



INDIVIDUAL APPLICATION FOR ITEA CTEP

Section 1: General Information

Given Name / First Name

Family Name / Surname

Middle Initial

Number and Street Name (Mailing Address)

City

State or Province

Zip or Postal Code

Country

Email Address

Phone Number

Name of Present Business / Agency / Institution

Section 2: ITEA Membership and Certification Interest

Type of Certification Requested with this Application

Certified Test and Evaluation Professional (CTEP)

Transition from ATEP to CTEP

ITEA Member Number

Current Certification Number (if any)

Section 3: Fee Payment

Non-refundable payment of \$ _____ on _____ submitted via:

Credit card

Personal check

Group payment

Payment by Invoice



Section 4: Education

#	Colleges or university	Start Year	Graduation Year	Major Field	Original Degree name	Equivalent Degree
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* Copies of college or university transcripts or diplomas must be submitted as proof of having received a degree

Please indicate your status and the minimum years of experience that as applicable to you:

Baccalaureate degree and three (3) years experience

Associate degree and five (5) years

Ten (10) years relevant T&E experience

Note: ITEA is the final authority on degree applicability.

Section 5: Experience

Review the table below and Appendix A for details on experience requirements for CTEP and how to use this form. You must document at least one and detail your experience against domains (see CTEP Guide). You may submit multiple applications if you need more positions or space to describe your work.

The following definitions apply:

- T&E Domain: A high-level knowledge area essential to the practice of test and evaluation
- T&E Tasks: Basic categories of skills essential to accomplishing proper test and evaluation within each domain.
- Skill and Knowledge Elements: Specific job skills and knowledge required to successfully accomplish tasks.

The following table lists the T&E Domains and the experience required within each domain to be eligible to apply. The weights apply to the number of years of experience the applicant selected previously. For example, if the applicant chose Ten (10) years of relevant T&E experience, 30% of that must be in Domain I, 30% in Domain II, etc.

T&E Domain	T&E Domain Name	Weighting
I	Test and Evaluation Planning	30%
II	Test and Evaluation Design	30%
III	Test and Evaluation Execution	20%
IV	Test Data Analysis, Evaluation and Reporting	20%
	Total	100%



Section 5: Experience (continued)

Position 1 (most recent)

Organization **From Date** **To Date** **Calculated Months**

Supervisor Name **Supervisor Title** **Supervisor Number**

Your Title / Position **Names of Reference(s) for this Work Experience**

Summarize your role and system of interest

Choose Domain: **Months Worked**

Choose Task:

Choose Domain: **Months Worked**

Choose Task:

Choose Domain: **Months Worked**

Choose Task:



Section 5: Experience (continued)

Position 3

Organization **From Date** **To Date** **Calculated Months**

Supervisor Name **Supervisor Title** **Supervisor Number**

Your Title / Position **Names of Reference(s) for this Work Experience**

Summarize your role and system of interest

Choose Domain: **Months Worked**
Choose Task:

Choose Domain: **Months Worked**
Choose Task:

Choose Domain: **Months Worked**
Choose Task:



Section 5: Experience (continued)

Position 4

Organization **From Date** **To Date** **Calculated Months**

Supervisor Name **Supervisor Title** **Supervisor Number**

Your Title / Position **Names of Reference(s) for this Work Experience**

Summarize your role and system of interest

Choose Domain: **Months Worked**
Choose Task:

Choose Domain: **Months Worked**
Choose Task:

Choose Domain: **Months Worked**
Choose Task:



Section 5: Experience (continued)

Summary Table on Applicant's T&E Experience.

Domain	Task Name	Months Worked
Domain I Test and Evaluation Planning	Task 1: T&E Organizational Planning	
	Task 2: Requirements Analysis	
	Task 3: T&E Strategy	
	Task 4: Evaluation Approach	
	Task 5: Test Design and Adequacy	
	Task 6: T&E Documentation (T&E Master Plans)	
	Task 7: T&E Cost Management	
	Task 8: Contracting for T&E	
	Task 9: Specialized Types of Testing	
	Task 10: Planning and Resourcing for T&E	
	Task 11: T&E Risk Identification and Management (TM)	
	Task 12: Cyber Testing (TM)	
	Task 13: Modeling and Simulation Test Planning, Verification, Validation, and Accreditation (TM)	
	Task 14: Reliability, Availability and Maintainability and Reliability Growth	
	Total	
Domain II T&E Design	Task 1: Determination of Test Adequacy	
	Task 2: Scientific Test and Analysis Techniques	
	Task 3: Reliability Growth	
	Task 4: Big Data and Predictive Analytics	
	Task 5: T&E Process Improvement	
	Task 6: Machine Learning, Artificial Intelligence and Autonomy	
	Task 7: Software Testing	
	Total	
Domain III Test and Evaluation Execution	Task 1: Test Control Management	
	Task 2: Data Management	
	Task 3: Test Safety / Certification	
	Total	
Domain IV Test Data Analysis, Evaluation and Reporting	Task 1: Data Verification and Validation	
	Task 2: Validation of Test Results	
	Task 3: Evaluation	
	Task 4: Reporting Capabilities, Limitations, and Conclusions	
	Task 5: Cyber Resilience and Cybersecurity Analysis	
	Task 6: Simulation Model Validation	
	Task 7: Data Analytics	
	Total	
Complete Total Months		



