INTERNATIONAL TEST AND EVALUATION ASSOCIATION
3979 Burning Bush CT
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Recertification Application Form

Certification Maintenance Points (CMPs) must be claimed in accordance with the guidelines in the CTEP Recertification Manual (available on the ITEA web site). Credit is allowed only for those activities completed within your 3-year recertification cycle. If you had an authorized break in your cycle (such as for a period on Inactive Status) please include a copy of your letter from ITEA that specifies the new parameters of your cycle.

Please Type or Print **3-YEAR PERIOD COVERED: _____ through _____**
Mr. ☐
Ms. ☐ **Name** _____ **CTEP #** _____

Full Home Address _____

_____

Full Business Name & Address_____

_____

JobTitle_____**Phone: (Office)**_____**(Home)**_____

Preferred Email Address _____

This form is divided into four parts: Active Professional Practice; Professional Development Activities; Professional Society Activities; and Other Professionally Related Activities. Please review the guidance at each heading to determine where to enter your activities.

I. Active Professional Practice

Employment (May be pro-rated for part-time work) - 20 CMPs per year
Use one line for each employer and ***attach employer letter or other verification.*** *Mark your documentation:* **Tab I.**

Dates From-To (Mo./Yr.)	Name of Employer	Position Title	Brief Description of Responsibilities	CMPs Claimed

Total CMPs Claimed for Active Professional Practice _____
(Maximum: 60 CMPs per cycle)

II. Professional Development Activities

Mark your documentation: **Tab II**

Continuing Education:

a. **Receipt of Baccalaureate or Graduate Degree during this cycle from an accredited college**[1] - 50 CMPs per degree
b. **College/University Credit Courses (accredited institutions only)**[1] - 5 CMP per course ≥ 3 credits
c. **Attendance at Conferences, Seminars, Workshops,**[2] **or In-House Training**[3] - 1 CMP per 1-hour actual training
d. **Vocational/Refresher Courses** - 1 CMP per 1-hour actual training

Part-Time Instructor Activity[4] - 8 CMPs per college credit taught or per 8 hours taught in non-college settings

Presentations, Publications and Papers:

a. **Presentation of an original paper or lecture to a professional conference, etc. -** 5 CMPs per presentation
b. **Author/co-author/ technical reviewer of an original paper or chapter in a text or reference book -** 7 CMPs per paper or Chapter. Maximum of 70 CMPs per book.
c. **Author/co-author or editor/co-editor of a text or reference book** - 75 CMPs per book

CTEP Exam-Related Activities

a. Exam items accepted by ITEA - Credit may be claimed per letter of acceptance you received from ITEA
b. Participation in an ITEA-led item-writing workshop - Credit may be claimed per letter of participation from ITEA
c. Service on the ITEA Board of Examiners - 20 CMPs per year

Activity (Course, Conference Name, Paper/Book Title, etc.)	Location or Provider Organization, School, Conference, Publisher, etc.	Relevant Date(s)	College Degree/Credits, Contact Hours, etc.	CMPs Claimed

Add additional sheets, if needed

Total CMPs Claimed for Professional Development Activities _____

(You must show at least 60 CMPs total for the 3-year cycle)

Please note: Online and self-study course work is acceptable. Please provide transcripts, certificates, etc. as appropriate.

1 CMPs = 1 hour of contact time = 1 CEUs ❖ 1 CEU = 1 hour of contact time = 1 CMP

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[1] If you received a degree during this cycle, you may NOT claim credit separately for the courses that were part of that degree.

[2] 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.

[3] Employers (business owners) and Chief Operating Officers may claim credit under this category for qualifying in-house training and other professional development activities that they review and approve for use by their company. (Limit: 1 CMP per year)

[4] If you are a professional educator/trainer, list only those activities that are totally separate from your employment.

III. Professional Society/Association Activities (International or Chapter)

Mark your documentation: **Tab III**

- Membership - 5 CMP/yr.; Leadership positions – up to 20 CMPs/yr. in approved orgs. (such as ITEA, AIAA, AOC)
  You must provide documentation, such as a letter from a chapter officer, verifying your membership or leadership position.
- Service as an ITEA Recertification Peer Reviewer - 20 CMPs/yr.
- Service on ITEA Board of Directors – 20 CMPs/yr.
- Assisting the proctor of a CTEP examination – 5 CMPs per exam session
  For proctoring claims, provide a copy of the acknowledgment from ITEA or verification from the sponsoring university.

Approved Professional Certification/License/Registration (20 CMPs per credential, license or registration)
*(Claim credit **only in year acquired**, not annually, and **provide a copy** of the certificate or license document)*

Year(s)	Name of Organization	Member or Leadership Position or Service Role	Credential, License or Registration	CMPs Claimed

Total CMPs Claimed for Category III Activities _____

IV. Other Professionally Related Activities

Mark your documentation: **Tab IV**

Governmental or Industry Standards or Advisory Committee(s) (e.g., ASTM, IEEE) - 10 CMPs per year per committee
Professional Achievement/Recognition - 20 CMPs per award
Registration of a Patent Related to Test and Evaluation - 20 CMPs each
Volunteer Work, Community Service, etc. - CMP credit to be determined on a case-by-case basis

Date	Description of Activity (Examples: IEEE Standards Committee –or– XYZ Award –or– Patent, etc.)	CMPs Claimed

Total CMPs Claimed for Other Professionally Related Activities _____

CMP Claims Summary:

I.	Active Professional Practice (limit 60 CMPs)	_____
II.	Professional Development Activities (**must** show at least 60 CMPs)	_____
III.	Professional Society/Association Activities (no limit)	_____
IV.	Other Professionally Related Activities (no limit)	_____

Grand Total of CMPs Claimed (must be at least 120 CMPs) _____

CTEPs must show a total of 120 CMPs during the 3-year cycle in order to qualify for recertification. Those who cannot meet this requirement may recertify by passing the CTEP examination. Payment of the examination fee would be required.

Verifying Documentation:

Please attach and tab the documents for verifying CMPs claimed on this form, such as: a résumé, transcripts (as needed), copies of training certificates, letters, etc. ***Submit only pertinent authenticating information*** (such as the cover page or abstract of a presentation, journal, book, or patent registration, rather than the entire document).

Submission Requirements:

Please ensure that your submission includes the following:

- **This completed form, signed and dated**
- **Documentation that verifies your CMP claims, properly labeled/tabbed (ONLY IF REQUESTED by the CTEP Board of Examiners)**
- **$150 ($250 for non-ITEA Members) recertification application fee**
- **Sign and enclose the CTEP Code of Ethics**

By my signature below, I attest that:

- The claims made on this assessment form are true and correct to the best of my knowledge.
- During the period covered by this form, I have not been made aware of any charges against me of unethical practice.
- I have not been convicted of a felony or other charge that would constitute a violation of the CTEP Code of Ethics.

I renew my obligation and agree to adhere to the CTEP Code of Ethics for professional practice as published by the International Test and Evaluation Association.

_____ _____

Signature *Date*

For Office Use Only

☐ I approve this submission for recertification.

☐ This submission is denied, and an explanation is attached.

_____ _____

Signature, ITEA Executive Director *Date*