail) in writing within three weeks after sitting for an examination.
- b. Successful candidates shall be notified that they have passed and be informed of the next steps required toward certification.
- c. Non-successful candidates (those who failed) shall be provided with a print-out of their performance in each subject area of the examination.

### **Passing the Examination—Post-examination Procedures [1.6.2.8]**

- a. In order to be certified, candidates who pass an ITEA examination must:
  - i. Pay the appropriate certification fee and
  - ii. Return a signed copy of the latest version of the appropriate Code of Ethics.
- b. All required fees and documents must be received by ITEA before the actual CTEP identification number and certificate are issued.
- c. Upon receipt of the certificate, the certificant may purchase an official embossing seal or hand-stamp for official papers.

### **Failing the Examination—Appeals [1.6.2.9]**

- a. A candidate who has failed an ITEA certification examination may appeal the result within 30 days of receipt of the score report.
- b. If the appeal is a challenge of the score received on the CTEP examination, the response record will be reviewed and a determination will be communicated to the candidate within 30 days. The result of the review shall be final.
- c. If the appeal challenges the substantive content of any item(s) on any ITEA examination, it shall be referred to subject matter experts on the appropriate Board of Examiners (BOE), who will decide upon the merits of the appeal. The EC shall review such requests at their earliest convenience and communicate their findings to the candidate within 90 days of receipt of the appeal. Their determination shall be final.

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### **Retaking the Examination [1.6.2.9.2]**

- a. A candidate who fails the CTEP examination must wait at least six months before taking it again.
- b. For second and third attempts [first and second retakes], the candidate must submit an updated resume or work history, but will be charged only the examination fee for each attempt.
- c. If a candidate has failed the examination three times, he or she must wait at least one year between each subsequent sitting. All subsequent attempts must be accompanied by updated applications and full application and examination fees.
- d. Candidates who desire to sit for the exam under the provisions of ¶ c, above, must meet whatever eligibility requirements are in effect at the time of each new sitting.

### **Challenging an Examination [1.6.2.10]**

- a. ITEA shall provide candidates with an opportunity to provide feedback on its examination content and procedures.
  - i. Candidates may exercise this right by completing the electronic comment form which is available at the end of the examination.
  - ii. Comments submitted electronically at the end of a test session will be acknowledged and resolved at the discretion of the Executive Director.
- b. A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the ITEA Executive Director within 5 calendar days after taking the examination.
- c. A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the ITEA Executive Director no later than 5 calendar days after taking the examination.
- d. Questions and concerns must be communicated in writing and within the indicated timeframes. ITEA will not consider reports about improper test administration procedures or test content which are late or not submitted in writing.
- e. All written reports shall receive ITEA's full attention. ITEA shall acknowledge receipt in writing and promptly investigate each report. All reports and the ITEA responses shall be kept on record for a minimum of 1 year.

### **Certification ID Card [1.12.1]**

Certificants shall be mailed a certification ID card upon successful completion of all required elements for the issuance of either a new or renewed certification credential.

### **Certification Status [Good Standing Status] [1.12.2]**

In order to be in good standing, certificants must be current in their certification status, have a signed Code of Ethics on file with ITEA and be in compliance with the Code of Ethics.

### **Failure to Recertify [1.11.5]**

- a. If a CTEP fails to recertify in accordance with current policies and procedures, his or her certification shall expire.
- b. An individual whose credential has been revoked for failure to recertify shall be required to apply for and take the certification examination anew in order to regain his or her credential.

### **Inactive Status [1.12.3]**

- a. Upon written request, a certificant who is unable to remain active in the professional field due to circumstances beyond his or her control (e.g., medical disability, military assignment, or other plausible situation as determined by the Executive Director) may be granted inactive status for up to three years, during which time all payment and recertification requirements shall be waived.

## ***Certified Test and Evaluation Professional (CTEP)***

- b. During the period of inactivity, the individual shall not use the "CTEP" designation, which implies active status, but may use "CTEP (Inactive)."
- c. Upon reactivation, the individual's certification status shall pick up at the point where it left off.
- d. If an inactive certificant is unable to return to active status after the three-year period, the credential will be deemed revoked automatically without further action by the Board, and the individual shall be notified in writing.
- e. An individual whose credential has been revoked under ¶ d shall be required to apply for and take the certification examination anew in order to regain his or her credential.

### **Retired Status [1.12.4]**

- a. A certificant who is no longer active in the field of test and evaluation may apply for designation as a CTEP (Ret.). In order to be approved, the certificant must be in good standing and must have been recertified at least once.
- b. Once granted Retired status, the certificant shall be exempt from recertification requirements.
- c. The Retired certificant shall be considered in good standing upon payment of a nominal Annual Retirement fee.
- d. The CTEP (Ret.) designation may be used on personal stationery and personal cards, but not on business cards or stationery and not for commercial purposes.
- e. It shall be considered unethical conduct for a retired certificant to use the designation "CTEP" after acquiring Retired status, or to use the "CTEP (Ret.)" designation while continuing to practice. Any violation of these restrictions would make the individual's designation subject to revocation.
- f. Certificants with Retired status shall be listed separately from active certificants in the online and hard-copy directories.

