



CLP, Inc. Program Policies

Designation and Digital 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.

Waiver and Release of Information

Individual applicants and certificants may authorize CLP and its agents to communicate essential information relating to the application, certification, and review of these items to employers, state and federal authorities, other applicants and certificants, educational programs, and others by means of a newsletter or otherwise ONLY upon receipt of a written and signed authorization.

Examination scores are confidential and will not be disclosed to any third party unless CLP is directed to do so by subpoena or court order, or when a candidate or certificant requests in writing that the scores be sent to a third party, indicating which particular scores are to be disclosed, identify specifically the person or organization to whom the scores should be sent, and pay any fees required by CLP for sending said scores.

Information regarding disciplinary action taken against a Certified Licensing Professional may be made public as indicated in the CLP Policy and Procedures Manual.

Equal Opportunity

All testing, certification, and administrative practices and procedures (including appeals) will be nondiscriminatory on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), or genetic information (including family medical history).

Awarding of CLP Credential

Only individuals who meet all eligibility and examination requirements are awarded the CLP credential. Passing candidates may use the credential when notified of the passing score.

Limitations

CLP provides information on its certification procedures and objectives so that training courses can be developed specifically to help persons planning to take the CLP examination; however, CLP does not develop, endorse, certify, or accredit training programs.

Appeals Policy

To request a copy of the full Appeal Policy, contact CLP, Inc.

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. Individuals will also be notified of the appeal policy in the Candidate Handbook, on the CLP website, and/or in other published sources. 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.

Ethics and Discipline Policy

To request a copy of the full Ethics and Discipline Policy, contact CLP, Inc.

Ethics Complaints Procedures

The Ethics Complaint Procedures of CLP are intended to assist and inform applicants and credential holders as to professional conduct and disciplinary procedures. CLP conducts credentialing programs for IP Licensing Professionals and has established recertification requirements, as needed for the program. CLP affirms that a candidate having met the stated prerequisites and having successfully passed the certification examination, if required, meets the standards for awarding a CLP credential. CLP does not express an opinion on the competence or warrant the job performance of credential holders. However, it is expected that a credential holder or candidate will comply at all times with the *CLP Code of Conduct*.

Persons concerned with possible violations of the *CLP Code of Conduct* or other policies or requirements of CLP may identify in a written statement to CLP the person(s) alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible, with available documentation. The statement must include the name and contact information (email and telephone number) of the person making the statement and others who may have knowledge or facts concerning the alleged violation.

Disciplinary Standards

The Board, in its sole discretion, may revoke or otherwise take action with regard to the application or credentialing of an individual in the case of:

1. Ineligibility for credentialing programs;
2. Irregularity or misbehavior in connection with any certification examination;
3. Unauthorized possession, use, access, or distribution of confidential credential materials including but not limited to examinations, score reports, answer sheets, certificates/digital badges, or applicant and credential holder files, documents or other materials;
4. Material misrepresentation or fraud in any statement to CLP or to the public including, but not limited to, résumé fraud or any statements made to assist the applicant, credential holder, or another person to apply for, obtain, or retain a CLP credential, renewal of certification, or employment as a licensing professional;
5. Any condition, including but not limited to, substance abuse or any related illegal use, which impairs competent performance as a licensing professional;

6. Gross or repeated negligence or malpractice in professional work, including but not limited to, releasing to third parties without authorization the confidential information of clients, competitors, or others with whom the applicant or credential holder has a professional relationship;
7. The conviction of, plea of guilty, or plea of *nolo contendere*, to a felony or misdemeanor that is directly related to an applicant's or credential holder's education, training, or employment, or competent performance as an IP Licensing Professional;
8. Not adhering to the *CLP Code of Conduct* or other professional standards of practice if the applicant or credential holder is in possession of other professional credentials(s); or
9. Filing a complaint with CLP against another applicant or credential holder if and only if the Hearing Panel determines the complaint was without merit and made due to a retaliatory motive or was brought before CLP in bad faith.

Disciplinary Review Procedures

Whenever CLP receives written allegations from a complaining individual or legal entity against an applicant or credential holder that raise an issue under the disciplinary review procedures, CLP shall transmit such allegations to the chair of the Review Panel. If the Review Panel determines that no good cause exists to question eligibility or compliance with the standards, no adverse action shall be taken, and the complaining individual or legal entity shall be notified of this finding in writing by email. If the Review Panel determines by majority vote that good cause does exist, the Review Panel shall direct communication to the applicant or credential holder via email.

Sanctions

Sanctions for violation of any CLP standard(s) may include one or more of the following:

1. Denial or suspension of eligibility
2. Revocation
3. Non-renewal
4. Censure
5. Reprimand
6. Suspension
7. Corrective education, training, or oversight
8. Unpublished confidential reports maintained in CLP records
9. Other corrective actions as appropriate
10. Conditions relating to any of the above
11. Any of the above sanctions may also be applied against a complaining individual or legal entity if and only if a majority of the Hearing Panel determines, after at least one (1) prior complaint against the same applicant or credential holder, that both the first and any subsequent complaint by the complaining individual or legal entity is deemed to be frivolous by the Hearing Panel, and that the complaining individual or legal entity has a retaliatory motive or brought the complaints before CLP as an act of bad faith.

Disciplinary Appeal Process

The applicant or certificant may appeal to the Appeals Panel a decision by the Hearing Panel regarding the truthfulness of the allegations, apparent misunderstanding or misrepresentation of material facts presented as evidence, or material procedural error, and may appeal a decision by either the Review Panel or the Hearing Panel by following the procedures outlined in the Appeals Policy.