Certified Licensing Professional
Candidate Handbook and Study Guidelines

Updated November 2016

Updated information:
Examination Scoring

DATES TO KNOW*

April 2017 testing window	April 1– April 30, 2017
April 2017 scheduling window opens (for retake candidates only using previously issued notice to schedule emails)	early December 2016
April 2017 notice to schedule emails released and scheduling window opens (for new candidates)	beginning February 1, 2017
April 2017 scheduling window closes	April 25, 2017
October 2017 testing window	October 1–31, 2017
October 2017 scheduling window opens (for retake candidates only using previously issued notice to schedule emails)	mid May 2017
October 2017 notice to schedule emails released and scheduling window opens (for new candidates)	beginning August 1, 2017
October 2017 scheduling window closes for all candidates	October 24, 2017

Scheduling window: Candidates can begin scheduling testing appointments. It is recommended that candidates submit their scheduling requests 30 days prior to the examination date on which they want to schedule. As additional available testing appointments are added between 21 and 45 days prior to the examination date, scheduling requests placed 30 days prior to the exam allows candidates more testing options from which to choose.

Notice to schedule emails: The notice to schedule email contains information on how to schedule a testing appointment. In addition, this email includes important testing information for the candidate to review.

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A. 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 licensing experience and is currently employed in the licensing field. Candidates are required to meet educational and experience standards (see section F). 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 Rules 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.

B. APPLICATION DEADLINES AND EXAMINATION SCHEDULE

Applications are accepted on a continual basis. The examination is computer-based and is offered during one-month windows in April and October following application submission.

Please note, applications must be completed and the testing appointment must be made at ***least seven business days*** prior to the test date during the scheduled testing window. However, a candidate's preferred test location may be full if the candidate waits until the last minute to complete the application.

Therefore, candidates are strongly encouraged to complete their applications at least 30 days prior to the opening of the testing window for which they want to sit. For example, candidates who want to test in October should complete their applications in September. Candidates can only schedule for the next available testing window.

C. APPLICATION FEES

The application fee is $995. 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.

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. 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 Castle's scheduling system (using the link provided in the initial notice to schedule email). When the candidate returns, he/she will be able to schedule a second testing appointment.

For example, if the candidate applies on September 15, 2016, the 13-month eligibility window expires on October 31, 2017. 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: October 2016, April 2017 or October 2017.

All fees are subject to change. If such a change occurs before the reprinting of this candidate handbook, a notice of the change will be attached to the application. Be aware of the importance of any such notices.

D. APPLICATION SUBMISSION

All candidates will apply online at www.castleworldwide.com/clp. If you are a new candidate who has not started an application, select "New Candidate" under the "New CLP Candidate" header. Candidates can also access the application and additional CLP information by visiting the CLP website at www.licensingcertification.org.

If you are a new candidate who has started, but not finished an application, select "Returning Candidate." When you select "Returning Candidate," you will be prompted to enter your username and password, which you previously entered in section D, Contact Information, of

the online application. ***Please note: The username and password that you create during the application process will be used by passing candidates to update their information on the CLP Registry listing.***

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

A. Verification of Information
B. Inclusion on the CLP Registry
C. Code of Conduct Acknowledgement
D. Contact Information
E. Education (includes college/university name, location, years attended and degree received)
F. Employment (includes employer name, location, contact information, start and end dates of employment, and a summary of job duties for current and previous employers)
G. Professional References (includes name, location, and contact information for three professional references)
H. 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. Candidates can exit the application without losing their information at the conclusion of the submission of section D, Contact Information, by closing the browser window. Candidates must complete sections A through D in order for their username and password to be recorded in the system, which allows for re-entry into the application.

As noted, candidates who begin the application, but must stop before completion, can return to the application by returning to www.castleworldwide.com/clp and selecting "Returning Candidate." When you select "Returning Candidate," you will be prompted to enter your username and password, which you entered in section D, Contact Information, of the application.

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

Questions regarding the application or payment can be directed to Castle Worldwide, Inc., Attention: CLP Certification Examination, P.O. Box 570, Morrisville, NC 27560, 919.572.6880 (telephone), 919.361.2426 (facsimile), clp@castleworldwide.com (email).

E. APPLICATION AND TESTING PROCESS

It is recommended that a CLP candidate follow the following steps:

1. Review this candidate handbook (available online at www.licensingcertification.org) prior to completing the application. Follow the instructions given. Questions can be addressed to Castle using the contract information noted above or CLP via email clpinfo@licensingcertification.org. Failure to follow the instructions can lead to the rejection of an application.

