CLP
CERTIFIED LICENSING PROFESSIONAL

Certified Licensing Professional

Candidate Handbook and Study Guidelines

Updated September 2022

DATES TO KNOW

Spring 2022 testing window	April 1– May 15, 2022
Spring 2022 scheduling window opens for all candidates	February 1, 2022
Spring 2022 application deadline	7 business days prior to desired test date or May 5, 2021, whichever occurs first
Spring 2022 scheduling window closes	May 13, 2021 (candidates can schedule until 11:59pm EST on May 13)
Fall 2022 testing window	September 15 – October 31, 2022
Fall 2022 scheduling window opens for all candidates	July 15, 2022
Fall 2022 application deadline	7 business days prior to desired test date or October 20, 2022, whichever occurs first
Fall 2022 scheduling window closes for all candidates	October 29, 2022 (*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, 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 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 two 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 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 2022 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 credit card as part of the online application. 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.

The email address 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 and to access the recertification application.

The online application is presented in sections. **The application will not be processed, and an eligibility decision will not be rendered, until all sections are complete, and the application fee is paid.** Following the Introduction and Instructions screen, the candidate will complete the following sections:

- Applicant Information
- Education (includes college/university name, location, years attended and degree received)
- Employment (includes employer name, applicant job title, start and end dates of employment, location, supervisor name and contact information, and a brief summary of job duties for documenting at least 3 years of experience within the previous 8 years and experience within the previous
- Professional References (includes name, company, job title, location, and contact information for two professional references)
- Document Upload (includes an optional upload of the applicant's Curriculum Vitae or resume).
- Code of Conduct Acknowledgement and Application Agreement
- Inclusion in the CLP Registry and Published Information
- Americans with Disabilities Act Accommodations Request
- Application Fee

Applicants may complete the application in multiple sittings if desired. Gathering the information outlined above prior to beginning the application will expedite completion of the application, which should take approximately 15-20 minutes.

The application will not be processed, and an eligibility decision will not be rendered, until all sections are complete, and the application fee is paid. All eligibility requirements must be satisfied before submitting an application. The application fee is not refundable. An application must be approved before an individual can schedule a testing appointment.

The applicant will receive an email when the application has been processed and may login to the application system to check the approval status at that time. See Section 7. Exam Appointment Scheduling & Administration Modalities for more information.

Contact CLP (clpinfo@licensingcertification.org) with any questions about the application.

6. ADDITIONAL APPLICATION INFORMATION

Applicant Information

Applicants should complete the first and last name fields in the application as they appear on the government-issued identification that will be used to check-in to the testing appointment. Mismatched application name and government issued identification presented at the testing appointment will prevent the candidate from sitting for the exam and will result in a forfeited testing attempt.

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.

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 Meazure Learning (formerly 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 remote proctored). Following application approval, CLP will notify Meazure Learning of the candidate's eligibility to test. Meazure Learning will send detailed scheduling directions to the candidate via a Notice to Schedule email to the email used in the application once the scheduling window opens (see Cover Page for scheduling window information). Applications must be submitted by the application deadline established for each testing window. See the cover page of this handbook for published deadlines.

This section details the deadlines and requirements for each administration option. Please read carefully as this information may differ depending on the chosen method.

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 may only schedule for the next available testing window. Testing appointments are available on a first come, first serve basis. CLP strongly encourages candidates to complete the application and schedule the exam at least 30 days prior to the opening of the testing window to ensure the best selection of test appointments.

Testing Center Administration

Scheduling Requirements – Test Center

Candidates who wish to test at a testing center must schedule the testing appointment by 11:59pm EST at least two days prior to the desired testing date. Candidates will select from a listing of available testing centers by geographical location and test date.

Following scheduling, Meazure Learning will email a confirmation notice. 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

Meazure Learning 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.

The Notice to Schedule email includes a link to the online scheduling system which provides an updated listing of testing centers as well as the available testing appointments, including dates and times. Morning and afternoon testing sessions are typically available.

International Test Centers

Candidates may test at Meazure Learning's 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. The additional fee is 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. Meazure Learning cannot guarantee availability of any international site/date during the designated testing period. Within five (5) business days, Meazure Learning will issue a confirmation notice for one of the preferred sites/dates. If none of the preferred sites/dates are available, Meazure Learning will offer an alternate site/date for the candidate's approval. Upon approval, Meazure Learning will issue a confirmation notice to the candidate. If the confirmation is not received within five (5) business days, contact Meazure Learning at 919-572-6880.

