CLP
CERTIFIED LICENSING PROFESSIONAL

Certified Licensing Professional

Candidate Handbook and Study Guidelines

Updated June 2021

DATES TO KNOW

Spring 2021 testing window	April 1– May 15, 2021
Spring 2021 scheduling window opens (for retake candidates only using previously issued notice to schedule emails)	early January 2021
Spring 2021 notice to schedule emails released and scheduling window opens (for new candidates)	beginning February 1, 2021
Spring 2021 application deadline	7 business days prior to desired test date or May 6, 2021, whichever occurs first
Spring 2021 scheduling window closes	May 13, 2021 (*candidates can schedule until 11:59pm EST on May 13)
Fall 2021 testing window	September 15 – October 31, 2021
Fall 2021 scheduling window opens (for retake candidates only using previously issued notice to schedule emails)	Early July 2021
Fall 2021 notice to schedule emails released and scheduling window opens (for new candidates)	beginning August 1, 2021
Fall 2021 application deadline	7 business days prior to desired test date or October 21, 2021, whichever occurs first
Fall 2021 scheduling window closes for all candidates	October 29, 2021 (*candidates can schedule until 11:59pm EST on October 29)

Scheduling window: Timeframe in which candidates can begin scheduling testing appointments.

Notice to schedule emails: Contains test appointment scheduling instructions and important testing information for review.

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1.   INTRODUCTION

The Certified Licensing Professional (CLP) credential is a professional designation intended to distinguish those who have demonstrated experience, proficiency, knowledge, and understanding of licensing and commercialization of intellectual property through involvement in patenting, marketing, negotiation, legal, and intellectual asset management. The CLP program was created as an initiative of the Licensing Executives Society (USA and Canada), Inc. A separately incorporated entity, Certified Licensing Professionals, Inc. (CLP, Inc.), oversees the development and operation of the CLP program. CLP's mission is to assist and serve the public by establishing certification standards for licensing professionals. "Certified Licensing Professional" and "CLP" are trademark/service marks.

To achieve certification, candidates must pass a 150-item multiple-choice examination. The CLP examination has been designed to measure skill and knowledge for an individual who has at least three years of professional licensing experience and is currently employed in the licensing field. Candidates are required to meet educational and experience standards (see section 6). By awarding the title of Certified Licensing Professional (CLP), the organization is formally recognizing the licensing professional who has provided evidence that he or she meets accepted professional standards.

Licensing Definition

Licensing includes identification, evaluation, development, use, transfer, marketing, and/or management of intellectual property for commercial purposes. Certified Licensing Professionals are people of good ethical reputation who subscribe to the *CLP Code of Conduct* and who in business or professional activities have significant Licensing responsibility. Licensing professionals work in a variety of settings, including health care; high tech; chemicals, energy, and materials; financial markets; consumer products; and university, research organizations, and government; and as service providers to the above.

2.   ELIGIBILITY REQUIREMENTS

To sit for the certification examination, applicants must meet certain requirements. Incomplete applications will not be accepted.

Education

To sit for the certification examination, a Bachelor's degree or higher from an accredited university is required. On the application, candidates must list education completed in order, starting with the Bachelor's degree. Additional degrees may be added as appropriate. Applications will be randomly selected for auditing. If audited, the candidate is responsible for submitting proof of education. Proof of education may be an original or copy of an official transcript or diploma from the academic institution where the Bachelor's degree (or higher) was achieved.

Experience

To sit for the certification examination, the candidate must meet the following three experience standards:

- The candidate must have worked in the licensing field within 12 months of the submission of the Certified Licensing Professional examination application.
- The candidate must have at least three years of professional-level experience in the licensing field.
- The candidate must have accumulated the three years of experience within the prior eight years.

On the application, candidates must list work experience, starting with the current or most recent employer. If audited, the candidate authorizes the employers listed in the employment section to provide Scantron, on behalf of CLP, Inc., with information substantiating the candidate's current or previous employment.

Professional References

To sit for the certification examination, the candidate must provide contact information for three professional references who can attest to the candidate's licensing education and experience. If audited, the candidate authorizes

the references listed in the professional reference section to provide Scantron, on behalf of CLP, Inc., with information substantiating the candidate's current or previous education, employment, and experience.

3.   APPLICATION DEADLINE

The examination is computer-based and is offered during two windows. The 2021 exam windows will occur April 1 – May 15 and September 15 – October 31.

Applications are accepted on a continual basis. Applications must be completed **at least seven business days** prior to the desired testing date and the close of the testing window. Candidates are strongly encouraged to complete the application at least 30 days prior to the opening of the testing window for which they want to sit. Candidates can only schedule for the next available testing window.

4.   APPLICATION FEES

The application fee is $995US. Payments can be made via Visa or MasterCard as part of the online application. As the application is online, checks and money orders are not accepted as payment. The fee must be paid in U.S. funds. The application fee is not refundable. All fees are subject to change.

The application fee includes the processing of the application and two testing opportunities within a 13-month period that ends on the last day of the 13th month after the candidate submits the application. If the candidate does not take the examination or does not successfully complete the examination within the 13-month period, then the application is closed, and the candidate must reapply and pay the application fees again.

5.   APPLICATION SUBMISSION

All candidates will apply online. Candidates can access the application and additional CLP information by visiting the CLP website at www.licensingcertification.org.

New candidates who have not started an application, select "New Candidate" under the "New CLP Candidate" header.

Returning candidates who have started but not finished an application, select "Returning Candidate" and will be prompted to enter the username and password previously created in the Contact Information section of the online application.

The username and password created during the application process will be used by passing candidates to update and modify what information is included in the CLP Registry listing.

The online application is presented in sections. Following the Introduction and Instructions screen, the candidate will complete the following sections:

- Verification of Information
- Inclusion on the CLP Registry
- Code of Conduct Acknowledgement
- Contact Information
- Education (includes college/university name, location, years attended and degree received)
- Employment (includes employer name, location, contact information, start and end dates of employment, and a summary of job duties for current and previous employers)
- Professional References (includes name, location, and contact information for three professional references)
- Document Upload (includes an optional upload of the candidate's Curriculum Vita).

Candidates are encouraged to gather all of the information outlined above prior to beginning the application. The completion of the application should take no more than 20 minutes.

As a candidate progresses to a new section, the previous section of the online application is saved. In order for the username and password to be recorded in the system, which allows for re-entry into the application, applicants should complete at least the Contact Information section. If desired, candidates may exit the application after this point and

return to the application later by selecting "Returning Candidate." After selecting "Returning Candidate," the candidate is prompted to enter the username and password created when beginning the application.