### **Information Release Policy [7.1]**

ITEA may not release any information regarding a candidate's examination application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the candidate or certificant in question.

### **Public Information [7.2]**

ITEA shall release upon request the name and certification status of individuals who have successfully completed the certification process. ITEA shall publish an electronic directory of all certified individuals.

### **Registration and Ownership of Marks [11.1]**

ITEA shall pursue and maintain registration of its service marks with the U.S. Patent and Trademark Office and monitor use of those marks.

### **Use of the CTEP Designation [11.2]**

- a. "Certified Test and Evaluation Professional" and "CTEP" are registered trademarks of the International Test and Evaluation Association.
- b. Upon receipt of the official CTEP certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to the Inactive or "CTEP (Ret.)" status.

### **Authorized and Appropriate Use of Certificate, Logo and Marks [11.4]**

- a. The designations "Certified Test and Evaluation Professional" and "CTEP" may not be used by anyone for any purpose that is untruthful, misleading, or in violation of any applicable law or governmental regulation.

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- b. Authorized use of “Certified Test and Evaluation Professional” and “CTEP” as described in this section does not include the right to use the logo of the International Test and Evaluation Association.
- c. A person who is certified by the International Test and Evaluation Association shall receive a numbered certificate appropriate to the type of certification. The certificate will also contain an expiration date conforming to the credential’s recertification cycle. Certified individuals in good standing may use the credential designations as described above.

### **Complaints and Discipline Program [1.8]**

- **Commitment to Ethical Standards**

The International Test and Evaluation Association is absolutely committed to maintaining the highest ethical standards in the profession.

- **Code of Ethics.** No candidate for Certified Test and Evaluation Professional may be certified or recertified until the appropriate Code of Ethics has been signed.

- **Violations**

Violations of the Code of Ethics will be considered grounds for censure, suspension, and/or revocation of the ITEA credential. Violations include, but are not limited to:

- a. Actions alluded to as violations in the appropriate Code of Ethics
- b. Misrepresentation with intent to deceive in the original application
- c. Fraud in the examination or recertification process
- d. Activities which discredit the profession
- e. Conviction of a felony not disclosed in the original application or occurring after the filing of the application
- f. Potential conflict of interest cases that arise concerning Board Directors or other ITEA Committee volunteers.
- g. Inappropriate use of an ITEA credential name, acronym, or logo by a certificant.
- h. Continued use of an ITEA credential name, acronym, or logo by someone who is no longer certified.
- i. Violations of policies, procedures, guidelines, and requirements of ITEA.

- **Unauthorized Use**

ITEA may pursue remedies of any appropriate nature for unauthorized use of the “Certified Test and Evaluation Professional,” “CTEP,” or “CTEP (Ret)” designations. Unauthorized use includes:

- a. Use by any person who has never been certified by ITEA.
- b. Use by any person whose certification has expired or has been suspended or revoked.
- c. Use by an individual who has voluntarily relinquished the certification.
- d. Use of the CTEP designation by a certificant who has adopted CTEP (Ret.) status.
- e. Use of the “CTEP (Ret.)” designation by a certificant while continuing to practice in accordance with ITEA’s definition of practice.

- **Publication**

ITEA shall publish all sanctions in its newsletter and on its website.

- a. Publication shall include the name of the certificant, the section of the Code of Ethics violated, and the sanction(s) imposed.
- b. ITEA shall also notify any affected national, regional, state or local professional association and those licensing or certifying authorities who are known by ITEA to rely upon the certificant’s status in good standing for participation in membership or regulated activities.

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- c. Upon request, ITEA shall also provide such report to any interested person or public agency, in the interest of protecting the public.

### **Special Circumstances Relating to Denial or Suspension of Eligibility [1.5.2]**

These policies apply to potential candidates for the CTEP examination and address cases involving ethical issues or criminal charges. Ethical issues or criminal charges involving CTEP certificants are to be handled in accordance with policies involving violations of the respective Codes of Ethics.

- **Unauthorized Use**

If an application is received from an individual who has been reported as using the CTEP designation without authorization, the following procedure shall be followed:

- a. The application processing shall be put on hold.
- b. The Executive Director shall investigate the charge of unauthorized use (or refer to records already gathered, if the matter was previously investigated).
- c. The individual shall be asked to respond to the charges.
- d. If the charge is found to be accurate and the unauthorized use was fraudulent, the individual shall be barred from sitting for the exam for a period of three (3) years from the date of notification.
- e. If the charge is found to be inaccurate, or if it is accurate but the unauthorized use was not fraudulent, the individual shall not be barred from sitting for the exam.
- f. If the individual has already sat for the examination before the charges are brought to light, steps b and c above shall be followed and, if found to be warranted:
  - i. Certification shall be withheld for a period of three (3) years from the date of notification.
  - ii. If the individual did not pass the exam, he or she shall be barred from retaking it for a period of time as described in paragraph d above.
  - iii. If certification has already been granted, the individual shall be charged with a violation of the appropriate Code of Ethics.