Section 6: Affidavit by Applicant

I, the undersigned, have read the contents and information hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read the ITEA Code of Ethics and pledge to adhere to it. I further understand that my name (with organization/division, city, state, and country) will be posted on the ITEA public web site and may be otherwise communicated by ITEA if I am recognized as a T&E Professional. Although my application materials may be used for ITEA research efforts, no personally identifiable information will be published other than that listed above. I understand that I have an ongoing obligation to keep my information current with ITEA. I further understand that my experience will be considered only through the date of this application, noted below. I understand that I have one calendar year from the application date to complete all of the activities associated with the application.

Applicant's Signature (typed name serves as signature)

Date

Section 7: Optional Information

Birth Year



Appendix

APPENDIX A - CTEP SKILL CATEGORIES AND ESSENTIAL SKILLS

DOMAIN I	Test and Evaluation Planning	Foundational N/A, Knowledge, Mastery	Practitioner N/A, Knowledge, Mastery
Task 1	T&E Organizational Planning		
	1. Identify test leads (Developer and Customer)	K	M
	2. Lead/coordinate/participate in T&E working groups.	K	M
	3. Sub-working groups i.e. Reliability Growth, cyber resilience, live fire,	K	M
Task 2	Requirements Analysis		
	1. Review program requirements for testability, measurable, and achievement.	K	M
	2. Review, analyze, and provide input to acquisition strategies (i.e. acquisition plans, system engineering plans)	K	M
	3. Developing and mapping requirements to measures, metrics, and test objectives	K	M
	4. Diverse requirements traceability tools	K	K
	5. Requirements decomposition process	K	M
	6. Systems architectures	K	M
	7. Systems engineering principles and practices	K	M
	8. Test Requirements Generation and Analysis Process	K	M
	9. Writing Good Program/System T&E Requirements	K	M
	10. Analyze requirements, capacity, and cost and need to determine feasibility of the test.	K	M
	11. Design for Testability	K	M
	12. Integrated System Design	K	M
Task 3	T&E Strategy		
	1. Develop T&E Strategy	K	M
	2. Prepare and present T&E strategy for approval	K	M
	3. Identify critical operational issues.	K	M
	4. Development and T&E life cycle	K	M
	5. Project management	K	M
	6. Safety standards	K	K
	7. Scheduling and Project Milestones	K	M
Task 4	Evaluation Approach		
	1. Develop evaluation methodology/framework (developmental, operational, digital, etc.)	K	M



	2. Develop data requirements (e.g. types, quantity, trials, and confidence level).	K	M
	3. Evaluate and select data collection tools, technologies, techniques, and methods, and levy accreditation/certification requirements as applicable	K	M
	4. Data collection methodologies	K	M
	5. Ensure compliance with T&E strategy	K	M
Task 5	Test Design and Adequacy		
	1. Develop test procedures.	K	M
	2. Identify appropriate validation and verification methodologies (e.g. test, analysis, demonstration, inspection).	K	M
	3. Understand and evaluate applicability of candidate tools and processes to support T&E planning (e.g. requirements trace matrix).	K	M
	4. Ensure T&E plans comply with applicable policies and procedures and best practices.	K	M
	5. Analyze technical risk, limitations, and interdependencies of selected tests.	K	M
	6. Test coverage (STAT, DOE, etc.)	K	M
Task 6	T&E Documentation (T&E Master Plans) (PE)		
	1. Develop a T&E Master Plan.	K	M
	2. Analyze and review the T&E acquisition strategy.	K	M
	3. Identify & obtain test support resources	K	M
	4. Develop prioritized list of measures and criteria (e.g. MOE, MOS, MOP, MOR).	K	M
	5. Test and Evaluation Master Plan (TEMP)	K	M
	6. Incorporate evaluation strategy/framework	K	M
Task 7	T&E Cost Management (PE)		
	1. Analyze needs, requirements, capacity, and cost and need to determine feasibility of the test.	K	M
	2. Contract artifacts with inclusion of T&E equities	N/A	K
	3. Cost Performance Metrics	K	K
Task 8	Contracting for T&E		
	1. Develop T&E elements of contractual documents (e.g. Request for Proposal (RFP), proposals, Statement of Work (SOW), contracts) Data Item Descriptions (DIDs).	N/A	K
	2. Identify/refine test objectives.	N/A	M
	3. Design Readiness Review	N/A	M
	4. Ethical Considerations	K	M
	5. Acquisition Design: Milestone Reviews and Phases	K	K
	6. Typical relevant program/system documentation	K	M
	7. Common T&E contractual elements and terms	N/A	K



