Certified Test and Evaluation Professional (CTEP)

RECERTIFICATION HANDBOOK

June 2013

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Table of Contents

Qualifying Activities for CTEP Recertification

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Introduction

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.

The means of accomplishing the purpose of ITEA include establishing requirements for the periodic renewal of certification, determining compliance with those requirements, and ascertaining that certificants meet ethical standards in their practice in the field of test and evaluation.

The field of test and evaluation and related areas change frequently. For that reason, accreditation standards require that certification in such fields be renewed periodically. To make sure this happens, ITEA requires CTEPs to be recertified every three (3) years. **CTEPs must earn a total of 120 certification maintenance points (CMPs) during a three (3) year cycle to qualify for recertification.** Maintaining the highest professional standards by continuing to uphold and abide by the Code of Ethics is also a requirement for recertification.

The Recertification Program was developed to ensure that CTEPs remain competent in the field of test and evaluation and related areas, and to encourage certificants to continuously enhance their knowledge, skills, and abilities. ITEA has provided certificants with many options that they may utilize for the purpose of meeting recertification requirements. The options are based on ITEA's Philosophy of Recertification.

A. Philosophy of Recertification

1. Recertification is defined as a process to ensure that certificants maintain continued competence in test and evaluation and related areas.
2. Upholding high standards of ethical and legal practice is the foundation of certification and a primary component of the recertification program.
3. ITEA certificants are committed to remaining current in their area of work through continuous learning.
4. Remaining actively involved in the field of test and evaluation and related areas is essential to remaining certified.
5. Maintaining competence occurs through professional activities, contributions to the field, and includes, but is not limited to, formal and continuing education.
6. Certificants are responsible for conducting ongoing self-assessments of their continued competence in the field of test and evaluation and related areas. The process of self-assessment is a key component in determining how they should proceed to build on their knowledge, skills and abilities.

B. CTEP Recertification Requirements

Because advancements in technology and changes in compliance requirements occur frequently in test and evaluation and related fields, it is required that the CTEP certification be renewed every three (3) years to ensure currency.

1. Certification expiration dates shall be printed on all CTEP certificates. Certifications not renewed in accordance with ITEA policies and procedures shall expire on the expiration date indicated on the certificate.

2. Certification Maintenance Points (CMPs) shall be earned over the three (3) year period by engaging in qualifying activities related to the competency requirements of the *CTEP Examination Blueprint*.

3. Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs).

   a. Each application must demonstrate a total of **at least 120 CMPs for the three (3) year cycle**.
      1) Each application may demonstrate up to 60 CMPs for Active Practice (employment).
      2) Each application must demonstrate at least 60 CMPs for Professional Development.

   b. All CMPs claimed must have been earned during the current three (3) year cycle to count towards recertification.

4. Evidence of a satisfactory combination of continued active practice and professional development shall be submitted to ITEA according to a schedule published by ITEA.

   a. The recertification due date shall be based on the date of the individual's initial certification or most recent recertification.
   b. It is the CTEP's responsibility to fulfill all requirements for recertification by the recertification expiration date.
   c. A reminder of the recertification due date will be sent to the address that ITEA has on record (e-mail and/or postal). It shall be the individual's responsibility to provide ITEA with updated contact information, as needed.
   d. In the event an individual has been on Inactive Status for any period since the initial certification or last recertification date, his/her cycle shall be adjusted to allow for a waiver of the recertification requirement during the period of inactivity.