- **Felony Charges**

If an application is received from an individual who has been charged with a felony that would make a CTEP subject to disciplinary action under the respective Code of Ethics, the following procedures shall be followed:

- a. The application processing shall be put on hold and the Executive Director shall investigate the charges (and/or refer to records already gathered, if the matter was previously investigated). In connection with this investigation, the Executive Director shall send a letter to the individual asking him or her to respond in writing to the allegations or charges.
- b. If it is determined that the individual has pled guilty or *nolo contendere*, or has been found guilty of the charge(s) by a court of competent jurisdiction, he or she shall be barred from sitting for the exam for a period of three (3) years from the date of the plea or finding, or from the date of release from incarceration, whichever occurs later.
- c. If it is determined that charges are still pending against the individual:
  - i. The individual may sit for the exam but, if a passing grade is obtained, he or she shall not be certified until the charges have been dismissed or until he or she has been found not guilty by a court of competent jurisdiction.
  - ii. If he or she is found guilty or pleads guilty or *nolo contendere*, the individual shall not be certified on the basis of an examination already taken, but may apply to take the examination (again) no sooner than three (3) years from the date the judgment was handed down, or from the date of release from incarceration, whichever occurs later.

## ***Certified Test and Evaluation Professional (CTEP)***

- **Charges of Unethical Behavior**

If an application is received from an individual who has been charged with unethical behavior involving issues that would make a certificant subject to disciplinary action under the credential's Code of Ethics, the following procedures shall be followed:

- a. The application processing shall be put on hold and the Executive Director shall investigate the charges (and/or refer to records already gathered, if the matter was previously investigated). In connection with this investigation, the Executive Director shall send a letter to the individual asking him or her to respond in writing to the allegations or charges.
- b. If it is determined that the individual has pled guilty or *nolo contendere* in connection with, or has been found by a court of competent jurisdiction or by a regulatory, licensing, or certification commission to have committed unethical behavior, he or she shall be barred from sitting for the exam for a period of three (3) years from the date of the plea or finding, or from the date of release from incarceration, whichever occurs later.
- c. If it is determined that charges or proceedings are still pending against the individual before a court of competent jurisdiction or a regulatory, licensing, or certification commission:
  - i. The individual may sit for the exam but, if a passing grade is obtained, he or she shall not be certified until the charges have been dismissed or until he or she has been found not guilty by a court of competent jurisdiction or, with respect to proceedings before a regulatory, licensing or certification commission, until all charges or proceedings have been dropped.
  - ii. If the individual pleads guilty or *nolo contendere*, or is found guilty or otherwise responsible, the individual may not be certified on the basis of an exam already taken, but may apply to take the exam (again) no sooner than three (3) years from the date the judgment or decision was handed down, or from the date of release from incarceration, whichever occurs later.

- **Misdemeanors and Other Charges**

- a. If an applicant has pled guilty or *nolo contendere*, or has been found guilty of a misdemeanor or of another charge that would not make a certificant subject to disciplinary action under the appropriate Code of Ethics and does not directly impact upon his or her ability to perform ethically, and the admission or finding is more than one year in the past (from the date of the application), there shall be no effect on the application process or upon the consideration of the applicant.
- b. If, within the year immediately preceding the application, an applicant has pled guilty or *nolo contendere*, or has been found guilty of a misdemeanor or of another charge that would not make a certificant subject to disciplinary action under the appropriate Code of Ethics and does not directly impact upon his or her ability to perform ethically, he or she may be required to wait up to one year (from the date of the plea or the finding) before sitting for the certification examination.

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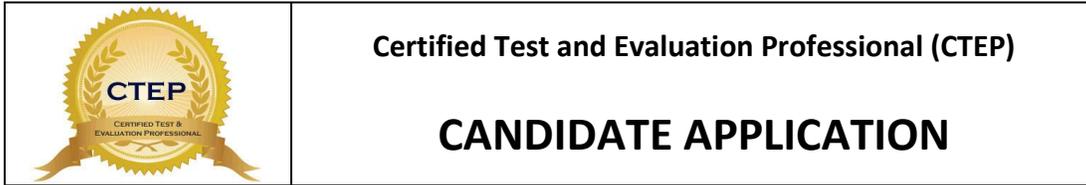
# **Certified Test and Evaluation Professional (CTEP)**

## **Candidate Application**

**INTERNATIONAL TEST AND EVALUATION ASSOCIATION  
4400 FAIR LAKES COURT, SUITE 104  
FAIRFAX, VA 22033**

February 2014

*Please check the ITEA website ([www.ITEA.org/CTEP](http://www.ITEA.org/CTEP))  
for the most recent version of this document.*



Congratulations on taking this step to advance your career by applying for the Certified Test and Evaluation Professional (CTEP) credential. Professional certifications boost your career, validate your achievement, and recognize your commitment to excellence in the test and evaluation profession.