2. Review the eligibility requirements. To sit for the CLP examination, an applicant must meet the necessary education and experience standards. See section F for further details. **DO NOT submit an application before you have satisfied all eligibility requirements. Keep in mind, the application fee is not refundable.**

3. Complete the application and pay the application fee. A completed application must be submitted through www.castleworldwide.com/clp before a candidate can schedule his/her testing appointment.

4. Complete the application at least seven days prior to the desired testing date. ***Please note: Candidates are encouraged to apply 30 days before the opening of the testing window for which they want to sit to allow for application and payment processing as well as offer a greater selection of available testing appointments.*** For example, if you want to test on October 14, 2016, your application must be completed (including payment) and you must schedule your testing appointment on October 5, 2016. However, you are encouraged to complete your application in September 2016. ***You can only schedule for the next available testing window.***

5. Schedule a testing session. Upon the approval of your application, Castle will notify you of your eligibility to sit for the examination and will provide you with a username, password, and directions on how to schedule a testing session. Castle will do its best to accommodate your test site and date request. These are filled on a first-come, first-served basis, based on test center availability. Occasionally, the center and date you request may not be available, in which case Castle will work with you to find an alternative time and location to best meet your needs. These notices to schedule emails are sent weekly beginning eight weeks before the opening of the testing window.

In addition to testing centers in the United States and Canada, you can test at Castle testing centers throughout the world for an additional fee of $200 (U.S. Dollars) paid during the scheduling process. 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 your notice to schedule email.

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 fee again.

6. Sit for the examination. Morning and afternoon testing sessions will be available. The examination consists of 150 multiple-choice questions. You will be given three (3) hours to complete the examination.

7. Wait for the examination results. The Certified Licensing Professional Examination 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 testing@castleworldwide.com upon score release that grants them access to the portal. For information on accessing scores via Castle's online score report portal, please visit http://www.castleworldwide.com/ScoreReportPortal/instructions.pdf. Score reports will not be mailed.

F. ELIGIBILITY REQUIREMENTS

To sit for the certification examination, you must meet certain requirements. Please provide all requested information with your application. Applications will not be considered complete without the requested information.

Education

To sit for the certification examination, the candidate must have received a Bachelor's degree or higher from an accredited university. 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:

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

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

G. ADDITIONAL APPLICATION INFORMATION

Personal Information

Please complete all sections of the application that pertain to personal information. This information is needed in order to facilitate communication with you. You should include you maiden name, if it is needed to confirm experience or training requirements. Provide complete information including all zip codes, telephone numbers, and email addresses in order to expedite processing. During the application and certification process, it is your responsibility to keep Castle informed of current addresses so that you will continue to receive 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 Registry.

H. TESTING APPOINTMENT SCHEDULING

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. ***Candidates can only schedule for the next available testing window.***

Following scheduling, Castle 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.

You must take the Certified Licensing Professional examination during the testing appointment that was scheduled following the approval of your application. Exceptions will be made only for substantiated emergencies. In the event of an emergency, you must reschedule your testing appointment by contacting Castle at 919.572.6880.

If you do not have an emergency, you may reschedule the examination by paying a fee (see Rescheduling a Testing Appointment in this section). Candidates who do not reschedule in advance of their testing appointments and/or candidates who miss their testing appointments forfeit the opportunity to sit for the examination during that testing window.

Testing Centers

Castle maintains testing centers in the United States and Canada for the administration of the Certified Licensing Professional examination. For a complete list of Castle testing centers, go to https://www.castleworldwide.com/castleweb/clients/testing-services/ibt-testing-sites.aspx.

Please note: The lists presented on Castle's website are complete lists of Castle testing sites; however, not every site will be available during every testing window. Once a candidate's application is approved, his/her notice to schedule email will include a link to Castle's online scheduling system. Approximately 30 to 45 days before the testing window, the candidate will be able to view the specific sites, dates, and times available during that testing window using the scheduling system.

In addition to testing centers in the United States and Canada, you can test at Castle testing centers throughout the world for an additional fee of $200 (U.S. Dollars) paid during the scheduling process. 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 your notice to schedule email.