C. Recertification Review Process

1. Audit Reviews

   a. Only selected CTEPs will need to submit supporting documentation along with their *Application for Recertification*. Those CTEPs who are selected for audit will be notified after receipt of their *Application for Recertification*, and will be required to submit full documentation for all claimed activities. CTEPs that are not selected for an audit will not be required to submit full documentation, but should maintain copies of all supporting documentation for their three (3) year cycle. ITEA reserves the right to request documentation from any certificant.

   b. Those applications that are not selected for audit will be evaluated on the basis of the *Application for Recertification*. Documentation may be submitted for clarification, but evaluation will be based on the data entered into the form. Therefore, all pertinent sections of the form must be completed; the form must be signed and dated, attesting to the truthfulness and accuracy of the information presented, pledging continued compliance with the *Code of Ethics*.

   c. Any CMP claim may be challenged during the review process. Accordingly, only those CMP claims that can be properly documented upon request should be entered on the form. For this reason it is recommended that each certificant maintain a personal file of such information in the event that the claims made are questioned during a recertification audit or review.

2. Each application is subject to evaluation and/or audit, in accordance with the standards, policies, and procedures published by ITEA.

   a. General

      1) Certificants shall submit adequate and appropriate information to enable review.
      2) Certificants may be contacted for clarification or additional information during the review process.
      3) Cooperation with the review process is required, or the application may be rejected.
      4) ITEA will maintain records of all applications and determinations, in accordance with its records retention policies.

   b. Review Process

      1) Applications for recertification shall be submitted to ITEA.
      2) CMP credits shall be granted for all acceptable claims.
      3) An application shall be approved if:
         A. All fees have been paid;
         B. The application demonstrates sufficient CMPs to meet the standard, based on acceptable claims; and,
         C. There are no valid reasons to withhold or delay the application for recertification.
      4) If there are insufficient CMPs demonstrated, the certificant shall be contacted with an explanation of the deficiencies. The certificant shall have 30 days to respond.
      5) All final determinations on eligibility for recertification shall be made by the ITEA Executive Director.

    c. If a certificant is found unqualified for recertification, they shall be so notified in writing. The notice shall include the reason for denial, the procedures for appeal, and information about retaking the certification examination.

    d. Any attempt to exert unwarranted influence upon the review process shall be deemed a violation of the *Code of Ethics*.

2. ITEA may, at the Executive Director's discretion, extend a certificant's credential expiration date when:

    a. The certificant has submitted in writing to the Executive Director documenting the extenuating circumstances which prevented the certificant from filing an application on time.
    b. ITEA's processing of an application that was submitted on time has not been completed before the credential would otherwise expire.
    c. The appeal deadline for an application that has been denied will fall after the credential would other-wise expire.
    d. A candidate who is taking the CTEP examination to recertify cannot be accommodated to take the test before the credential would otherwise expire.

3. Certificants who are unable to meet the recertification requirements by submitting evidence of sufficient CMPs may elect to take the certification examination to recertify.

    a. The individual will be charged the standard examination fees.
    b. This option may be exercised only during the final year of the recertification cycle.
    c. If the cycle has already ended before such arrangements are made, and if section 3.d. above does not apply, the individual shall be treated as a new applicant and must meet whatever requirements are then in effect.

4. In the event of unusual circumstances which preclude the individual from meeting the recertification requirements in the standard manner, he/she may petition ITEA for alternative arrangements. Such cases shall be referred to the Board of Examiners for consideration on a case-by-case basis.

5. Appeal Procedures

    a. A negative recertification decision may be appealed by submitting an explanation to the Executive Director in writing within 60 days of the decision letter.
    b. Upon receipt of an appeal, the Executive Director shall examine all records available to ITEA which bear upon the appeal.
    c. The Executive Director will submit copies of the appeal and all pertinent records to the Board of Examiners.
    d. The Committee shall meet within 30 days to discuss the appeal. Such meetings may be held in person, via telephone conference, or by electronic means.
    e. The Committee shall make a recommendation on the appeal to the ITEA Board of Directors, which shall vote upon it at its next meeting.
    f. The ITEA Board may adopt the Committee's recommendation by majority vote. A two-thirds majority vote shall be necessary to rule in opposition to the Committee's recommendation.
    g. The ITEA Board's decision on the appeal shall be final.