Please note that ITEA membership is not a requirement to apply for the CTEP credential, and ITEA members and nonmembers will be evaluated equally on the application and subsequent examination. The CTEP program does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability.

Additional information on program requirements, policies, and procedures is available in the *CTEP Candidate Handbook* and at [www.itea.org/CTEP](http://www.itea.org/CTEP). For further assistance, please contact me directly at [jgaidry@itea.org](mailto:jgaidry@itea.org), or 703-631-6220, x204.

Best regards,  
James Gaidry, CAE  
ITEA Executive Director

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#### **PREREQUISITES**

All candidates must meet ONE of the following prerequisites to sit for the CTEP examination:

- A baccalaureate degree from an accredited college or university, preferably with a major in engineering or a related technical field, AND a minimum of three (3) years of relevant work experience, OR,
  - An associate degree from an accredited college or university, preferably in a technical field, AND a minimum of five (5) years of relevant work experience, OR,
  - A minimum of ten (10) years of relevant work experience.
- 

#### **SUPPORTING DOCUMENTATION**

After completing this electronic application, the following documentation (please visit [www.itea.org/CTEP](http://www.itea.org/CTEP) for detailed instructions and forms) must be submitted as soon as possible to assist our determination of your eligibility to sit for the CTEP examination:

1. Two (2) qualified references that can attest to your work in the test and evaluation field. Visit <http://www.itea.org/images/Certification/CTEPrefeval.pdf> for the form that needs to be completed by your references.
2. Applicants with less than 10 years of relevant T&E experience are required to have an official college transcript on file at the ITEA Executive Office before sitting for the CTEP examination. Official transcripts must have the registrar's original stamp or seal (not a photocopy) showing your achievement of a degree from the accredited college or university in the United States which conferred your degree. Visit <http://www.itea.org/CTEP> for more information.
3. A signed copy of the *Test and Evaluation Professional Code of Ethics*.

After we receive the documents above and complete our review of your application form, you will be contacted regarding your eligibility. If you meet the minimum requirements as established by the CTEP Board of Examiners, you will receive an approval email that will include instructions for registering for the examination. If there appears to be a deficiency in your application, we will advise you as to that deficiency and the process for appeal.

	<p style="text-align: center;"><b>Certified Test and Evaluation Professional (CTEP)</b></p> <p style="text-align: center;"><b>CANDIDATE APPLICATION</b></p>
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**APPLICANT INFORMATION**

First Name

Middle Initial

Last Name

What is your birth date? (Your Birthdate will ONLY be used, instead of using your Social Security Number, by ITEA staff to differentiate between individuals with identical names.)

**Birth Date (MM/DD/YYYY Format)**     /  /

What is your ITEA Customer ID number? (Can be found by logging into the ITEA Web site and clicking on "View Your Contact Information" or contact us at [info@itea.org](mailto:info@itea.org))

**Personal Contact Information:**

**Address:**

**Address 2:**

**City/Town:**                       **State:**

**ZIP:**                                       **Country:**

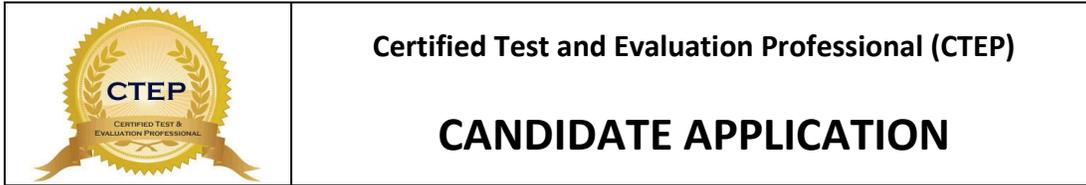
**Email Address:**                                       **Phone Number:**

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**EDUCATION**

What is the highest level of school you have completed or the highest degree you have received?

- Less than high school degree
- High school degree or equivalent (e.g., GED)
- Some college but no degree
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctoral degree



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## RELEVANT EXPERIENCE

Relevant experience includes, but is not limited to, the following examples:

- Reviewing program and/or system design specifications and/or requirements.
- Reviewing, analyzing, and providing input to acquisition strategies (i.e. acquisition plans, system engineering plans).
- Developing and determining data collection and instrumentation requirements (e.g. types, quantity, trails, confidence level).
- Ensuring that T&E plans comply with applicable policies and procedures.
- Evaluating and selecting data collection tools, technologies, techniques, and methods, and levy accreditation/certification requirements as applicable.
- Coordinating and conducting pretest briefings and post-test debriefs.
- Planning and preparing for product/system testing.
- Sampling and analysis of test objects.
- Preparing, reviewing, maintaining, and archiving test documents, reports, and/or charts as required.
- Test and Evaluation program or project management.

How many years of relevant experience do you have in the test and evaluation profession?