A completed application must be submitted and approved before a candidate can schedule a testing appointment. **All eligibility requirements must be satisfied before submitting an application. The application fee is not refundable.**

Applications and payments are processed by Scantron on behalf of CLP, Inc. Credit card statements will reflect the Scantron name as the payee. Scantron receives and processes all applications. An application will not be processed until it is complete and payment is accepted.

Questions regarding the application system can be directed to Scantron 919.572.6880 (telephone) or candidatesupport@scantron.com (email).

6. ADDITIONAL APPLICATION INFORMATION

Personal Information

Complete all sections of the application that pertain to personal information. This information is needed in order to facilitate communication, approve the application, and schedule a testing appointment. If an applicant's maiden name is needed to confirm experience or training requirements, it should be included in the personal information section of the application. Provide complete information including address and zip codes, telephone number, and email address.

During the application and certification process, it is the individual's responsibility to maintain current contact information in the application database to ensure receipt of all certification updates and renewal notices. All information collected hereunder shall be held in confidence and shall not be used for any purpose other than in connection with CLP, Inc., including the creation of the online certificant registry.

7. EXAM APPOINTMENT SCHEDULING & ADMINISTRATION MODALITIES

Approved candidates may take the CLP exam via one of two administration options: 1) at a Scantron testing center supervised by a proctor or 2) using the candidate's own computer at a time and place of their choosing and supervised by a remote proctor (live online-proctored). Once the application is approved, Scantron will send detailed scheduling directions to the candidate. This section details the deadlines and requirements for each administration option. Please read carefully as this information may differ depending on the chosen method.

With either test administration option, **candidates can only schedule for the next available testing window.**

Testing Center Administration

Scheduling Requirements – Test Center

Candidates who wish to test at a Scantron testing center must schedule the testing appointment **by 11:59pm EST at least two days** prior to the desired testing date. However, a candidate's preferred test location may be full if the candidate waits until the last minute to schedule the appointment. Therefore, candidates are strongly encouraged to complete their applications and schedule the exam at least 30 days prior to the opening of the testing window in order to have the best selection of test sites. For example, a candidate who wants to test in October should complete the application and, once approved, schedule the appointment in September.

Most morning examinations begin at 9:00 a.m. Most afternoon examinations begin at 1:00 pm, and candidates will be notified of any changes to this schedule as far in advance of the examination as possible.

Candidates will receive information via email regarding testing appointment scheduling beginning 60 days before the opening of testing window. Candidates will be directed to the online test scheduling system to select a testing session. Candidates will select from a listing of available testing centers by geographical location and test date.

Following scheduling, Scantron will email a confirmation notice to each candidate. Candidates must print the confirmation notice and bring it to the testing center on the scheduled test date. The confirmation notice will include

the date, time, and location of the testing appointment; a list of items that the candidate should bring to the testing center; and information regarding the online tutorial and demonstration.

Testing Centers

Scantron maintains testing centers throughout the world for the administration of the Certified Licensing Professional examination. For a complete list of testing centers, go to https://www.scantron.com/test-site-cities/. The lists presented on this site are complete lists of the vendor's testing sites; however, not every site will be available during every testing window. Testing centers are subject to change without notice, and testing centers maintain individual dates and times of operations.

Once a candidate's application is approved, Scantron will send a Notice to Schedule email that includes a link to the online scheduling system. The candidate will be able to view an updated listing of testing centers as well as the available testing appointments, including dates and times, using the scheduling system. Morning and afternoon testing sessions are typically available.

Testing appointments are made on a first-come, first-served basis. Accordingly, candidates are encouraged to submit their applications as soon as possible.

International Test Centers

Candidates may test at Scantron testing centers outside of the United States and Canada for an additional fee of $125 (U.S. dollars) paid during the scheduling process by secure e-commerce and assessed for each testing attempt in an international test center.

Testing centers are available in the United Kingdom, Europe, Asia, the Far East, and Australia. Information on international testing centers and methods for scheduling will be included in the Notice to Schedule email.

If the preferred international sites/dates are not available, candidates may click on the extended list to see a full list of sites in the testing vendor's network and submit three preferred international sites/dates options. Scantron cannot guarantee availability of any international site/date during the designated testing period. Within five (5) business days, Scantron will issue a confirmation notice for one of the preferred sites/dates. If none of the preferred sites/dates are available, Scantron will offer an alternate site/date for the candidate's approval. Upon approval, Scantron will issue a confirmation notice to the candidate. If the confirmation is not received within five (5) business days, contact Scantron at 919-572-6880.

Rescheduling a Testing Appointment – Test Site

Testing appointments can be rescheduled within specific timelines. **Testing appointments cannot be rescheduled less than two days in advance of the testing appointment.** To reschedule, candidates must return to Scantron's scheduling system (using the link provided in the candidate's individual notice to schedule) and pay a $50 administrative fee. Candidates who do not reschedule at least two days in advance of their testing appointments and/or candidates who miss their testing appointments forfeit an exam attempt and the opportunity to sit for the examination during that testing window.

Candidates must take the Certified Licensing Professional examination during the testing appointment that was scheduled following the approval of the exam application. Exceptions will be made only for substantiated emergencies. In the event of an emergency within less than two days of the testing appointment, candidates must reschedule the testing appointment by contacting Scantron at 919.572.6880.

Canceling a Testing Appointment – Test Site

Testing appointments can be cancelled; however, candidates will not receive a refund for the canceled testing appointment. Candidates who are unable to test during their scheduled testing appointment should follow the rescheduling rules. Otherwise, the candidate will lose the opportunity to sit for the examination during that testing window and will forfeit an exam attempt. If the candidate does not take the examination or does not pass the examination within the 13-month eligibility period, then the application is closed, and the candidate must reapply and pay the application fee again. **Failure to appear for a testing appointment will count as a testing opportunity.**

Live Online-Proctored Administration

CLP offers live online-proctored (LOP) administrations through its testing vendor, Scantron Assessment. LOP test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

No international testing fee is assessed for LOP administrations.

System Requirements – LOP

Scantron uses its proprietary software, Scantron PASS™, to deliver examinations to candidates. Scantron partners with Examity for the online, real-time monitoring of testing candidates. The candidate's computer must have webcam capability as well as a microphone and speakers, and the environment should be quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate's location. There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. A list of technical specifications is available upon request. *For live online proctoring (LOP) test administration, candidates are responsible for ensuring their testing environment meets the minimum requirements to take the exam.*

As part of the scheduling process, candidates first confirm their demographic information, attest to Scantron's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment. Following these administrative tasks, the candidate selects "Schedule" to proceed to testing appointment scheduling.

