



National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211
Phone 800.875.4404; Fax 913.498.1243
Office Hours: M-F 7:30am - 7:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0212

Certified Postsecondary Instructor® (CPI®) Candidate Application

Rev: 2021

- Your application to test or retest **MUST BE RECEIVED** by NCCT at least 14 days prior to the requested test date. If not, we will contact you to reschedule a different test date.
- Your application **MUST BE COMPLETED** in full (all sections, documents, signature, and payment). If not, the scheduling of your examination will be delayed.
- Applications and payments are valid for one year from the date of receipt by NCCT.
- The practice of some professions may be regulated in certain states and it is your responsibility to determine whether this certification meets your state requirements for practice before taking it.

PLEASE DO NOT FAX THE APPLICATION OR MAIL ORIGINAL DOCUMENTS

1 **PERSONAL INFORMATION** Please print clearly in **INK**. All information entered below must match your driver's license, passport or state/military-issued ID card. Identification will be verified at the Test Site.

First Name _____ MI _____ Last Name _____

Date of Birth (MM/DD/YYYY) _____ Email _____

Address _____ Apt. # _____ City, State, Zip _____

Mobile Phone _____ - _____ - _____ Additional Phone _____ - _____ - _____

2 **DEMOGRAPHIC DATA** Optional data collected for statistical purposes

Gender

Race/Ethnicity

Male Black/African-American Native Hawaiian or Other Pacific Islander Other _____

Female American Indian/Alaska Native Hispanic/Latino _____

Asian White/Caucasian _____

3 **PAYMENT**

Check Money Order MasterCard Visa Amount Paid _____

Bill to School (billing code _____) Paid by Phone (confirmation # _____)

Credit Card # _____ - _____ - _____ - _____ Exp. Date _____ / _____

Cardholder Signature _____ Cardholder Name _____

Cardholder Billing Address _____

Cardholder City, State, