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Phone: (703) 631-6220 Email: education@itea.org



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.

	3-YEAR PERIOD COVERED:		through	
Mr. 2 Ms. 2 Name			CTEP #	
Full Home Address				
Full Business Name & A	ddress			
Job Title		Phone: (Office)	(Home)	
Preferred Email Addres	s			

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

<b>Total CMPs Claimed for Active Professional Practice</b>	
(Maximum, CO CMDs nor sucle)	

(Maximum: 60 CMPs per cycle)

Mark your documentation: Tab II

# II. Professional Development Activities

### **Continuing Education:**

- a. Receipt of Baccalaureate or Graduate Degree during this cycle from an accredited college<sup>1</sup> 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, or In-House Training 1 CMP per 1-hour actual training
- d. Vocational/Refresher Courses 1 CMP per 1-hour actual training

Part-Time Instructor Activity<sup>4</sup> - 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,	Location or Provider Organization, School,	Relevant	College Degree/Credits,	CMPs
Paper/Book Title, etc.)	Conference, Publisher, etc.	Date(s)	Contact Hours, etc.	Claimed

Add additional sheets, if needed

<b>Total CMPs Claimed for Professional Development Activities</b>	
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(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 2 1 CEU = 1 hour of contact time = 1 CMP

<sup>&</sup>lt;sup>1</sup>If you received a degree during this cycle, you may NOT claim credit separately for the courses that were part of that degree.

<sup>&</sup>lt;sup>2</sup> 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.

<sup>&</sup>lt;sup>3</sup> 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)

<sup>&</sup>lt;sup>4</sup> 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 IIIActivities
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## 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

Fotal CMPs Claimed for Other Professionally	Related Activities
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	CMP Claims Summary:
I. II. III. IV.	Active Professional Practice (limit 60 CMPs)  Professional Development Activities (must show at least 60 CMPs)  Professional Society/Association Activities (no limit)  Other Professionally Related Activities (no limit)
	Grand Total of CMPs Claimed (must be at least 120CMPs)
	must show a total of 120 CMPs during the 3-year cycle in order to qualify for recertification. Those who cannot meet this ement may recertify by passing the CTEP examination. Payment of the examination fee would be required.
Please of trai	ying Documentation: e attach and tab the documents for verifying CMPs claimed on this form, such as: a résumé, transcripts (as needed), copies ning certificates, letters, etc. <i>Submit only pertinent authenticating information</i> (such as the cover page or abstract of entation, journal, book, or patent registration, rather than the entire document).
	<ul> <li>ission Requirements:         <ul> <li>ensure that your submission includes the following:</li> <li>This completed form, signed and dated</li> <li>Documentation that verifies your CMP claims, properly labeled/tabbed (ONLY IF REQUESTED by the CTEP Board of Examiners)</li> <li>\$150 (\$250 for non-ITEA Members) recertification application fee</li> <li>Sign and enclose the CTEP Code of Ethics</li> </ul> </li> </ul>
By my	y signature below, I attest that:
•	<ul> <li>The claims made on this assessment form are true and correct to the best of my knowledge.</li> <li>During the period covered by this form, I have not been made aware of any charges against me of unethical practice.</li> <li>I have not been convicted of a felonyor other charge that would constitute a violation of the CTEP Code of Ethics.</li> </ul>
	ew my obligation and agree to adhere to the CTEP Code of Ethics for professional practice as published by atternational Test and Evaluation Association.
Signa	ture Date
	For Office Use Only  □ I approve this submission for recertification.  □ This submission is denied, and an explanation is attached.

Date

Signature, ITEA