D. Failure to Recertify

1. When an individual's certificate has expired or has been decertified after all extensions, grace periods, and/or appeal process deadlines have passed, the individual shall be required to apply for and take the certification examination anew in order to regain the certification. Once an individual has been decertified, he/she must apply for the certification as a new candidate. The candidate must abide by all eligibility requirements in effect at the time his/her application is approved.

2. Certification records of those whose credentials have expired or been decertified will be treated in accordance with ITEA's records retention policies.

3. Any continued use of the certification after expiration or decertification will be considered a violation of trademark law and may be referred for legal action.

E. Periodic Review

1. The Board of Examiners shall review these recertification policies periodically, and recommend any revisions needed to the ITEA Board of Directors.

2. The list of qualifying activities and the recertification procedures shall be reviewed periodically by the Board of Examiners and updated as needed.

Qualifying Activities for Recertification

Category I - Active Professional Practice (Employment)

A. Evidence of Continued Competence

ITEA recognizes that certificants apply their specialized knowledge and skills in performing their jobs on a daily basis, and that certified individuals are engaged in continuous learning on the job. In recognition of this value of employment in the field, certified individuals may qualify for up to 50% of their recertification points through Active Professional Practice.

1. The following activities qualify as Active Professional Practice:

    a. As an employee with duties directly related to test and evaluation, its laws, regulations, technology and related areas.
    b. As a professional consultant whose responsibilities directly relate to test and evaluation, its laws, regulations, technology and related areas.
    c. As a faculty member of an accredited university or college teaching test and evaluation, its laws, regulations, technology, and related areas.
    d. As an instructor who provides training outside the academic setting in test and evaluation, its laws, regulations, technology, and related areas. (Training activities which are not part of a certificant's employment will be credited under Professional Development.)

2. Credit Value

    a. The maximum amount of credit that may be claimed for active practice is 20 CMPs per year (60 for the three (3) year cycle).
    b. Part-time and temporary work will be prorated as indicated in the table below:

Type of Activity	Activity Definition	CMP Credit Value
Full-time employment	$\geq$ 32 hr per week	20 per year
Part-time employment	$\geq$ 16 hr but < 32 hr per week	10 per year
Temporary or Contract work	< 16 hr per week	Case-by-case evaluation

    c. For academic employment, full-time equals teaching the equivalent of at least twelve (12) credit hours per year; part-time equals teaching the equivalent of six (6) credit hours per year.

B. Documentation Requirement

Applicants for recertification must maintain all supporting documentation for three (3) years after submission of their application. ITEA reserves the right to request this documentation to substantiate his/her CMP credit claims.

The following types of documentation are considered acceptable.

1. The dates of employment and type of activity (full-time or part-time) may be documented with a written statement on company/organization letterhead stationery which is signed by an official authority of the company or organization. If self-employed, a description of activities on company or organization letterhead is acceptable. An example follows:

> **On Business or Organization Letterhead**
>
> *(Date)*
>
> *(Employee's name) has been employed by (company/organization name) from (date) to (date) where (he/she) has worked continuously in a (full-time or part-time) position with significant duties and responsibilities in the area of test and evaluation in the workplace.*
>
> *(Signature and title of a company or organization official)*

2. Duties and responsibilities relating to test and evaluation may be described more fully in the company letter above or with the addition of a copy of a current job description, work history or resume. A significant portion of one's job must correspond to one or more content areas of the *CTEP Examination Blueprint*.

3. When the job does not earn the full value of 60 CMPs for the three (3) year cycle, enough CMP credit must be earned through engagement in professional development activities so that the overall total meets the 120 CMP minimum for recertification.

Category II – Professional Development Activities

A. **Evidence of Continued Currency and Professional Growth in the Profession**

ITEA recognizes that certificants engage in many different types of activities that help them maintain currency in their profession, and enhances their knowledge, skills and abilities in the field of test and evaluation and related areas.