Please note: Testing centers are subject to change without notice, and testing centers maintain individual dates and times of operations. Testing appointments are made on a first-come, first-served basis. Accordingly, candidates are encouraged to submit their applications as soon as possible. When the candidate schedules his/her testing appointment through the online scheduling system, he/she will be presented with an updated listing of testing centers as well as the available testing appointments, including dates and times.

If a candidate elects to schedule a testing appointment outside of the United States and Canada, he/she will email Castle's testing coordinator with three preferred testing center/appointment date and time combinations. Castle's testing coordinator will schedule an appointment or send additional availability information to the candidate. Again, any testing appointment scheduled outside of the United States and Canada is subject to an additional fee of $200 (U.S. dollars) paid at the time of scheduling.

Rescheduling a Testing Appointment

Testing appointments can be rescheduled within specific timelines. Candidates can reschedule a testing appointment **up to four business days in advance** of his/her testing appointment. To reschedule, candidates must return to Castle's scheduling system (using the link provided in the candidate's individual notice to schedule) and pay a $50 administrative fee. **Testing appointments cannot be rescheduled less than four business days in advance of the testing appointment. Failure to appear for a testing appointment will count as a testing opportunity.**

Please remember, the application fee includes 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.

Canceling a Testing Appointment

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. Once again, keep in mind that 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 fee again.

I. EXAMINATION INFORMATION

Examination Development

CLP contracted with Castle to develop the certification examination. Castle is a full-service testing company providing licensure, certification, and specialty examinations, including practical and simulation tests, for associations, state boards, government agencies, and corporations.

The development of a valid examination for the CLP certification process began with a clear and concise definition of the knowledge, skills, and abilities needed for competent job performance. Using interviews, surveys, observation, and group discussions, Castle 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 as outlined in the 2008 CLP Role Delineation Study.

Examination Content

The certification examination consists of 150 multiple-choice questions. You will be given three (3) hours to complete the examination. Eight major performance domains account for the examination's content. The chart below notes the number of questions included in each performance domain. And, the full text of the domains, as well as the task statements for each domain, is listed below.

Domain	No. of Questions
Domain I: Strategy	20
Domain II: Intellectual Property Protection	26
Domain III: Opportunity Assessment and Development	22
Domain IV: Valuation	10
Domain V: Marketing	5
Domain VI: Agreement Development and Drafting	27
Domain VII: Negotiation	30
Domain VIII: Agreement Management	10

Domain I: Strategy

Task 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.

Task 2: Perform an intellectual property gap analysis relative to the strategy through portfolio assessment and environmental scanning in order to leverage existing assets and/or identify resource requirements and to achieve intellectual property strategies.

Task 3: Participate in developing the organization by identifying essential roles, processes, and structure in order to optimize the organization's investment in intellectual property resources.

Task 4: Articulate the value of a well-organized, dynamic intellectual property process by highlighting the impact of intellectual property development and commercialization in order to bring about greater benefit to all stakeholders.

Domain II: Intellectual Property Protection

Task 1: Build an intellectual property portfolio by protecting intellectual property strategically in order to support and advance the organization's objectives.

Task 2: Survey the organization's existing and potential intellectual capital through appropriate means in order to identify intellectual property requiring or worthy of protection.

Task 3: Select inventions to protect by evaluating pertinent legal factors, commercial opportunities, and available resources in order to optimize the portfolio.

Task 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.

Task 5: Implement the protection strategy using the selected mechanisms in order to build and sustain the organization's intellectual property portfolio.

Task 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 III: Opportunity Assessment and Development

Task 1: Segment the intellectual property portfolio using appropriate analytical tools in order to identify the highest and best use of the organization's intellectual property.

Task 2: Evaluate the segmented intellectual property in conjunction with opportunities using appropriate analytical tools in order to identify all potentially licensable assets.

Task 3: Identify commercial opportunities using appropriate methods in order to establish targeted licensee(s).

Task 4: Assess the need for rights controlled by other parties using commercial and legal analyses in order to optimize business return.

Task 5: 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.

Task 6: Develop a business plan that includes intellectual property using appropriate methods in order to achieve established objectives.

Task 7: Develop basic license terms consistent with the licensing strategy and business plan in order to establish an initial agreement structure.

Domain IV: Valuation

Task 1: 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.

Task 2: Define the context of the valuation using relevant business principles in order to choose the most appropriate methodologies and define the necessary level of diligence.