- Zero (0) years / No experience.
- Less than One (1) year of experience.
- One (1) year of experience.
- Two (2) years of experience.
- Three (3) years of experience.
- Four (4) years of experience.
- Five (5) years of experience.
- Six (6) years of experience.
- Seven (7) years of experience.
- Eight (8) years of experience.
- Nine (9) years of experience.
- Ten (10) years of experience.
- 10 to 15 years of experience.
- 16 to 20 years of experience.
- 21 to 25 years of experience.
- More than 25 years of experience.

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**CURRENT EMPLOYMENT INFORMATION**

Current Employment:

Organization/Company Name

Your Title/Position

Dates of current employment:

	MM	/	DD	/	YYYY
Employment start date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Employment end date (if applicable)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

Current Employment Contact Information:

Address:

Address 2:

City/Town:

State:

ZIP:

Country:

Email Address:

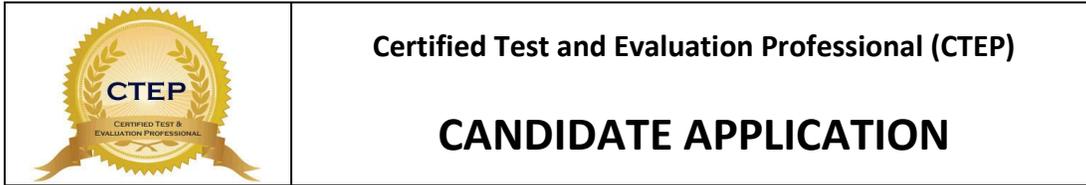
Phone Number:

Current Supervisor:

Name:

Email Address:

Phone Number:



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**STANDARDS OF CONDUCT, DISCLOSURE, AND ATTESTATIONS**

***ITEA STANDARDS OF CONDUCT***

I, the applicant listed herein, pledge to uphold the Test and Evaluation Professional Code of Conduct.

***APPLICATION ATTESTATION***

In submitting this application, I fully understand that it is an application only and does not guarantee certification. I agree to comply with all Certified Test and Evaluation Professional (CTEP) program policies as outlined in the CTEP Policies and Procedures and CTEP Candidate Handbook, submit to a multiple-choice examination, and supply further information as determined by the CTEP Board of Examiners. I understand and, by my signature, attest that I will, now and in the future, adhere to the Test and Evaluation Professional Code of Conduct. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application and the issuance of a complaint of violation on said Code.

I understand that the CTEP Board of Examiners reserves the right to revise or update this application, that ITEA reserves the right to revise or update the Test and Evaluation Professional Code of Conduct, and that it is my responsibility to be aware of these current requirements. I further understand that I am obligated to inform the CTEP Board of Examiners of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute a warranty or guarantee of my fitness or competency to practice as a test and evaluation professional. If I am certified, I authorize the CTEP Board of Examiners and ITEA to include my name in a list of certified individuals and agree to use the CTEP designation and related trade names, trademarks, and logos only as permitted by CTEP policies. I understand and agree that the CTEP Board of Examiners and ITEA may also use anonymous and aggregate application and examination data for statistical and research purposes.

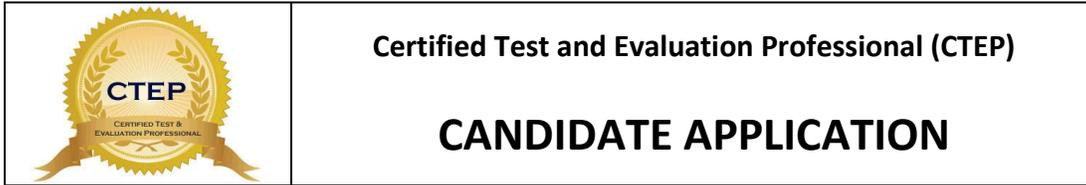
I attest that I have disclosed any and all felony convictions, and understand that I am obligated to inform the CTEP Board of Examiners of any future felony convictions.

Your signature below attests to your acceptance of the Affidavit above.

\_\_\_\_\_  
Candidate Name (Please Print)

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date signed



**SUPPORTING DOCUMENTATION**

Remember that the following documentation (please visit [www.itea.org/CTEP](http://www.itea.org/CTEP) for detailed instructions and forms) must be submitted as soon as possible to assist our determination of your eligibility to sit for the CTEP examination:

1. **Two (2) qualified references** that can attest to your work in the test and evaluation field. Visit <http://www.itea.org/images/Certification/CTEPrefeval.pdf> for the form that needs to be completed by your references.
2. **Applicants with less than 10 years of relevant T&E experience** are required to have an official college transcript on file at the ITEA Executive Office before sitting for the CTEP examination. Official transcripts must have the registrar's original stamp or seal (not a photocopy) showing your achievement of a degree from the accredited college or university in the United States which conferred your degree. Visit <http://www.itea.org/CTEP> for more information.
3. **A signed copy of the Test and Evaluation Professional Code of Ethics.** Visit <http://www.itea.org/images/Certification/itea%20code%20of%20ethics%20-%20rev%20march%202010.pdf> for the Code of Ethics.