- A minimum of 60 points per three (3) year cycle (an average of 20 per year) must be earned in Category II.
- All qualifying activities must pertain to one or more content areas of the *CTEP Examination Blueprint*.
- Unless otherwise indicated, there is no maximum limit to the number of points that may be claimed for any listed activity.
- The points apply only to the three (3) year cycle in which the activities occurred.
- Credit values may be adjusted on a case-by-case basis, upon receipt of a request accompanied by proper documentation.

B. **Supporting Documentation**

Applicants for recertification must maintain all supporting documentation for three (3) years after submission of their application. ITEA reserves the right to request this documentation to substantiate his/her CMP credit claims.

1. Only selected CTEPs will need to submit supporting documentation along with their application. Those CTEPs who are selected will be notified after receipt of their application, and will be required to submit full documentation for all claimed activities. CTEPs that are not selected for an audit will not be required to submit full documentation, but should maintain copies of all supporting documentation for a period of three (3) years from the date their application is submitted. ITEA reserves the right to request documentation from any certificant.

2. Those applications that are not selected for a full documentation audit will be evaluated on the basis of their application. Attachments may be submitted for clarification, but evaluation will be based on the data entered into the Recertification Application Form. Therefore, all pertinent sections of the form must be completed; the form must be signed and dated, attesting to the truthfulness and accuracy of the information presented. The CTEP must also pledge continued compliance with the Code of Ethics.

C. **Types of Professional Development Activities**

1. **Training, Learning, and Resource Development Activities - Formal and Informal (Industry, Employer, and other).**

   Professional development experiences are valuable learning activities and certificants may receive credit for attendance at and participation in courses and seminars with technical content related to the *CTEP Examination Blueprint*. Attendance at industry-related conferences and networking opportunities are also viable ways in which certificants can enhance their skills by interacting with their peers.

Professional Development Activities

Qualifying Activity	Documentation	CMP Credit Value
Earning a new degree [1] Completion of a degree in a field relevant to test and evaluation (in addition to the degree(s) held when initially certified).	Official transcripts are required from an accredited institution, indicating the degree and date awarded.	**50 CMPs for each NEW degree.**
Passing college credit courses [1] Successfully completing and passing an accredited, college-level course in an area of the certification blueprint.	Official transcripts from an accredited institution are required, showing satisfactory completion of course(s) taken.	**5 CMPs per credit.**
Teaching college-credit courses. [1] Only courses taught at an accredited college qualify for CMP credits. Must be outside the normal course of employment.	A course catalog or other official publication, or a letter of appointment or appreciation from the institution.	**8 CMPs per credit.**
Attending events lasting one day or less **(e.g. luncheons, dinners, or seminars)** Event topic(s) must be relevant and applicable to a content area or areas of the certification blueprint.	Certificate of attendance, showing date(s) and contact hours (or CEUs).	**1 CMP for each hour of contact time. [5]**
Developing training courses. • This includes researching, writing and editing the content of a single training course in a content area of the certification blueprint. • Claimant must be a primary contributor. • Credit will vary with the length and scope of the course.	Copy of the course outline or abstract which shows the name(s) of the contributor(s).	**TBD [2]**
Completing online training courses. Successfully completing an online training course as a student in a content area of the certification blueprint.	Certificate of completion, showing date(s) and contact hours (or CEUs).	**1 CMP per credit hour.**
Attending and completing official in-house training classes provided by an employer. [4] Classes must be in a content area of the certification blueprint and be at least 1 hour in duration. This is not meant to include initial training needed to orient an employee to his or her job.	Copy of the training history, or other official document, showing date(s) and contact hours.	**1 CMP for each hour of contact time [5].**
Attending commercial training classes. Classes must be provided by training consultants or other professionals, must be in a content area of the certification blueprint, and be at least 1 hour in duration.	Certificate of attendance, showing date(s) and contact hours (or CEUs).	**1 CMP for each hour of contact time [5].**
Attending initial or refresher courses. Qualifying courses include, but are not limited to, DOD, HSA, FAA, etc. Courses for initial training or annual refreshers must be completed as required in regulations (regardless of venue).	Certificate of attendance, showing date(s) and contact hours (or CEUs).	**1 CMP for each hour of contact time [5].**
Attending multi-day events (e.g. workshops, conferences, symposia, and technical sessions)[3] Event sessions must be relevant and applicable to a content area or areas of the certification blueprint.	Copy of the conference registration or certificate of attendance. Indicate the technical sessions attended on a copy of the schedule.	**1 CMP for each hour of contact time [5].** Maximum of 8 per day or 20 per conference.