Rescheduling a Testing Appointment – Test Site

Testing appointments can be rescheduled within specific timelines. **Testing center appointments cannot be rescheduled less than two days in advance of the testing appointment.** To reschedule, candidates must return to Meazure Learning's scheduling system (using the link provided in the candidate's individual Notice to Schedule) and pay a $50 administrative fee. A candidate who does not reschedule at least two days in advance of the testing appointment and/or who misses the testing appointment forfeits an exam attempt and the opportunity to sit for the examination during that testing window. **Failure to appear for a testing appointment will count as a testing opportunity.**

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 Meazure Learning 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 the 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 Remote Proctored Administration

CLP also offers live remote proctored (LRP) administrations through Meazure Learning's ProctorU platform. LRP test administration allows candidates to complete the examination from their own computers via an internet connection at a time and place of their choosing while being securely monitored by a test proctor. Testing sessions are available 24/7/365, based on seating availability.

No international testing fee is assessed for LRP administrations.

System Requirements – LRP

Meazure Learning uses proprietary software to deliver examinations to 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. Only Chrome and Firefox browsers are supported for LRP testing. Candidates will need to add the ProctorU extension to their browser and download LogMeIn Rescue on the exam day. A list of technical specifications is available on Meazure Learning's [ProctorU webpage](). **For LRP 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 the testing vendor's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. A candidate whose computer fails the check of system requirements receives feedback on the hardware or software issue(s). The candidate must correct the issue(s), 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 – LRP

Candidates who wish to test via LRP must schedule the 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.

The candidate is directed to the dashboard to complete "My Profile," entering telephone number and time zone, then "Schedule Exam" to proceed 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 selected time notes the start time for the testing appointment. After selecting a date on the calendar and a time on the time grid, the candidate selects "Schedule" to confirm the testing appointment specifics.

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. 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 LRP; and information regarding an online tutorial for candidates. The testing appointment is noted on the LRP dashboard as well.

Rescheduling or Canceling a Testing Appointment – LRP
Candidates testing via LRP may cancel or reschedule their testing appointments no less than 24 hours prior to the scheduled testing appointment by accessing the online scheduling system through the confirmation notice and selecting the applicable action.

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.

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, Meazure Learning (formerly Scantron), 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, the psychometric consultant 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. Find the full text of the domains, as well as the task statements for each domain in Appendix A.

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

9.   EXAMINATION ADMINISTRATION

Reasonable Accommodations

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

Requests are submitted via the online application at the time of initial application. The application and the accommodations request must be submitted to CLP at least 45 days prior to the applicant's desired testing appointment date. Once CLP reviews and approves the application and the accommodations request, the approval for reasonable accommodations will be forwarded to Meazure Learning. CLP will provide an update to the candidate following this approval.

Meazure Learning 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 remote proctored administrations are generally limited as the candidate controls the testing environment, seating, etc. Certain accommodations may still be available for live remote proctored administrations.

Examination Schedule

Testing Center

Candidates have three (3) hours to complete the CLP certification 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 Remote 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 LRP 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 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 remote proctoring launch site. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone. The proctor will monitor the candidate via audio and video connection throughout the duration of the test session.

The launch process typically lasts 10-15 minutes but may be extended if there are technical issues. The launch time does not count towards the candidate's allowed testing time.

Candidates must have the exam password provided to them via email prior to the testing appointment. However, once the exam is launched, candidates may not access other screens or tabs on their device, and so it is important that the password is available on their cell phone or is printed.

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 or end the testing appointment. The candidate's examination will not be scored, and the incident will be reported to Meazure Learning and CLP for further action.

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

Examination Rules

Meazure Learning 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 Meazure Learning 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 Remote Proctored

- The proctor has complete access to the candidate's computer to monitor for unauthorized activities, including 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 and under the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor.
- All third-party programs must be closed, and secondary monitors must be unplugged and moved away from the testing space.
- Non-religious head coverings must be removed.
- 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 PASS™.
- Testing time for candidates begins when the examination is launched.
- Breaks are NOT allowed in LRP administrations.
- When a candidate completes the examination, he/she clicks the "Submit Exam" button and confirms he/she is ready to submit the examination. A thank-you message or an immediate score report is presented to candidates. Candidates may 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 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 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 the online score report portal, please visit https://www.scantron.com/programs/certified-licensing-professional-certification/. Score reports will not be mailed.