Task 3: Identify the factors influencing the value based on the proposed licensing strategy in order to enable the determination of an appropriate price

Task 4: Select the most appropriate methodologies using accepted valuation principles in order to perform the valuation and develop a range of values.

Task 5: Prepare a valuation report using clear and concise language in order to articulate the value for the purposes required and/or to justify the offering price of the intellectual property.

Domain V: Marketing

Task 1: Obtain internal organizational consensus about the licensing plan using a calculated value proposition in order to establish the basis for a licensing arrangement.

Task 2: Outline the appropriate marketing strategy that articulates the value proposition of the intellectual property and includes a marketing plan and promotional program based on assessed opportunities, market factors and the overall intellectual property landscape in order to achieve the most favorable licensing returns.

Task 3: Deploy the marketing plan, periodically assessing effectiveness and progress, in order to take into consideration the dynamic marketing landscape.

Domain VI: Agreement Development and Drafting

Task 1: Define the terms and conditions to be negotiated using cross-functional teams in order to meet enterprise objectives.

Task 2: Ensure that all regulatory, policy, and legal concerns are met by examining the range of applicable requirements in order to complete an executable and enforceable contract.

Task 3: Draft the term sheet by addressing critical issues in order to expedite contract negotiations.

Task 4: Draft the license or other type of agreement using the final term sheet in clear language in order to express the intent of the parties to operate as intended in all applicable jurisdictions.

Domain VII: Negotiation

Task 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.

Task 2: Determine a Best Alternative To Negotiated Agreement (BATNA) by exploring related opportunities in order to find an acceptable substitute for a successful transaction.

Task 3: Establish the negotiation strategy and tactics by assigning appropriate individuals to the negotiating team and defining their respective roles and responsibilities, the timeframe, and other parameters in order to conduct the negotiations effectively.

Task 4: Manage the negotiation process by implementing the negotiation strategy and tactics and by recording the impact of changes to the term sheet and countering within the range of acceptable outcomes in order to conduct and close the negotiations effectively.

Task 5: Review the final agreement by comparing it to the understandings of the parties in order to ensure consistency with the negotiated terms and conditions.

Task 6: Gain approval of the final terms and conditions of the agreement by communicating the value of the deal to the organization in order to confirm acceptability relative to the licensing strategy and objectives.

Domain VIII: Agreement Management

Task 1: Establish ongoing obligations by reviewing the signed agreement in order to ensure compliance by all parties.

Task 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.

Task 3: Archive the license agreement along with a written summary of its key features and obligations by entering these documents into an appropriate filing and retrieval system in order to allow for easy access for future reference.

Demonstration Test

Castle offers a free online tutorial and demonstration test to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible at anytime, anywhere, through any computer with Internet access. Candidates may access the tutorial and demonstration on Castle's website, www.castleworldwide.com.

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.
D. 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

Practice Test

Registered candidates will receive complimentary access to an online practice test. This practice test includes 50 multiple-choice questions that are representative of the questions on the CLP certification exam. The content areas of the practice test are comparable to those of the actual certification exam, though the questions included in this practice test will never appear on a future certification exam.

Immediately after the practice test, candidates will receive their score and brief diagnostic information detailing their areas of strength and weakness at the domain level. In addition, for any question answered incorrectly by the candidate, the full question, including the answer, will be displayed on the report. For best results, candidates are advised to concentrate your study efforts on the content areas where they demonstrated weakness rather than to focus on the specific questions that gave them trouble. Remember, these questions will never be on the actual certification exam.

Registered candidates will receive an email message that contains instructions on accessing and completing the practice test, including a link as well as unique login information (username and password).

References

The Certified Licensing Professional examination is based on current knowledge of theory and practice in licensing. The resources recommended below, although not comprehensive, may be helpful in preparing for the examination. Additional references listed by domain area are found on the CLP web site: http://www.licensingcertification.org/for-candidates/exam-references-listed-by-domain/.

Battersby, Gregory and Charles W. Grimes. Licensing Desk Book. New York: Aspen Law and Business, 1999.

Brunsvold, Brian G. and Dennis P. O'Reilley. Drafting Patent License Agreements, 5th edition. Washington, DC: Bureau of National Affairs, 2004.

Davis, Julie L. and Suzanne S. Harrison. Edison in the Boardroom: How Leading Companies Realize Value From Their Intellectual Assets. New York: John Wiley and Sons, Inc., 2001.