Scheduling Instructions – LOP

Candidates must schedule the LOP testing appointment **no less than 24 hours prior** to the desired testing date and time. If a candidate fails to schedule the testing appointment prior to 24 hours before the end of the eligibility or testing window, the candidate will <u>not</u> be able to schedule a testing appointment. Candidates are advised to schedule the testing appointment as soon as possible as appointment times are available on a first come, first served basis.

The candidate is directed to Examity's dashboard, where the candidate will need to complete "My Profile," entering their telephone phone and time zone. Then, the candidate selects "Schedule Exam" to proceed. The candidate is directed to the scheduling page to select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

Once the candidate selects the exam program and exam name, the exam duration and the scheduling window are displayed. Available testing appointments are displayed based on the selection of a date on the calendar. The select time notes the start time for the testing appointment. Once the candidate selects a date on the calendar and a time on the time grid, he/she selects "Schedule" to confirm the testing appointment specifics.

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen, and candidates receive a confirmation notice with their testing details from Scantron and the LOP partner, Examity.

Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details: date and time of the testing appointment; a URL to perform a system check; a URL to initiate the testing appointment at the appropriate time; computer specifications required to take the exam via LOP; and information regarding an online tutorial for candidates. In addition, the testing appointment is noted on the Examity LOP dashboard.

Rescheduling or Canceling a Testing Appointment – LOP
Candidates may cancel or reschedule their testing appointments **no less than 24 hours prior** to the scheduled testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system.

Failure to appear for a testing appointment will be considered a no-show, forfeit of eligibility for the testing window, and count as a testing opportunity.

From the Examity LOP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to the scheduling page. Like scheduling, the candidate selects the exam program and exam name to reschedule or cancel a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

For rescheduling, the candidate selects a date on the calendar and a time on the time grid, he/she selects "Reschedule" to confirm the new testing appointment specifics. Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen, and candidates receive an updated confirmation notice with their testing details.

For cancellation, the candidate selects "Cancel Appointment" and indicates "Yes" in the pop-up message that appears on screen. The successful cancellation is noted on the screen.

8. EXAMINATION DEVELOPMENT AND CONTENT

Examination Development

In accordance with best practice, CLP conducts a job analysis periodically to update the CLP exam to ensure its relevancy to present competencies. In 2018 CLP worked with its test development and administration partner, Scantron (formerly Castle Worldwide), to conduct a job analysis study to update the content of the CLP certification examination. The updated exam content outline is the product of an extensive multi-year initiative that included a job analysis to define the competencies of professionals with at least three years of experience in licensing, technology transfer, intellectual property management, and commercialization. Using interviews, surveys, observation, and group discussions, Scantron worked with licensing professionals to delineate critical job components. The knowledge and skill bases for the questions on the multiple-choice examination were derived from the actual practice of the licensing professionals. The results of the job analysis indicated a need to update the exam content outline to reduce redundancy, better reflect current subject matter, and improve the overall organization of the content. The result of that work is the revised CLP exam content outline that became effective October 1, 2019.

Examination Content

The certification examination consists of 150 multiple-choice questions. Candidates have three (3) hours to complete the examination. Five major performance domains account for the examination's content. The chart below notes the number of questions included in each performance domain. The full text of the domains, as well as the task statements for each domain follows.

Domain	# of Questions
Domain I: Opportunity Assessment, Development, and Valuation	36
Domain II: Intellectual Property Protection	33
Domain III: Agreement Development and Drafting	35
Domain IV: Negotiation	31
Domain V: Agreement Management	15

CLP Exam Blueprint

Domains and Task Statements	% of Exam	# of Questions
Domain #1: Opportunity Assessment, Development, and Valuation	24%	36
1. Participate in the development of an intellectual property strategy in accordance with organizational strategy in order to achieve economic or commercial goals and identify needs, resource requirements, and licensing opportunities.		

2. Prioritize and evaluate the intellectual property portfolio using appropriate analytical tools in order to identify the highest and best use of the organization's intellectual property. 3. Define the intellectual property to be valued using input from relevant business functions, consistent with overall business strategy in order to achieve agreed upon goals. 4. Identify commercial opportunities using appropriate methods in order to identify potential collaborator(s), licensee(s), or newco(s). 5. Assess the need for rights controlled by other parties using commercial and legal analyses in order to optimize business return. 6. Identify intellectual property existing in the market consistent with the organization's needs in order to select and obtain rights to use another party's intellectual property. 7. Develop a commercialization plan that includes intellectual property using appropriate methods in order to achieve established objectives.			
Domain #2: Intellectual Property Protection	22%	33	
1. Build an intellectual property portfolio by protecting intellectual property strategically in order to support and advance the organization's objectives. 2. Survey the organization's existing and potential intellectual capital through appropriate means in order to identify intellectual property requiring or worthy of protection. 3. Select inventions to protect by evaluating pertinent legal factors, commercial opportunities, and available resources in order to optimize the portfolio. 4. Select appropriate domestic and international protection mechanisms for the intellectual property by evaluating pertinent legal factors, commercial opportunities, and available resources in order to protect the intellectual property. 5. Implement the protection strategy using the selected mechanisms in order to build and sustain the organization's intellectual property portfolio. 6. Manage the intellectual property portfolio by taking appropriate legal and procedural steps in order to maintain or improve the value of an entity's intellectual property portfolio.			
Domain #3: Agreement Development and Drafting	23%	35	
1. Participate in cross-functional teams in order to define the type of agreement and the terms and conditions to be negotiated, including regulatory policies and legal concerns. 2. Identify the factors influencing the value based on the proposed licensing strategy in order to enable the determination of an appropriate price. 3. Draft the term sheet by addressing critical issues in order to expedite contract negotiations. 4. Develop basic agreement terms consistent with the licensing strategy and business plan in order to establish an initial agreement structure. 5. Review the license or other type of agreement using the final term sheet in order to express the intent of the parties to operate as intended.			
Domain #4: Negotiation	21%	31	
1. Prepare for negotiation by identifying and anticipating the interests, needs, and wants of the parties, and the likely points of contention in order to establish a basis for negotiation. 2. Participate in formulating the negotiation strategy and tactics, including determining a Best Alternative To Negotiated Agreement (BATNA), setting the timeframe, and establishing other parameters in order to conduct the negotiations effectively. 3. Implement the negotiation strategy and tactics, record the impact of changes to the term sheet, and counter within the range of acceptable outcomes in order to conduct and close the negotiations effectively. 4. Gain approval of the final terms and conditions of the agreement by communicating the value of the deal to internal stakeholders in order to confirm acceptability relative to the licensing strategy and objectives.			

