



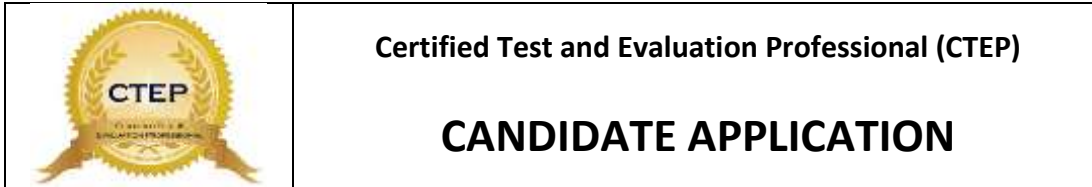
Certified Test and Evaluation Professional (CTEP)

Candidate Application

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

January 2015

*Please check the ITEA website (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. For further assistance, please contact me directly at jgaidry@itea.org, or 703-631-6220, x204.

Best regards,
James Gaidry, CAE
ITEA Executive Director

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 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.

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)

Personal Contact Information:

Address:

Address 2:

City/Town: State:

ZIP: Country:

Email Address: Phone Number:

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

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.

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:

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 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 for detailed information)

\$50 - ITEA Member \$150 - 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



**International Test and Evaluation Association (ITEA)
4400 FAIR LAKES COURT, SUITE 104
FAIRFAX, VA 22033**

certification@itea.org
www.ITEA.org/CTEP