Professional Development Activities

Qualifying Activity	Documentation	CMP Credit Value
Participating in official training or exercise drills. Training or exercise drills must be in a content area of the certification blueprint (e.g., data collection and analysis) and designed to maintain the competency of the persons involved.	Certificate of participation or other document showing the participant's name and role in the training or exercise.	**1 CMP for each hour of contact time [5].**
Preparing and delivering an original presentation This activity must be within a content area of the certification blueprint and have a significant purpose in terms of advancing knowledge or competency of the audience.	Schedule for the event showing the presenter's name and topic of the presentation.	**5 CMPs per presentation.**
Participating as a part-time instructor for training courses[6] Part-time course instruction must be performed outside of one's job. Claims may be subject to scrutiny for repeated delivery of the same content.	Copy of a course schedule with the instructor's name and subject matter listed.	**3 CMPs per hour. [5]**
Authoring/co-authoring/editing a reference book Writing or editing the content of a significant reference or resource book that is used by professionals who practice in a content area of the certification blueprint.	Copy of the book title page with name of author or editor, and copyright page to verify date of publication.	**75 CMPs per book.**
Authoring/co-authoring/editing a chapter for a book Writing or editing a chapter of a reference or resource book that is used by professionals who practice in a content area of the certification blueprint.	Copy of the chapter title page with the name of the author or editor, and copyright page to verify date of publication.	**7 CMPs per chapter** (Max 70 CMPs/book)
Authoring an original reference source or article Writing an article for a magazine or other reference source that is used by professionals to enhance their knowledge or competency in a content area of the certification blueprint.	Copy of the title page of the article with the name of the author and date of publication.	**10 CMPs per article**
Authoring a technical manual Writing an article for a magazine or other reference source that is used by professionals to enhance their knowledge or competency in a content area of the certification blueprint.	Copy of the title page with the name of the author and date of publication/distribution.	**15 CMPs per manual**
Authoring a technical procedure or method Writing a significant technical procedure or method in a content area of the certification blueprint that is original and recognized by the company or organization officials. "Tailgate-type" instructions and guidance are excluded.	Copy of the title page of the procedure or method with validation of its authorship and date.	**10 CMPs per procedure or method**
Registering a patent as the primary registrant or being named as honorary mention in a company-owned patent registration. The patent must be successfully registered with the US Government Patent Office and relate to a content area of the certification blueprint.	Copy of the title page of the registration showing the date and primary registrant (and/or secondary registrants or honorary mentions).	**50 CMPs per patent**

2. **Service to the Profession and the Community.**

ITEA recognizes the importance and value of having its certificants contribute on a local, national and global level to the advancement of the field of test and evaluation and good served by ITEA certificants.

The quality and integrity of the CTEP examination is due, in part, to the qualifications and commitment of volunteers who write and review examination questions. Contributors are required to research and draft items stems, write answer options, consider alternative responses, defend the correct option and provide references for each item. Volunteers who serve as examination item writers or as members of the Board of Examiners are eligible to earn CMPs.