5. Review the final agreement in order to ensure consistency with the negotiated terms and conditions.		
Domain #5: Agreement Management	10%	15
1. Establish ongoing obligations by reviewing the signed agreement in order to ensure compliance by all parties. 2. Meet ongoing responsibilities by defining points of contact, other personnel, documentation requirements, and a process for ensuring accountability in order to maintain compliance and avoid conflicts and breach. 3. Summarize the key features and obligations of the agreement and ensure that the documentation is entered into an appropriate document management system to allow for easy access for future reference.		

9.   EXAMINATION ADMINISTRATION

Reasonable Accommodations

CLP and its testing partner, Scantron, comply with the provisions of the Americans with Disabilities Act (42 U.S.C. §12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. §2000e *et seq.*) in accommodating individuals who need reasonable accommodations to take the examination.

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

The candidate must submit documentation provided by an appropriate, licensed medical or other relevant professional on the professional's letterhead. The documentation must include the candidate's name, address, and Social Security Number as well as a diagnosis of the disability and specific recommendations for accommodations.

Requests must be received by CLP at clpinfo@licensingcertification.org at least 45 days prior to the testing appointment date. In addition, applications must be submitted through the online Scantron application system at least 45 days prior to the testing appointment. Once CLP reviews the accommodations request, the approval for reasonable accommodations will be forwarded to Scantron.

Scantron will provide accommodations, except where it may fundamentally alter the examination, influence the examination results, or result in an undue burden.

Note: Accommodations for live online-proctored administrations are generally limited as the candidate controls the testing environment, seating, etc. Certain accommodations may still be available for live online-proctored administrations.

Examination Schedule

Testing Center

Candidates have three (3) hours to complete the Certified Licensing Professional examination. Candidates should arrive at the testing site at least 15 minutes prior to the start of the examination.

No one will be admitted to the examination once the examination has begun. If a candidate arrives late or not at all, the testing attempt is forfeited.

Candidates must bring the confirmation notice and current/valid (not expired) photo identification with signature to the scheduled testing appointment. Acceptable forms of identification include state-issued driver's licenses and government-issued passports and identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

The name on the photo identification must match EXACTLY the name on the confirmation notice. Failure to bring proper valid identification and/or a mismatch between the documentation can result in an inability to sit for the examination.

Live Online-Proctored

On the date and time of the candidate's scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering his/her username and password from the Notice to Schedule email to return to the LOP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment. If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be required to reschedule the testing appointment.

If a candidate's computer fails the check of system requirements, the issue must be corrected or updated or another computer obtained to complete the testing appointment. Candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate's government-issued ID. The candidate may communicate with the proctor via chat features available within the live online-proctoring launch site. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone.

Disqualification

Any candidate who gives or receives assistance on the examination during the testing appointment will be required to turn in examination materials immediately and leave the testing room. The candidate's examination will not be scored, and the incident will be reported to Scantron and CLP for further action.

Any individual who removes or attempts to remove testing materials and/or examinations from the testing room will be prosecuted.

Examination Rules

Scantron follows industry standard testing rules as outlined below.

Testing Center

- No books, papers, or other reference materials may be taken into the testing room. An area will be provided for storage of such materials.
- No electronic devices, including telephones, cameras, signaling devices, pagers, alarms, and recording/playback devices of any kind may be taken into the testing room. An area will be provided for storage of such materials.
- Candidates may not take examination materials, documents, or memoranda of any type from the testing room.
- The examination will be given only on the date and time noted on the confirmation notice. If an emergency arises, and a candidate is unable to take the examination as scheduled and the rescheduling window has passed, contact Scantron at 919.572.6880.
- No questions concerning the content of the examination may be asked during the examination period. Listen carefully to the directions given by the proctor and carefully read the directions shown on the computer monitor.
- Candidates must sign-out of the testing room to use the bathroom facilities.

Live Online-Proctored

- The proctor has complete access to the candidate's computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.
- As part of the login process, the candidate shows the proctor a 360-degree view of his or her environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor.
- After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When

the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

- During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies his or her information, completes the candidate attestation statement, and reviews the testing rules and policies. Prior to launching the examination, the candidate can review the online tutorial of Scantron PASS™.
- Testing time for candidates begins when the examination is launched.
- Breaks are NOT allowed in LOP administrations.
- When candidates complete their examination, they click the "Submit Exam" button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.

Passing Standard

The cut score or passing point used in this examination is a criterion-referenced approach called the Angoff Modified Technique. This technique is currently considered by the testing profession to be one of the most commonly used criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally acceptable' candidate *will* answer this item correctly?" This question prompts the judges to consider a group of minimally acceptable candidates and what proportion of that group will answer each item correctly.

The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for the examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Scaled Scores

Because of the need for security, multiple forms of the examination, each containing a different combination of questions, are used. The passing standard cannot be set as a specific raw score, or number of questions answered correctly, because some of these forms may be slightly easier or more difficult than others. Therefore, requiring the same raw score to pass the different forms would not be fair to all examinees. A statistical procedure called *equating* is used to adjust for any differences in the level of difficulty among examination forms.

Once the examination forms have been equated, a procedure called *scaling* is used to convert the actual number of correct answers, or raw scores, to a uniform scale. These converted scores are called scaled scores. Scaled scores ensure that all examinees demonstrate the same level of ability in order to pass the examination.

Examination Scoring

When psychometrically supported, scores are issued at the conclusion of the examination. After submitting the exam for scoring (or once time expires), candidates receive a score report that includes the test date, scaled score, and pass/fail status. Passing or failing is based on the scaled score indicated on the score report. A scaled score of 500 is needed to pass the Certified Licensing Professional examination. **There is no penalty for guessing; each incorrect or omitted answer is counted as one incorrect response.**

Unsuccessful candidates' score reports provide information about subscore areas. Subscores represent the domains from the content outline and are helpful because they highlight areas where further study may be needed. However, as subscores are based on lower numbers of items than the whole exam, they are not as reliable as the total test score. As such, candidates are encouraged to study all domains when retaking the examination. For each section listed on the score report, the number correct is calculated as the number of questions answered correctly. The total possible number of answers for each section is listed on the score report.

When scoring validation activities must be completed prior to release of score results, score notifications will not be issued at the conclusion of the exam and will be delayed. In these instances, candidates will receive a completion notification only. Delayed score reports will be available approximately 6 to 8 weeks following the close of the testing

window via an online score report portal. Candidates will receive an email from candidatesupport@scantron.com upon score release that grants them access to the portal.