Within 4-6 weeks after we receive the documents above and complete our review of your application form, you will be contacted regarding your eligibility. If you meet the minimum requirements as established by the CTEP Board of Examiners, you will receive an approval email that will include instructions for registering for the examination. If there appears to be a deficiency in your application, we will advise you as to that deficiency and the process for appeal.

**Certified Test and Evaluation Professional (CTEP) Application Fee**

(Please visit [www.itea.org/CTEP](http://www.itea.org/CTEP) for detailed information)

\$200 - ITEA Member                       \$350 - Non-Member

Paid by:  Check                       Government P.O. # \_\_\_\_\_

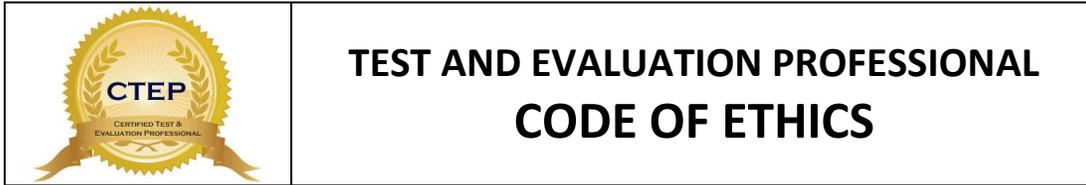
**Credit Card:**     AMEX                       VISA                       MASTERCARD

Account Number:	
Expiration Date:	
Name on the Card:	
Signature and Date:	

**Mail, fax, or email your completed application to:**

The International Test and Evaluation Association  
 4400 Fair Lakes Court, Suite 104, Fairfax, VA 22033-3899  
 Fax: 703-631-6221 ~ E-mail: [certification@itea.org](mailto:certification@itea.org)

*THIS APPLICATION WILL EXPIRE AFTER TWELVE (12) MONTHS IF THERE HAS BEEN NO ACTIVITY TOWARD CERTIFICATION.*



*Please sign and return to ITEA*

The International Test and Evaluation Association (ITEA) is dedicated to improving the principles of test and evaluation. ITEA’s heritage is built upon the commitment of each member to uncompromised professionalism and pursuit of the highest standards of business and personal conduct. The Test and Evaluation Professional Code of Ethics sets forth the ethical principles to be observed by members of the Association. Any CTEP who violates any provision of the Code of Ethics will be subject to disciplinary action by a peer review panel, which may result in suspension or revocation of their CTEP credential.

CTEP shall, in their professional activities, sustain and advance the integrity and honor of the practice of test and evaluation by adherence to this Code of Ethics as expressed in the following articles:

- We accept assignments that we are qualified to perform, and perform at a high level of professional competence. We present our personal qualifications and those of the organizations we represent in an accurate and complete manner so that both our capabilities and our limitations are readily apparent.
- We use our affiliations with ITEA and other professional associations for purposes in consonance with the stated purposes of each association. We are careful not to inaccurately imply unintended endorsement of our personal actions or opinions by those associations.
- We strive to reflect personal and professional integrity of our work in test and evaluation.
- We avoid situations that are a conflict of interest. If a situation could give the appearance of conflict of interest, we avoid it if practical; as a minimum, we provide full disclosure of those apparent conflicts to potentially affected parties.
- We place a premium on the safety of people and property during test and evaluation. We accurately present adverse conditions and expected consequences, even if such concerns have been waived or are expected to be waived.
- We ensure that our work in test and evaluation is reported accurately, including the methods of analysis, limitations of scope, references to other work, and conclusions drawn. We attempt to maintain the highest standards of science and engineering in test and evaluation.
- In publishing the results of our test and evaluation work, we give due and accurate credit to those who have contributed to that work.
- We accept a responsibility to call attention to possible unethical behavior, in a manner appropriate to the situation. We willingly participate in investigations into unethical behavior as concerned members of the test and evaluation community, striving to maintain the highest standards of professionalism.
- We work to the mutual benefit of ITEA and the test and evaluation community by openly exchanging information and sharing the lessons of study and experience with fellow professionals.

**I understand that violating the CTEP Code of Ethics could lead to suspension or revocation of my CTEP Credential. I also understand that if my credential lapses, expires, or is revoked for any reason, I will no longer be authorized to use the “CTEP” designation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_



## CERTIFICATION PROCESS CONSENT STATEMENT

*Please sign and return with your application.*

I, \_\_\_\_\_ (*Print Full Name*), certify that all information contained in my application to the International Test and Evaluation Association (ITEA) for the Certified Test and Evaluation Professional (CTEP) examination is true and accurate to the best of my knowledge. Further, I agree to notify ITEA promptly of any change in name, address, or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization.

I hereby authorize ITEA and its officers, directors, employees, and agents (“the above-designated parties”) to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for examination and certification. I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand ITEA’s instructions and policies related to the application and examination process, and I agree to abide by their terms. If any statement made on my application or hereafter supplied to ITEA is false or inaccurate, or if I violate any other rules or regulations of ITEA, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification, or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted).

I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of ITEA with regard to this application, the ITEA examination(s) I take, and/or my certification, except claims based upon gross negligence or lack of good faith by ITEA.

