



DATES TO KNOW

April 2017 testing window April	April 1– 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

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

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.

For more information about the CLP certification process, contact clpinfo@licensingcertification.org.