Scores will be available for 180 days from the date of score release notification (immediate or delayed). For information on accessing scores via Scantron's online score report portal, please visit https://www.scantron.com/programs/certified-licensing-professional-certification/. Score reports will not be mailed.

Examination Retakes

The application fee includes the processing of the application and two testing opportunities within a 13-month period that begins with the application submission. If the candidate does not take the examination or does not pass the examination within the 13-month period, then the application is closed and the candidate must reapply and pay the application fees again.

If the candidate fails the examination, and the candidate has another testing window available on his/her 13-month eligibility, then the candidate can schedule a second testing appointment. To schedule another testing appointment, the candidate must return to Scantron's scheduling system (using the link provided in the initial notice to schedule email) to schedule a second testing appointment. If a candidate is testing outside of the United States and Canada, the candidate will pay the international testing fee of $125 (U.S. Dollars) for each testing attempt in a testing center. The international testing fee does not apply to live online-proctored administrations.

For example, if the candidate applies on March 1, 2021, the 13-month eligibility window expires on April 30, 2022. The candidate has two testing attempts during the 13-month eligibility window. Based on this example, the candidate may take the exam during the following testing windows: April/May 2021, October 2021 or April 2022.

10.   EXAMINATION PREPARATION

How to Study

CLP encourages candidates to prepare for the Certified Licensing Professional examination by using resources such as those listed in this handbook and on its web site and by relying on experience in the field. Reviewing for the exam should begin well in advance of the examination and take into account the study method that is best for the candidate (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids).

Practice Test

The CLP practice test and answer key are available to applicants and candidates at no charge. To request a copy of the practice test contact CLP at clpinfo@licensingcertification.org. The practice test includes 50 multiple-choice questions that are representative of the content areas and question format of the CLP certification exam. The questions included in the practice test are not currently in use and will never appear on a future active version of the certification exam.

The practice test is unproctored, and statistical analysis of item/exam performance is not completed. Performance on the practice exam is not necessarily indicative of performance on the actual CLP certification exam. The purpose of the practice test is to provide candidates with a tool to familiarize themselves with the types of questions they may encounter on the exam.

After completion of the practice exam, one may self-score the exam using the key provided. The answer key includes the content domain and task statement associated with each item for reference.

References

The Certified Licensing Professional examination is based on current knowledge of theory and practice in licensing. CLP provides a reference list by domain on its web site: http://www.licensingcertification.org/for-candidates/exam-references-listed-by-domain/. The list is not comprehensive but may be helpful in preparing for the examination.

Sample Questions

The following questions were taken from the Certified Licensing Professional examination question repository and serve as samples of the question type and question content found on the Certified Licensing Professional examination. Please see the answer key at the end of this handbook.

1. Which of the following components **BEST** describes an organization's intellectual capital?
    a) Contracted employees, joint venture partners, and board members
    b) Marketing strategies, relationships, and structures
    c) Joint venture partners, products, and trade secrets
    d) Innovations, know-how, and relationships

2. What is the general purpose of the recital (or whereas) clause in a license agreement?
    a) Provide the warranties against infringement
    b) Provide the background of the transaction for ease of reading
    c) Provide the agreement on the method of paying the license fee
    d) Provide the agreement on the license fee and royalties

3. Which of the following are the **MOST** important items to review prior to the execution of the final licensing agreement?
    a) Contract terms and conditions and impact on business operations
    b) Requirements of the other party and impact on capital costs
    c) Environmental implications and impact on capital costs
    d) Requirements of the other party and impact on business operations

4. Which of the following is the foundation of a well-written marketing plan?
    a) Competitive positioning
    b) Action lists
    c) Strategies
    d) Promotional plans

5. What is defined as the "price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of relevant facts?"
    a) Fair market value
    b) True value
    c) Market price
    d) Net present value

6. In the United States, which of the following is **LEAST** effective in the protection of a new operational method?
    a) Patent
    b) Copyright
    c) Contract
    d) Trade secret

7. Which invention type is **BEST** managed as a trade secret?
    a) Device or article to be sold
    b) Information accessible to numerous employees
    c) Distribution processes
    d) Inventions where infringement is difficult to detect

8. Which of the following components are the **MINIMUM** requirements of an agreement management system?
    a) Background, exit strategies, and problem resolution procedures
    b) Background, report generation capabilities, and opportunity tracking
    c) Background, contractual obligations, and strategic directions
    d) Background, contractual obligations, and parties

9. Which warranty of non-infringement **MOST** favors the licensee?
    a) The licensed patents do not infringe on the rights of any other entity.
    b) The licensed activities do not infringe on the rights of any other entity.
    c) The grant of this license will not result in infringement on the rights of any other entity.
    d) The licensed patents are provided infringement-free.

10. Under the Bayh-Dole Act, which right is given to the United States government by a university's granting of a government license?
    a) The right to manufacture for commercial sale
    b) The right to collect royalties
    c) The right to make products for government use
    d) The right to use infringers

11. During negotiations, the parties involved have reached an impasse. In addition to the determination of the nature and degree of conflict, which of the following techniques could be used to reduce the conflict without causing the deal to fail?
    a) Demand the replacement of the other party's team members who might be the sources of conflict
    b) Meet with the other party's team leader to ask him/her to fix the sources of conflict within the other party's team
    c) Replace team members, including yourself, that might be the sources of conflict
    d) Continue negotiations as before and wait for the conflicts to resolve themselves

12. A chemistry professor employed by a United States university invents a new molecule as part of a federally sponsored project. Which of the following statements is **TRUE?**
    a) The university will assign the invention to the federal government.
    b) The professor can assign the invention to his start-up company.
    c) The federal government will own the invention.
    a) The university can claim title to the invention.

13. When a university grants a license to a licensee, what indemnification is usually granted?
    a) None as each party insure itself.
    b) The university indemnifies the company for liability for harm caused by products made under the patent.
    c) The university indemnifies the company against infringement of third-party patents.
    d) The company indemnifies the university for liability for harm caused by products made under the patent.

14. A university located in the United States declines to patent a federally funded invention. The inventor wants to personally own and patent the invention. What step **MUST** be completed in order for the inventor to proceed?
    a) The university assigns the invention to inventor.
    b) The inventor sues the government to obtain the invention's rights.
    c) The university waives the invention to the government, and the government waives the invention to the inventor.
    d) The inventor cannot personally own and patent the invention.