Examination Eligibility and Retakes

The application fee includes the processing of the application and two testing opportunities within a 13-month period that begins with the application approval date. If the candidate does not use both examination attempts 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, the candidate can schedule a second testing appointment for a subsequent testing window once scheduling for that window opens (60 days prior to the testing window). Candidates with remaining eligibility will receive a Notice to Schedule email once the scheduling window opens and may 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 remote proctored administrations.

For example, if the candidate's application is approved on March 1, 2022, the 13-month eligibility window expires on April 30, 2023. 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: 1) Spring 2022, 2) Fall 2022, and 3) Spring 2023. If the candidate takes the exam during window 1 or 2 and fails, the candidate may retake the exam, at no additional charge, during window 2 or 3. Candidates may take the exam only once per testing window.

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 Tests

CLP offers two practice test options:

1.   CLP offers a practice test and answer key at no charge. 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. To request a copy of the free practice test contact CLP at clpinfo@licensingcertification.org.
2.   CLP also offers a second practice test available for purchase. This practice test includes different items than the free version and provides additional information to contextualize the correct/incorrect answers for each question. To purchase the practice test, visit https://www.classmarker.com/online-test/login/.

The practice tests each consist of 50 multiple-choice questions that are representative of the content areas and question format of the CLP certification exam. The questions are not currently in use on and will never appear on a future active version of the certification exam.

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

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

Appendix B. of this handbook includes sample questions and an answer key that 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.

Taking the Examination

Tips for managing test anxiety and taking the examination as well as an online demonstration and tutorial are available at 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 LRP receive information regarding an online tutorial of the test delivery system, Proctored Assessment System (PASS™) in the appointment 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 https://www.scantron.com/preparing-for-your-test/.

3.   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 the candidate information reported. 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.

Designation and Credential Badge

Each candidate who passes the Certified Licensing Professional examination may use "CLP" after his or her name immediately following notification of passing the exam. The letters "CLP" should appear in a font no larger than the name of the individual and the name of his/her employer.

Passing candidates will be issued a digital badge and receive instructions for accessing it in the month following the close of the testing window. The digital badge may be shared to the professional's network such as by adding it to an email signature or linking it to one's LinkedIn profile.

Certification is recognized for a period of three (3) years based on the last day of the month the examination was passed and must be renewed by earning a specified number of credit units. Renewal requirements are included in Section 12 of this candidate handbook.

Credential Verification

CLP maintains a voluntary, online registry of certificants. Individuals may opt out of inclusion in the registry and may select what information is published when completing the application or by contacting CLP. The registry is available on the CLP web site and serves as verification of certification. If 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 professional'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.

4.   RECERTIFICATION

CLP revised the recertification requirements in April 2021. Please review this section for full information about the recertification policy.

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 (CPD) 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 contact information with CLP to receive correspondence including recertification reminders and certificant materials. Professionals may access the credential management system throughout the certification period to update contact information. When submitting the recertification application, the professional may update such information in the credential management system through the Applicant Information section as well.

CLP, Inc. will send periodic recertification reminders 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 CPD credits for CLP recertification is to gain or disseminate current licensing/IP knowledge. CLP accepts CPD 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 across a variety of issues, CLP CPD credits can be obtained from the following areas:

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

1. 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) CPD 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 CPD 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 CPD credit.

2. 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 CLP CPD 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 CPD 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 CPD credit. For example, a candidate participating in a 1-day seminar totaling 8 hours in one of the areas above earns eight (8) CLP CPD 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 CPD credit.

3. 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 _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 CLP CPD 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 CLP CPD credits. CPD 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 CPD credit. For example, a candidate who taught an 8-hour workshop earns 24 CLP CPD 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 CPD credit.

4. 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 one or more content domains covered on the CLP exam (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 CPD credits.
- Writing an article for a third party that is not self-published and not peer-reviewed* is equivalent to 15 CLP CPD credits.
- Publishing** an article for a peer-reviewed journal is equivalent to 30 CLP CPD credits.
- Publishing** a chapter for a book is equivalent to 30 CLP CPD credits.
- Publishing** a book or textbook is equivalent to 40 CLP CPD 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 CPD 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 CPD 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 CLP CPD credit. For example, if a candidate serves as an expert witness or arbiter for eight hours, the candidate earns eight CLP CPD 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 CPD credit.