### **Should my application be accepted and I am allowed to sit for an ITEA examination:**

I understand that ITEA and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site as scheduled, I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators with user-programmable memory capacity.



## CERTIFICATION PROCESS CONSENT STATEMENT

### **Confidentiality/Nondisclosure Agreement:**

I understand that the content of all ITEA certification examinations is copyrighted and is the property of ITEA. Exam materials will be provided to me for the sole purpose of testing my knowledge and skills in the discipline for which I seek certification, and I am prohibited from using or possessing ITEA examination content for any other purpose or at any other time. I agree not to disclose, publish, copy, reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose, without express prior written authorization from ITEA. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of ITEA exam content or materials in any form is a crime and may subject me to civil liability and/or criminal prosecution.

### **Validity Assurance and Score Cancellation:**

ITEA reserves the rights to cancel any examination score if, in ITEA's professional judgment, there is any reason to question the score's validity. Candidate conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to ITEA examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future ITEA tests and from ever being certified by ITEA. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

### **Should I be granted an ITEA certification:**

I agree that ITEA may release my name and the fact that I have been granted certification. I agree further that ITEA may include my name and contact information in a listing of certified individuals available to the public in print and/or electronic format. I understand and agree that it will be my responsibility to maintain my status by complying with all ITEA certification and recertification standards and procedures.

**I understand that signing this Agreement does not mean that I am certified by ITEA. I understand that I am not authorized to use any ITEA certification designation unless and until I am notified by ITEA that I have met all the requirements for certification.**

**I, the undersigned, have read, understand, and agree to abide by the statements above.**



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*Signature*

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*Date*



## **CTEP TABLE OF SPECIFICATIONS (A.K.A. EXAMINATION BLUEPRINT)**

### **I. REQUIREMENTS DEFINITION AND ANALYSIS \_\_\_\_\_ 20%**

Requirements definition and analysis for a “system, product, or capability” scheduled for testing is the critical baseline for test and evaluation professionals. If done correctly, it is a process which will increase the quality and reliability of the final system/product while minimizing costly rework resulting from requirements errors found engineering development and more importantly, during test and evaluation. Requirements must be formally documented, measurable, testable and traceable with both forward and backwards traceability. Given these basic criteria are met, the tester can plan and validate through testing whether or not the designed system or product meets and/or delivers the solution, services and actions that the customer expected (i.e. the requirements).

This category may include questions on:

- A. Capabilities assessment
- B. Developing and mapping requirements to measures, metrics, and test objectives.
- C. Integrated system design
- D. International/national/local regulations as applicable
- E. Requirements decomposition process
- F. Safety standards
- G. Test methodology development (verification matrix)
- H. Test requirements generation and analysis process
- I. Writing good program/system T&E requirements

### **II. DATA COLLECTION AND ANALYSIS \_\_\_\_\_ 20%**

This category may include questions on:

- A. Configuration management
- B. Data collection methodologies
- C. Independent data verification, validation, and accreditation
- D. Instrumentation and calibration
- E. Mathematics and statistics
- F. Measurement accuracy and precision
- G. Measurement process
- H. Operations research and other types of analysis
- I. Root cause analysis
- J. Statistics principles and tools (e.g. DOE)
- K. Test data management

### **III. TEST TOOLS AND METHODOLOGIES \_\_\_\_\_ 15%**

The selection of appropriate Test Tools and Methods is critical to conducting an effective and efficient test program. A T&E Professional must be able to select appropriate Test Tools and Methodologies based upon the tool's or methodology's ability to provide the requisite data within the needed environments, under acceptable risk and within resource constraints. They should understand the advantages, limitations, and "state of the practice" for a wide range of testing venues including, but not limited to: Simulation environments, laboratory, hardware/software-in-the-loop, prototype and full scale testing. The T&E Professional should understand the implications of emerging technologies and safety considerations on Test Tool and Methodology selection.

This category may include questions on:

- A. Computer operating systems and software
- B. Design for testability
- C. Diverse requirements traceability tools
- D. Human and team dynamics/behaviors
- E. Instrumentations
- F. Modeling, simulation, stimulation, and prototyping
- G. Non-Destructive (NDI) testing techniques
- H. Relevant emerging technologies and methods
- I. Risk assessment and management
- J. Safety tools management
- K. Scientific methods
- L. Systems engineering principles and practices
- M. T&E best practices
- N. T&E methodologies, methods, and practices
- O. Teamwork and collaboration
- P. Test automation: Strategies and architectures
- Q. Test tool evaluation and selection

### **IV. TEST TYPES \_\_\_\_\_ 15%**

The T&E Professional understands that the primary purpose of testing is to mitigate and categorize risks associated with the System Under Test (SUT) and understands the differences between the various risks that may be associated with the SUT (e.g. The risks associated with an engine failure are greatly different if that engine is in a ground vehicle or in an aircraft). While the same Test Type may be utilized in testing the engines, the instrumentation, length of test, data reduction, post-test examinations of the engine, etc. may differ greatly. The level of the requirement (e.g. Is this a desired or required capability? Is this a performance or Regulatory requirement?) may vary from SUT to SUT although the overall item descriptions may be similar. The T&E Professional understands the various test types, understands the various levels that may be associated with testing each parameter, and understands the impacts on the overall test.