15. What is the **PRIMARY** objective of patent infringement litigation?
    a) Punish the infringer
    b) Stop infringing activities
    c) Recover lost profits
    d) Assert patent holder rights

Taking the Examination

Tips for managing test anxiety and taking the examination as well as an online demonstration and tutorial are available on the Scantron web site: https://www.scantron.com/programs/certified-licensing-professional-certification/. The demonstration and tutorial familiarize candidates with the computer-based testing environment and are not intended as a review of the Certified Licensing Professional examination content. The online demonstration and tutorial are accessible at anytime, anywhere, through any computer with Internet access.

Candidates testing via LOP receive information regarding an online tutorial of Scantron's test delivery system, Proctored Assessment System (Scantron PASS™) in the confirmation notice. Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge. Candidates can view a sample test and testing instructions via Scantron's website: https://www.scantron.com/preparing-for-your-test/.

11.   AWARDING CERTIFICATION

Eligibility Audits

A percentage of passing candidates will be audited to ensure compliance with the eligibility criteria. Applications for audit will be selected randomly. As part of the audit process, colleagues and employers providing verification of licensing education and experience will be contacted to confirm their verifications. Please be sure all sections of the completed application are accurate.

If a passing candidate's application is selected for audit, the candidate must provide documentation as required. The candidate's CLP certification status will be withdrawn if the candidate does not respond to the audit or does not provide the required documentation within ninety (90) days of notification of the audit requirements. Candidates selected for audit will not receive a certificate until the audit requirements are satisfied.

Designation and Certificate

Each candidate who passes the Certified Licensing Professional examination may use "CLP" after his or her name immediately following notification of passing the exam and will receive a certificate from CLP, Inc. Please note that the letters "CLP" should appear in a font no larger than the name of the individual and the name of his/her employer. Certification is recognized for a period of three (3) years based on the last day of the month the examination was passed and may be renewed by earning a specified number of credit units.

Candidates who receive a passing score will be mailed a certificate and important information about renewal in the month following the close of the testing window.

Candidates who are selected for audit will not receive a certificate until satisfying the audit requirements.

Credential Verification

CLP maintains a voluntary, online registry of certificants. Individuals may opt in or out of inclusion in the registry and may select what information is published when completing application or by contacting CLP. The registry is available on the CLP web site and serves as verification of certification. In the event that an individual chooses to opt out of inclusion in the registry, verification of certification will be provided to anyone submitting a request of such to CLP. Verification will include the certificant's name and certification status ("currently certified" or "not currently certified").

The CLP Registry is intended for use as a networking tool among Certified Licensing Professionals and those wishing to employ the services of or otherwise conduct a professional relationship with a CLP. At no time should the registry be used to distribute marketing materials or other unsolicited information to CLPs listed in the registry. Inclusion in the CLP Registry is strictly voluntary.

12.   RECERTIFICATION

CLP revised the recertification requirements in April 2021. Please review this section for full information about the recertification policy. As of June 2021, updates to the online application are in process. Candidates may complete the recertification application using the revised criteria described in this section.

The continuing competence of Certified Licensing Professionals is a major interest of CLP, Inc. CLPs are required to demonstrate continued competence in the field of licensing to maintain their certification status. The credential is granted for a three-year period. To maintain the credential, candidates must earn at least 40 continuing professional

development credits during the three-year certification period. Credits can be earned through a variety of activities such as speaking at industry events, participating in industry events, writing, practical experience, etc.

Certificants should review this recertification policy in full before completing and submitting the recertification application.

Demographic Information

It is the candidate's responsibility to update profile and contact information with CLP in order to receive correspondence from CLP including recertification reminders and certificant materials. Prior to submitting the recertification application, the candidate may update information in the testing vendor's online candidate management system by using the Update Contact Information option or by sending changes to clpinfo@licensingcertification.org.

CLP, Inc. will send certificants specific instructions, dates, and criteria for recertification after they become certified to the email address on file; however, it is each individual's responsibility to complete the requirements for recertification, including submission of the application, by the required deadlines. There are no exceptions to the deadline for renewal based on failure to receive renewal application materials.

Recertification Timeframe

The CLP Board of Governors has determined, after considering a large scope of issues that face CLPs and the frequency at which information is updated and expanded, that the CLP credential will be valid for a period of 3 years from the last day of the month in which certification was earned. If certification is not renewed, it expires the last day of the month, 3 years after certification was initially earned, or last renewed, as applicable.

For example, a candidate who took and passed the CLP exam on April 15, 2020 is required to submit the renewal application by April 30, 2023 at 11:59 EST.

Recertification Requirements

The requirements for recertification are:

1. **Earn 40 continuing professional development credits during the 3-year certification period; and,**

2. **Submit the recertification application and pay the non-refundable renewal fee in effect at the time of recertification application submission.**

Meeting the Continuing Professional Development Credits Requirement

The intended purpose of earning continuing professional development credits for CLP recertification is to gain or disseminate current licensing/IP knowledge. CLP accepts continuing professional development credits related to the field of IP licensing and the content covered on the CLP exam. The exam content outline is available online at http://www.licensingcertification.org/for-candidates/exam-information/exam-content-outline/.

To ensure that the renewal process contributes to the professional development of CLP certificants across a variety of issues, CLP continuing professional development credits can be obtained from the following areas:

1. ATTENDING AND/OR PARTICIPATING IN INDUSTRY EVENTS ON TOPICS RELEVANT TO LICENSING
2. CONDUCTING EDUCATIONAL PRESENTATIONS/SPEAKING ENGAGEMENTS RELATED TO LICENSING
3. WRITING AND PUBLISHING WRITTEN MATERIALS ON RELEVANT TOPICS IN THE INDUSTRY
4. PRACTICAL EXPERIENCE – *REVISED 2021*
5. SERVICE APPEARING AS AN EXPERT WITNESS OR ARBITER ON A LICENSING MATTER BY A COURT

A summary table of accepted activities and allotted credits is also available for reference.

1. ATTENDING AND/OR PARTICIPATING IN INDUSTRY EVENTS ON TOPICS RELEVANT TO THE LICENSING INDUSTRY

Activities must be underlined educational in nature and related to licensing, with content focused on at least one of the content domains covered on the CLP exam. The exam content outline is available online at http://www.licensingcertification.org/for-candidates/exam-content/. *Networking or business development activities are not acceptable for continuing professional development credit.*

Activities should be offered by or accepted for continuing education by broadly recognized organizations such as other professional organizations dealing with topics of IP licensing. A sample list of organizations offering IP licensing-related continuing professional development activities is available on the CLP web site at http://www.licensingcertification.org/recertification/approved-courses-and-educational-organizations/. The list is not intended to be exhaustive.