CLP Continuing Professional Development Credit (CPD) Summary Table

Topic Area	Activities	CPD Credit Awarded
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 <u>in court</u>	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 is paid as part of the application submission.

Recertification Application

To apply for recertification:

- Complete the online application accessible by logging into the credential management system.
- 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 or Reset Password links on the login screen.
- Submit the application at least one month prior to the expiration date to allow time for application review and approval.
- Candidates who submit the application early and earn CLP CPD credits between the date that they submit the recertification application and the original certification renewal date may carry over these credits into the next three year renewal period.
- Candidates may access the system throughout the certification cycle to track CPD activity.

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

The application will not be processed, and certification renewal will not be awarded, until all sections are complete, and the application fee is paid.

Application Procedures

To apply for recertification, a certificant will enter his/her continuing professional development credits. Once the appropriate number of CPD credits is entered, the certificant can proceed to the attestation statement and to update/confirm participation in the online registry. The next step is to submit the recertification fee. Once all application steps are complete, including the application payment, the application will enter the queue for review by CLP. **The application will not be processed, and certification renewal will not be awarded, until all sections are complete, and the application fee is paid.** Partial or incomplete applications will not be reviewed.

Recertification Application Tips

- To enter CPD credits, select the professional development category from the drop-down list.
- Select the provider from the drop-down list, if applicable. If the provider of the CPD course/activity is not included in the dropdown list, select Other and then enter the provider's name in the Other Provider field.
- Enter the provider, course/event/activity name, credit hours, and brief description/other information as detailed in the CLP Recertification Policy for each CPD activity.
- Individuals should self-report the <u>educationally focused</u> credits earned in each CPD activity in the credit hours field.
- 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 additional recertification information, visit the CLP website:
  http://www.licensingcertification.org/recertification/.

Attestation Statement

As part of the recertification process, renewal candidates must complete an attestation statement, agreeing that all information submitted is accurate, and agreeing to comply with the CLP Code of Conduct.

Application Review

CLP will review all recertification applications and evaluate each continuing professional development activity claimed. If the requirements for recertification have not been met as reflected in the recertification application or additional information is required to determine whether an activity is acceptable for CLP CPD credit, CLP will contact the professional 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 renew the professional's digital badge.

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 to verify compliance with the renewal requirements. Individuals whose renewal applications are selected for audit will be required to submit evidence of the renewal activities claimed in the recertification application.

Individuals should retain appropriate supporting documentation for all CPD credits for at least one (1) year following the submission of the renewal application. For CPD 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, the certification will expire, and further use of the CLP designation is prohibited. 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 <u>one year or less</u> 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.   CLP EMERITUS

The CLP Emeritus status is available to individuals who have held the CLP credential, in good standing, but are now retired from full-time employment. The designation recognizes, CLP certificants who have had successful careers in licensing/IP but are no longer able to maintain the credential due to their employment status.

CLP Emeritus Requirements

The requirements for CLP Emeritus status require that an individual:

- Have held the CLP credential, in good standing, within the last three (3) years;
- Be retired from full-time employment (Note: a limited amount of part-time work is allowable, such as independent consulting, board seats, or pro bono work); and,
- Pay the one-time application fee of $150 USD.

Individuals granted the status are not required to earn continuing professional development credits.

CLP Emeritus Application

The CLP Emeritus application is completed online. The application will not be reviewed and until all sections are complete and application payment is made.

CLP Emeritus Designation

Once approved for CLP Emeritus designation, the credential "CLP Emeritus" must only be used. Use of the "CLP" credential is not permitted.

If granted the CLP Emeritus designation, individuals must notify CLP, Inc. if they re-enter full time employment in the licensing field, and therefore no longer meet the Emeritus Status requirements. To reinstate the CLP credential, individuals are required to re-apply, pay for, and pass the CLP examination.

Those awarded the CLP Emeritus designation will be included in the CLP registry available on the CLP website. Individuals may opt out of inclusion in the registry by indicating the preference in the CLP Emeritus application or by contacting CLP.

15.   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.

Appendix A. 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.		

Appendix B. Sample Questions

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

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