This category may include questions on:

- A. Agile testing
- B. Automated testing
- C. Commercial Off-the-shelf (COTS) testing
- D. Common human factors considerations
- E. Compliance testing
- F. Distributed testing
- G. End-to-End testing
- H. Environmental testing
- I. Interoperability testing
- J. Types of testing in various phases of development (e.g. component, integrated, developmental, operational, procurement, production)
- K. Software testing
- L. Subsystems testing
- M. System under test
- N. System-of-Systems testing
- O. Systems architectures

**V. PLANNING \_\_\_\_\_ 10%**

While the common belief may be that Test Planning is the process done just before Test Conduct, the T&E Professional understands that the best test planning starts early in the Program Development Planning phase. A T&E Professional with a good understanding of the various types and methodologies of testing over the entire range of testing (laboratory, chamber, component, system, system of systems, etc.) is a productive influence on the overall program design insuring that the Program Manager does not sign up for a “good idea” that cannot be sufficiently or adequately tested. With that early involvement of the T&E Professional in the Program Development Planning process, then during the actual planning of a test the T&E Professional has an understanding of the details of the products operation and therefore can effectively conduct the necessary Test Planning to accomplish the desired objectives.

This category may include questions on:

- A. Common T&E contractual elements and terms
- B. Concurrence and approval hierarchies/stakeholders
- C. Development and T&E life cycle
- D. Key steps and major activities in T&E process
- E. Program/system T&E development process
- F. Project management
- G. Scheduling and project milestones
- H. T&E organizational structure
- I. T&E resources and capabilities
- J. T&E master/strategy plan
- K. Test planning and strategy development
- L. Test scenario development
- M. Typical relevant program/system documentation

## **VI. TEST EXECUTION \_\_\_\_\_ 10%**

Test Execution begins with a review to ensure the readiness of the test article to begin the test, and that the facilities, instrumentation, data recording devices, test procedures, and personnel are ready to conduct the test. The roles and responsibilities of members of the test team must be understood. During the conduct of the test, the test discipline of strictly following the test plan or procedure is of the utmost importance to ensure documented, repeatable tests. The T&E professional should be able to develop and implement contingency plans detailing pause-test or stop-test points when anomalies occur.

This category may include questions on:

- A. Contingency planning (e.g. Stop/pause test decision point, alternative strategies)
- B. Design readiness review
- C. “Go/No Go” decision points
- D. Test discipline (e.g. Adherence to the test plan/requirements, version/configuration control)
- E. Test readiness confirmation
- F. Test team roles and responsibilities

## **VII. REPORTING \_\_\_\_\_ 10%**

The purpose of Test and Evaluation is to provide decision-quality information. The T&E Professional must be able to turn "data" into useable information and present that information clearly, effectively, and ethically to the decision maker. This requires the T&E Professional to understand the relationship of the test and various types of reports (e.g. progress, incident, final, etc.) to the decision being made. The T&E Professional should be able to effectively employ various presentation media (e.g., written, oral, photos, multi-media) and techniques (e.g. graphical, tabular, pictorial, etc.) to communicate test results to the decision maker. The T&E Professional has an ethical responsibility to present results in an unbiased objective manner and to follow reporting guidelines and policies articulated by their respective organizations as well as offer a recommendation as to how well the item meets its performance criteria.

This category may include questions on:

- A. Ethical Issues
- B. Presentation methods (e.g. written, verbal, multi-media)
- C. Presentation tools (e.g. briefings, documents, photos, videos, software applications)
- D. Types of T&E reports (e.g. plan approval, final, quick-look, incident, deficiency)

### Basic Skills Required of CTEPs

BASIC SCIENCE SKILLS	BASIC MATH SKILLS	IT SKILLS	ENGINEERING SKILLS	PROJECT MGMT SKILLS
Biology	Addition	Business software (e.g. word processing, spreadsheet, project management, presentation, graphics)	Test engineering processes and procedures	Accounting
Chemistry	Algebra			Benchmark allocation
Environmental	Division		Basic design principals of both digital and analog circuitry	Budgeting
Physics	Geometry			Contracts and contracting
	Multiplication	Maintaining data integrity and security	Configuration management	Deliverables
				Estimating
	Probability		Data analysis	Personnel/team management
		Statistics	Functional analysis	
	Subtraction		Modeling and simulation	Project documentation
	Trigonometry		Measurement techniques and concepts	Resourcing (materials, equipment, personnel)
				Requirements validation and verification
		Work break-down structure		



**International Test and Evaluation Association (ITEA)**  
**4400 FAIR LAKES COURT, SUITE 104**  
**FAIRFAX, VA 22033**  
[info@ITEA.org](mailto:info@ITEA.org)  
[www.ITEA.org](http://www.ITEA.org)