Task 9	Specialized Types of Testing (Special Topics)		
	1. Software Testing	K	K
	2. Agile Testing, DEVOPS, DEVSECOPS	K	K
	3. Automated Testing Environments	N/A	K
	4. Agile T&E Management (Continuous Feedback)	N/A	K
	5. Specialized Testing	N/A	K
	6. Commercial Off-the-shelf (COTS) Testing	K	K
	7. Common human factors considerations	N/A	K
	8. Compliance Testing	N/A	K
	9. Distributed Testing	N/A	K
	10. End-to-End Testing	N/A	K
	11. Environmental Testing	N/A	K
	12. Human Factors	N/A	K
	13. International/national/local regulations as applicable	N/A	K
	14. Interoperability Testing	N/A	K
	15. Key Steps and Major Activities in T&E Process	K	M
	16. System-of-Systems Testing	K	K
	17. Cyber Resilience Testing	N/A	K
Task 10	Planning and Resourcing for T&E		
	1. Identify appropriate T&E capabilities and resources (e.g. hardware in the loop, open air ranges, live fire).	N/A	M
	2. Identify and select test resources, activities, and events.	N/A	M
	3. Evaluate and select test capabilities (e.g. simulators and stimulators), and levy accreditation/certification requirements as applicable.	N/A	M
	4. Coordinate for selected resources as required (e.g. ranges, facilities, test assets, instrumentation, personnel).	N/A	M
	5. Instrumentations	N/A	K
	6. Relevant emerging technologies and methods	N/A	K
	7. T&E resources and capabilities	K	M
Task 11	T&E Risk Identification and Management (TM)		
	1. Analyze, identify, and include safety risks relating to system test and system environment including personnel (e.g. Occupational Health and Safety (OH&S)).	K	K
	2. Risk assessment and management	K	M
	3. System under test	K	M
Task 12	Cyber Testing (TM)		



	1. Cyber Threat Frameworks (Cyber Kill Chain, Cyber Attack Lifecycle and NSA Threat Framework)	K	K
	2. NIST Risk Management Framework, Systems Security and Cyber Resilient Systems Engineering	K	K
	3. Cybersecurity Verification Testing, Cooperative Vulnerability Testing and Adversarial Testing	K	K
	4. Mission Based Cyber Risk Assessments	K	K
Task 13	Modeling and Simulation Test Planning, Verification, Validation, and Accreditation (TM) (Special Topics)		
	1. Modeling, Simulation, Stimulation, and Prototyping	K	K
	2. Independent Verification, Validation, and Accreditation	K	K
Task 14	Reliability, Availability and Maintainability and Reliability Growth		
	1. Reliability, Availability and Maintainability Metrics,	K	K
	2. Operational Mode Summaries and Mission Profiles	K	K
	3. Mission Failure Types (Mission Critical, Partial Mission and Non-Mission Critical)	K	K
	4. Reliability Growth Principles	K	M
DOMAIN II	T&E Design	Foundational N/A, Knowledge, Mastery	Practitioner N/A, Knowledge, Mastery
Task 1	Determination of Test Adequacy (PE)		
	1. Non-Destructive (NDI) testing techniques	N/A	K
	2. Program/System T&E Development Process	K	M
	3. Subsystems Testing	K	M
	4. T&E methodologies, methods, and practices	K	M
	5. Test methodology development (verification matrix)	K	M
Task 2	Scientific Test and Analysis Techniques (TM)		
	1. Design of Experiments	N/A	K
	2. Advanced Test Design and Data Analysis	N/A	K
	3. Observational Studies	K	K
	4. Build optimum test design.	N/A	K
	5. Mathematics and statistics	K	K
	6. Scientific methods	K	K
	7. Statistics principles and tools (e.g. DOE)	N/A	K
	8. Test Automation: Strategies and Architectures	N/A	K
	9. Test scenario development	K	K
	10. Test Tool Evaluation and Selection	K	K
Task 3	Reliability Growth (TM)		