Relevant events include:

- Industry conferences such as the Licensing Executives Society (e.g., USA and Canada), Licensing Executives Society International (LESI), the Association of University Technology Managers (AUTM), Biotechnology Industry Organization (BIO), and others. International conferences/meetings

- Regional conferences/meetings.

- Educational workshops, webinars, seminars, conference sessions, podcasts, and other similar educational offerings relevant to the IP licensing industry.

- Seminars, workshops, or other similar educational offerings from corporations or law firms.

Value of Attendance and Participation in Industry Events

One clock hour of participation in the events outlined above is equivalent to one CLP continuing professional development credit. For example, a candidate participating in a 1-day seminar totaling 8 hours in one of the areas above would earn eight (8) CLP continuing professional development credits.

Required Detail

- Name, date, and location of the meeting/conference
- Number of continuing professional development credits claimed
- Title of the session(s) attended
- Short description of the session(s) attended demonstrating how the activity is related to licensing and the CLP exam content; web links may be useful in disclosing this information

This information will be used to evaluate the activity and determine if it is eligible for CLP continuing professional development.

2. CONDUCTING EDUCATIONAL PRESENTATIONS/SPEAKING ENGAGEMENTS RELATED TO LICENSING AT INTERNATIONAL, NATIONAL, REGIONAL, OR LOCAL CONFERENCES, WORKSHOPS, SEMINARS, WEBINARS, OR SIMILAR EDUCATIONAL OFFERINGS THROUGH INDUSTRY ORGANIZATIONS, CORPORATIONS, LAW FIRMS, OR UNIVERSITIES

Activities must be underlined educational in nature and related to licensing, with content focused on at least one of the content domains covered on the CLP exam. The exam content outline is available online at http://www.licensingcertification.org/for-candidates/exam-content/. *Networking or business development activities are not acceptable for continuing professional development credit.*

Presentations given at or sponsored by an accredited college or university or any of the types of organizations listed under Item 1 above are accepted.

Value of Conducting Presentations/Speaking Engagements

One hour of participation as a presenter or faculty member in the events outlined above is equivalent to three continuing professional development credits. Continuing professional development credits may be claimed for repeated presentations. CLP, Inc. assumes two hours of preparation for every hour presented/taught which is equivalent to two hours of continuing professional development credit. For example, a candidate who taught an 8-hour workshop would receive 24 CLP continuing professional development credits.

Required Detail

- Name, date, and location of the activity
- Number of continuing professional development credits claimed
- Title of the session(s) presented
- Short description of the session(s) presented demonstrating how the activity is related to licensing and the CLP exam content; web links may be useful in disclosing this information

This information will be used to evaluate the activity and determine if it is eligible for CLP continuing professional development credit.

3. WRITING AND PUBLISHING WRITTEN MATERIALS ON RELEVANT TOPICS IN THE INDUSTRY INCLUDING ARTICLES, BOOK CHAPTERS, TEXTBOOKS, ETC.

Materials should be related to licensing, with content focused on at least one of the content domains covered on the CLP exam. The exam content outline is available online at http://www.licensingcertification.org/for-candidates/exam-content/.

Value of Publishing

- Writing an article for a company newsletter or self-publishing that is not peer-reviewed* is equivalent to 5 CLP continuing professional development credits.

- Writing an article for a third party that is not self-published and not peer-reviewed* is equivalent to 15 CLP continuing professional development credits.

- Publishing** an article for a peer-reviewed journal is equivalent to 30 CLP continuing professional development credits.

- Publishing** a chapter for a book is equivalent to 30 CLP continuing professional development credits.

- Publishing** a book or textbook is equivalent to 40 CLP continuing professional development credits.

Peer-reviewed means that the article is distributed to a group of reviewers who are selected by the editorial board. The reviewers are "peers" of the author and are selected for their special knowledge and/or experience relevant to the subject of the article.

**Published is defined as material that is published by an independent, commercial publisher. Self-published materials are not accepted for CLP continuing professional development credits except where specifically noted.*

Required Detail

- Name and date of the publication
- Number of continuing professional development credits claimed
- Short description of the publication demonstrating how the activity is related to licensing and the CLP exam content; web links may be useful in disclosing this information

This information will be used to evaluate the activity and determine if it is eligible for CLP continuing professional development credit.

4. PRACTICAL EXPERIENCE – *REVISED 2021*

Practical experience includes:

- full-time or part-time employment
- consultancy
- board service

Practical experience should be relevant to the information covered by the CLP exam.

Value of Practical Experience

Two (2) months of practical experience equates to two (2) continuing professional development credits. This equates to a total of 12 credits per year, or 36 credits per 3-year certification cycle that may be claimed. Applications claiming more than 36 credits for practical experience will not be approved.

Activities must not be double counted. For example, expert witness testimony conducted as part of the individual's employment duties must not be counted in both the practical experience and expert witness testimony credit categories. The candidate must choose in which continuing professional development category to claim the activity.

Required Detail

- Company/organization name and job title/role
- Number of continuing professional development credits claimed
- Short description of job/role responsibilities

This information will be used to evaluate the activity and determine if it is eligible for CLP continuing professional development credit.

5. SERVICE APPEARING AS AN EXPERT WITNESS OR ARBITER ON A LICENSING MATTER BY A COURT

Credit must be earned for time spent testifying or delivering a deposition and does not include time spent preparing.

Value of Service as an Expert Witness or Arbiter

One clock hour of participation serving as an expert witness or arbiter is equivalent to one (1) CLP continuing professional development credit. For example, if a candidate serves as an expert witness or arbiter for one day totaling eight hours, the candidate would earn eight CLP continuing professional development credits.

Required Detail

- Number of continuing professional development credits claimed
- Short description of expert witness/arbiter duties responsibilities

This information will be used to evaluate the activity and determine if it is eligible for CLP continuing professional development credit.

CLP Continuing Professional Development Credit Summary Table

Topic Area	Activities	Continuing Professional Development Credit
1. Attending or participating in industry events	• National conferences • International conferences • Regional conferences/meetings • Educational workshops, webinars, seminars, podcasts, etc.	1 clock hour of participation = 1 credits
2. Conducting presentations / speaking engagements	• Related to licensing • At same categories of events described in Topic Area 1.	1 clock hour of participation as a presenter = 3 credits
3. Writing / publishing on relevant industry topics	• Company newsletter article • Self-publishing	1 article = 5 credits
	• Published article that is not peer-reviewed	1 article = 15 credits
	• Peer-reviewed journal article	1 article = 30 credits
	• Published book chapter	1 chapter = 30 credits
	• Published book/textbook	1 book = 40 credits
4. Practical Experience	• Practical experience may include full-time or part-time employment, consultancy, or board service • Experience is relevant to the information covered on the CLP exam	2 months = 2 credits *Maximum 36 credits per 3-year recertification cycle/application*
5. Expert witness or arbiter	• Appearing as an expert witness or arbiter on a licensing matter in court	1 clock hour of appearance as an expert witness = 1 credit

Recertification Fee

Renewal candidates must pay the non-refundable renewal fee of $425 to qualify for renewal. The fee must be paid in U.S. funds. The recertification fee must be paid before the application can be submitted.