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Examination Time Limits

You must take the examination on the test date scheduled following approval of your application. If you wish to reschedule your testing session, you must provide a written request to Castle at least four business days prior to your test date. The request may be submitted by mail, facsimile, or email. A $50 rescheduling fee will apply. If you do not appear for your testing session and you have not rescheduled at least four business days prior to your test date, your testing fee will be forfeited. You will be required to complete a Retake Application and pay an additional testing fee. Exceptions to this policy will be made only for substantiated emergencies.

Reasonable Accommodations

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

Requests must be received by CLP at least 45 days prior to the testing appointment date. Once CLP reviews the request, the approval for reasonable accommodations will be forwarded to Castle.

Examination Schedule

You will have three (3) hours to complete the Certified Licensing Professional examination. Most morning examinations begin at 9:00 a.m. Most afternoon examinations begin at 1:00 pm. You will be notified of any changes to this schedule as far in advance of the examination as possible. Please arrive at the testing site at least 15 minutes prior to the start of the examination.

You will not be admitted to the examination once the examination has begun. If you arrive late or not at all, you forfeit your testing appointment and your examination fee for that particular test opportunity.

You must bring your examination admission ticket and your current/valid (not expired) photo identification with signature to your 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).

Your name on the photo identification must match EXACTLY your name on the examination admission ticket. Failure to bring proper valid identification and/or a mismatch on your name as it appears on the proper valid documentation can result in your inability to sit for the examination.

Disqualification

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

Castle follows industry standard testing rules as outlined below.

- 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.
- You 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 examination admission ticket. If an emergency arises, and you are unable to take the examination as scheduled, please call Castle at 919.572.6880.
- No questions concerning the content of the examination may be asked during the examination period. You should 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.

Examination Scoring

The Certified Licensing Professional Examination 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 testing@castleworldwide.com upon score release that grants them access to the portal. For information on accessing scores via Castle's online score report portal, please visit http://www.castleworldwide.com/ScoreReportPortal/instructions.pdf. Score reports will not be mailed.

The individual score report will indicate whether you passed or failed the examination. Passing or failing is based on the scaled score indicated on your score report. A scaled score of 500 is needed to pass the Certified Licensing Professional examination. 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 indicated. However, as subscores are based on lower numbers of items, 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. **There is no penalty for guessing; each incorrect or omitted answer is counted as one incorrect response.** The total possible number of answers for each section is listed on the score 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 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 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. 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 Castle's scheduling system (using the link provided in the initial notice to schedule email). When the candidate returns, he/she will be able to schedule a second testing appointment.

J. EXAMINATION PREPARATION

How to Study

CLP encourages you to prepare for the Certified Licensing Professional examination by using resources such as those listed in this handbook. Plan your review methods well in advance of the examination. Think about the study method that is best for you (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).

Managing Test Anxiety

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you. In addition, an online demonstration and tutorial are available at www.castleworldwide.com/tds_v5/asp/home.asp. The demonstration and tutorial will familiarize you with the testing environment. They are not intended as a review of the Certified Licensing Professional examination content.

Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques, and be sure to stretch your muscles periodically. These exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.

Do not let the comments or behavior of other examinees make you anxious. As examinees are taking different versions of the examination, examinees will finish at different times – some finishing very early, others taking the full three (3) hours. Examinees that finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, collect all the supplies you will need, and choose comfortable clothing for that day in advance. Knowing that you are prepared for the test will help to reduce your anxiety.

Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

Tips for Taking the Examination

- Budget your time well. Because you will have three (3) hours to complete 150 questions, you will want to complete more than half (75) in less than half the time. This is because you will want extra time after completing the full examination to review questions you either skipped or questions you may have marked for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.

- Read each question carefully, focusing on what is being asked. If you are uncertain about the answer but nevertheless want to give a tentative answer at the time, mark the test question to indicate that you want to review the test question and your answer if time allows. Go back to questions marked in this manner after completing the entire test.

- Read all options before selecting your answer. Always select the best choice.

- Do not overanalyze or try to "read into" a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.

- Remember that this is a national test. Questions will focus on licensing practice across the United States, including knowledge of how the international environment impacts on U.S. practices. The questions will be based upon an accepted knowledge base. Don't be limited by thinking only about your organization's policy or your clients. Choose options that you know to be correct in any licensing setting.

- If there are questions including the words "not," "except," or "least" answer these with particular care because you will be looking for the exception. These questions involve a reversal of your usual thought patterns.