	1. Reliability Growth Principles	N/A	K
Task 4	Big Data and Predictive Analytics (TM):		
	1. Determine additional Data Requirements	N/A	K
	2. The 4 V's (Volume, Variety, Velocity, and Veracity) of Big Data	N/A	K
	3. Select and Evaluate Big Data Collection Tools	N/A	K
	4. Apply Big Data Collection and Evaluation Methodologies	N/A	K
Task 5	T&E Process Improvement (TM)		
	1. Capabilities Assessment	N/A	K
	2. Data Collection Methodologies	N/A	K
	3. Developing & Mapping requirements to measures, metric and test objectives	N/A	M
	4. Human Team Dynamics/Behavior	N/A	K
	5. Measurement Accuracy and Precision	N/A	M
	6. Measurement Process	N/A	M
	7. Root Cause Analysis	N/A	M
	8. Statistics Principles and Tools	K	M
Task 6	Machine Learning, Artificial Intelligence and Autonomy (Special Topic)		
	1. Machine Learning and Testing Techniques	N/A	K
	2. Artificial Intelligence and Testing Techniques	N/A	K
	3. Autonomy and Testing Techniques	N/A	K
Task 7	Software Testing (Special Topic)		
	1. Software Testing Environments and Tools	K	K
	2. White Box Testing Tools and Techniques	K	K
	3. Black Box Testing Tools and Techniques	K	K
DOMAIN III	Test and Evaluation Execution	Foundational N/A, Knowledge, Mastery	Practitioner N/A, Knowledge, Mastery
Task 1	Test Control Management (PE)		
	1. Monitor and manage test operations.	K	M
	2. Generate and submit test status reports as required.	K	M
	3. Coordinate and conduct pretest briefings and post-test debrief.	K	M
	4. Conduct a readiness review including dry runs.	K	M
	5. Manage, set-up, and calibrate test resources.	K	M
	6. Measurement accuracy and precision	K	M
	7. Measurement process	K	M



Task 2	Data Management (PE)		
	1. Purpose and use of Security Classification Guides	K	M
	2. Verify quality of data as it is being collected.	K	M
	3. Manage data collection and repositories	K	M
	4. Develop detailed test information sheets (e.g. data cards, test scripts, participant logs).	K	M
	5. Test Data Management	K	M
Task 3	Test Safety / Certification (PE)		
	1. Ensure compliance with contractual requirements as applicable.	N/A	M
	2. Safety Certifications	K	K
	3. Frequency Spectrum Management and Certification	K	K
	4. Electromagnetic Environmental Effects, Electronic Mutual Interference and Electromagnetic Compatibility	K	K
	5. Live Fire Test and Evaluation	K	K
DOMAIN IV	Test Data Analysis, Evaluation and Reporting	Foundational N/A, Knowledge, Mastery	Practitioner N/A, Knowledge, Mastery
Task 1	Data Verification and Validation (PE)		
	1. Check quality of collected data.	K	M
	2. Participate and/or conduct test results discussions as required.	K	M
Task 2	Validation of Test Results (PE)		
	1. Need Skill and Knowledge Elements	K	M
Task 3	Evaluation (PE)		
	1. Evaluate test data according to T&E strategy and plan.	K	M
	2. Prepare deficiency and incidence reports.	K	M
	3. Prepare a lesson learned report.	K	M
Task 4	Reporting Capabilities, Limitations, and Conclusions (PE)		
	1. Prepare a final report as required	K	M
	2. Prepare a final test result report as required.	K	M
	3. Prepare and/or conduct a T&E briefing as required.	K	M
	4. Prepare, review, maintain, and archive test documents, reports, and/or charts as required.	K	M
	5. Prepare interim and quick look T&E reports as required.	K	M
	6. Presentation methods/tools	K	M
Task 5	Cyber Resilience and Cybersecurity Analysis (TM)		



	1. Cyber Resilience Principles	K	K
	2. Cyber Threats, Vulnerabilities and Mission Impacts	K	K
	3. Cyber Resiliency and Cybersecurity Metrics	K	K
Task 6	Simulation Model Validation (TM)		
	1. Design of Experiments for Simulation Models	K	K
	2. Mathematics & Statistics	K	M
	3. Modeling, Simulation and Prototyping	K	K
Task 7	Data Analytics (TM)		
	1. Predictive Analytics Tools	K	M
	2. Analyze data.	K	M
	3. Conduct raw data reduction.	K	M
	4. Operations Research and other types of analysis	K	K