Recertification Application

To apply for recertification:

- Complete the online application accessible on the CLP web site.
- Select the Returning/Recertification Candidate option under CLP Candidate
- Enter the username (email address from the original application for certification) and password (created with the original application for certification).
- For assistance with login information, use the Forgot Password link within the application system.

- Submit the application up to one year before and at least one month prior to the expiration date to allow time for application review.
- Candidates who submit their application early and earn CLP continuing professional development credits between the date that they submit their recertification application and their original certification renewal date may carry over these credits into the next three year renewal period.
- Candidates may access the system throughout their certification cycle to track their continuing professional development activity.

CLP will NOT accept paper (hard copy) recertification applications.

Attestation Statement

As part of the recertification process, renewal candidates must agree that all information submitted is accurate and up-to-date. In addition, renewal candidates must agree that they will comply with the CLP Code of Conduct.

Application Procedures

To apply for recertification, a certificant will enter his/her continuing professional development credits. Once the appropriate number of continuing professional development credits is entered, the certificant can proceed to the attestation statement. After an individual agrees to the attestation statement, the application will proceed to the credit card payment and then submit the application.

Recertification Application Tips

- To enter continuing professional development credits, enter the provider, course, credit hours, and other information as detailed in the CLP Recertification Policy for each continuing professional development activity.
- If the provider of the continuing professional development course/activity is not included in the dropdown list, enter the provider's name in the Other Provider field.
- If the continuing professional development activity/course is not included in the dropdown list, enter the course/activity's name in the Other Course field.
- Individuals should self-report the educationally focused credits earned in each continuing professional development course/activity in the credit hours field. The CLP Recertification Committee will review the reported credits. The following fields must be reported for each continuing professional development activity claimed:
  1. Provider: sponsoring organization for the continuing professional development course/activity
  2. Course: course/activity title
  3. Credit hours: total number of continuing professional development credits for the course/activity
  4. Description: further information on the continuing professional development course/activity
- There is no requirement to attach documentation or proof of attendance at education events or background information. However, CLP, Inc. reserves the right to request and audit documentation confirming the information submitted on each application.
- For more information, including acceptable continuing professional development activities and step-by-step instructions for completing the recertification application, visit the CLP website: http://www.licensingcertification.org/recertification/.

Application Review

Applications will be reviewed by the CLP Standards, Admissions, and Recertification (SAR) Committee. The Committee will review each application and evaluate each continuing professional development activity claimed within the application. If the requirements for recertification have not been met as reflected in the recertification application or additional information is required by the Committee in order to determine whether the activity is acceptable for CLP continuing professional development credit, CLP will contact the candidate to request the additional information. The candidate must respond with the information requested by the date outlined in the request. If the request is not answered, the recertification application will not be approved, and the certification will expire accordingly.

Once all renewal requirements are met and certification has been renewed, CLP, Inc. will issue a renewal letter and written certificate to the individual stating that certification has been renewed.

Verification

There is no requirement to attach documentation or proof of attendance at education events when completing the recertification application. However, to maintain the integrity of the CLP renewal process, applications may be audited annually to determine compliance with the renewal requirements. Individuals whose renewal applications are selected for audit will be required to submit evidence that all requirements have been sufficiently met.

Individuals should retain appropriate supporting documentation for all continuing professional development credits for at least one (1) year following the submission of the renewal application. For continuing professional development credit based on practical experience, a letter from the individual's employer or a contact who can attest to the experience may be required for verification.

Failure to submit appropriate documentation will result in the revocation of the certification.

Failure to Recertify

CLP renewal every three (3) years is mandatory. For individuals who have failed to meet the renewal requirements, their certification will expire. Those individuals must follow the reinstatement policy to regain the use of the CLP designation.

An expired certification may be appealed (see Appeal Policy).

Reinstatement

An individual whose CLP credential has been expired for one year or less may reinstate the certification through the CLP grace period allowance by meeting all of the renewal requirements, submitting a renewal application, and paying the renewal fee of $425 and an additional administrative fee of $100 (total of $525). Individuals may use continuing professional development credits earned within the grace period when completing the recertification application, but the activities must not be claimed again when completing the subsequent recertification application.

After CLP approves the renewal application the candidate will be sent a new certificate. The expiration date of the reinstated certification will be the same as if the certification had been renewed on time.

An individual whose CLP credential has expired for more than one year must re-apply for certification. To re-apply the individual must meet all eligibility requirements in place at the time of re-application, complete the exam application, pay the initial application fee, and pass the CLP exam.

14. APPEAL POLICY

Adverse decisions by CLP may include, but are not limited to:

1. Denial of candidate application;
2. Denial of certification for an individual;
3. Denial of certification renewal for an individual; and
4. Revocation of certification.

In the event of an adverse decision in the areas outlined above, CLP shall advise the individuals involved of the decision and of the procedure for appealing the adverse decision. The individual desiring to appeal CLP's adverse decision (the "Grievant") must adhere to the following procedures and associated timelines.

The request must be received within sixty (60) days of the date that notice of the adverse decision was issued by CLP. The candidate is responsible for demonstrating with clear and convincing evidence that the appeal should be granted. CLP shall review the request and notify the applicant of its determination. To request a copy of the full Appeal Policy, please contact CLP at clpinfo@licensingcertification.org.

All administrative practices and procedures, including appeals, will be non-discriminatory on the basis of age, race, creed, color, religion, lifestyle, national origin, gender, sexual orientation, veteran status, or disability.

15.   SAMPLE QUESTION ANSWER KEY

Question Number	Correct Answer	Examination Content
1	D	Domain II, Task 2
2	B	Domain III, Task 4
3	A	Domain IV, Task 5
4	C	Domain I, Task 7
5	A	Domain III, Task 2
6	B	Domain II, Task 4
7	D	Domain II, Task 4
8	D	Domain V, Task 3
9	B	Domain III, Task 2
10	C	Domain III, Task 4
11	C	Domain IV, Task 3
12	D	Domain II, Tasks 4 and 5
13	D	Domain III, Task 1
14	C	Domain II, Tasks 2 and 3
15	D	Domain II, Tasks 5 and 6