- Pay close attention to key words such as "best," "most," "primary," or "usually." These words indicate that other options may at times be correct, but given the wording or situation in the test question, you must judge which option is the best.

- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test. You may find one question near the end of the test that may lead you to recall information that applies to another question that appeared much earlier.

- When guessing, do so by the process of elimination. Treat each option as a true or false statement, and eliminate those that you would not select. Narrow your choices and then make an educated guess.

- Answer every test question, because there is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the difficult questions. Leave time at the end of the testing period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all of the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don't miss any!

- If reading English is difficult for you because English is not your primary language, maximize your time by reading and answering all the shorter questions first. After completing all of the short questions, go back and attempt to answer the longer questions.

- Review the suggested resources listed in this handbook.

K. CERTIFICATION

Eligibility Audits

A percentage of candidate applications 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.

Designation and Certificate

Each candidate who passes the Certified Licensing Professional examination may use "CLP" after his or her name 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 re-examination or by earning a specified number of credit units.
Approximately six weeks after the close of the testing window, candidates who received a passing score will receive a certificate and important information about renewal.

L. RECERTIFICATION

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 education (CE) 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, full-time employment, etc.

The CLP credential will be recognized for a period of three (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, three (3) years after certification was initially earned. For example, a candidate who took and passed the CLP exam on April 15, 2014 is required to complete the renewal application by April 30, 2017. Please review the Recertification Policy prior to submitting your application. The policy is available online at http://www.licensingcertification.org/recertification/.

To apply for recertification, candidates must complete an online application available at www.castleworldwide.com/clp. Individuals should select the Returning/Recertification Candidate option under CLP Candidate. Individuals will be required to enter their username (email address from the original application for certification) and password (created with the original application for certification). If you need assistance with your password, use the Forgot Password link below the login information.

Demographic Information

Prior to submitting any recertification information, please review and update, if necessary, your demographic information using Update Contact Information available in the online application. CLP, Inc. requires accurate and up-to-date contact information for all candidates to ensure the timely delivery of information related to your certification.

Recertification Requirements

- Earn at least 40 continuing education (CE) credits by the individual's recertification deadline.
- Have at least three (3) years of full-time licensing experience within the prior eight (8) years.
- Be active in the field of licensing.
- Complete all qualifying continuing education (CE) credits by application submission and within three-year renewal period.

Recertification Fee

Renewal candidates must pay the non-refundable renewal fee of $400 to qualify for renewal. The fee must be paid in U.S. funds.

Application Audits

To maintain the integrity of the CLP renewal process, renewal applications will be audited to determine compliance with the renewal requirements. A certain number of individuals whose renewal applications are selected for audit will be required to submit evidence that all requirements have been met. For continuing education (CE) credit based on full-time employment, a letter from your employer may be required for verification. Failure to submit appropriate documentation may results in the revocation of the certification.

Attestation Statement

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

Application Procedures

To apply for recertification, a certificant will enter his/her continuing education (CE) credits. Once the appropriate number of CE 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.

To enter continuing education (CE) credits, individuals will enter the provider, course, credit hours, and other information as detailed in the CLP Recertification Policy for each CE activity. CLP, Inc. has developed a list of continuing education (CE) providers and courses/activities. However, the list is not exhaustive. If the provider of the CE course/activity is not included in the online application, then please enter the provider's name in the Other Provider field. If the CE activity/course is not included in the online application, then please enter the course/activity's name in the Other Course field. The CLP Recertification Committee will review Other Provider and Other Course information and will inform you if the Other Provider or Other Course is not approved for CE credit.

Individuals should self-report the educationally-focused credits earned in each CE course/activity in the credit hours field. The CLP Recertification Committee will review the reported credits.

- Provider: sponsoring organization for the CE course/activity
- Course: course/activity title
- Credit hours: total number of CE hours for the course/activity
- Description: further information on the CE 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. Individuals should retain appropriate supporting documentation for all continuing education (CE) credits for at least one (1) year following the submission of the renewal application.

For more information on recertification, including acceptable continuing education (CE) activities, assistance for completing the recertification application, and the application web site, please visit the CLP website: http://www.licensingcertification.org/recertification/.

M. 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.

N. SAMPLE QUESTION ANSWER KEY

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

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CERTIFIED LICENSING PROFESSIONAL

Certified Licensing Professional
Candidate Handbook and Study Guidelines