Service to the Profession and the Community		
Qualifying Activity	**Documentation**	**CMP Credit Value**
Participating on an ITEA, industry, or government standards committee Participating at the local or national level relating to the development of standards associated with content areas of the certification blueprint.	Copy of a letter acknowledging participation, including dates.	**10 CMPs per committee per year**
Participating/Serving on an ITEA, industry, or Government advisory committee. Participation in a technical or professional advisory capacity at the local or national level relating to content areas of the certification blueprint.	Copy of a letter acknowledging participation, including dates.	**10 CMPs per committee per year**
Participating in legislative or rule-making activity Participating in proposed rule-making, public comment to executive agencies, promulgation in the Federal Register, testifying before legislative bodies, etc.	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value claimed.	**TBD [2]**
Participating in Volunteer Community Service Participating in volunteer service that pertains to a content area of the certification blueprint and contributes to the advancement of knowledge and competency as a professional.	Description of the service provided and a copy of a letter acknowledging participation, with a fair estimate of the time spent and rationale for the CMP value claimed.	**TBD [2]**
Volunteer Leadership Position Serving on the ITEA or ITEA Chapter's ITEA Board of Directors, as an ITEA or ITEA Chapter's Standing Committee Chair, or as an ITEA Chapter Officer.	Evidence of the position held and date(s) (letter or other document) plus a description of the position which details the duties as they relate to practice in the field and/or content areas of the blueprint.	**Up to 20 CMPs per year**

Service to the Profession and the Community		
Qualifying Activity	**Documentation**	**CMP Credit Value**
Participating in an ITEA Exam Writing Workshop.	Copy of acknowledgement letter from ITEA.	**1 CMP for each hour of contact time [5].**
Submitting a potential exam item Submission should include the preparing and submitting a completed Item Processing Sheet with an item in an area of the certification blueprint. The item must be completely original and cannot appear anywhere else.	Copy of acknowledgement letter from ITEA.	**1 CMP per item**
Reviewing/qualifying exam items or Professional Development activities Pertains only to those who participate on the certification examination or Board of Examiners.	Copy of acknowledgment letter from ITEA.	**Up to 15 CMPs per year**
Reviewing content of professional development offerings (as a member of an ITEA Board of Examiners)	Copy of acknowledgment letter from ITEA.	**Up to 15 CMPs per year**
Obtaining a new state license[7] Receiving a **new** state license in a content area of the certification blueprint. Pertains only to each new license acquired, not renewal of a previously held license.	Copy or photo image of the license or certificate.	**15 CMPs per NEW license.**
Obtaining a new certification[7] Receiving a **new** certification in a content area of the certification blueprint. Pertains only to each new certification acquired, not renewal of a previously held certification.	Copy or photo image of the certificate or letter of verification from the issuing organization.	**15 per NEW certification.**
Other professional accomplishments Includes any other professional accomplishment or activities related to the certification blueprint that are not covered elsewhere in this table.	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value.	**TBD [2]**

Footnotes to the Table of Types of Qualifying Activities

(1) *Please submit OFFICIAL ORIGINAL TRANSCRIPTS (no photocopies) for each degree or course claimed. Must be an accredited college in the U.S. listed with the Council for Higher Education Accreditation (CHEA). Degrees from institutions outside the U.S. must be submitted along with a statement of equivalency from a recognized evaluating agency (see www.naces.org/member.htm for a complete list).*

(2) *To be determined by ITEA upon review and analysis of the described activity and participation time.*

(3) *ITEA workshops, Annual Symposium, and other two-and-a-half (2 ½) or three (3) day conferences earn 20 CMPs for full, documented attendance, and technical chapter meetings earn 1 CMP per hour of attendance. **Pre-conference tutorials and courses** are credited by the hour, in addition to the conference attendance credit.*

(4) ***Employers, business owners, and managers** may claim credit for qualifying in-house training and other professional development activities that they review and approve for use by their company. (Limit: 4 CMPs per course.)*

(5) *CMPs are based upon actual contact time spent in sessions, training, or on task. All breaks and meal times must be noted on the agenda and will not count toward contact hours.*

(6) *If you are **employed** as an educator/trainer, list only those activities that are **separate from your employment**.*

(7) ***For certifications or licenses**, claim credit **only in the year it was acquired**, not annually, and **provide a copy** of the certificate or license document or letter of award.*

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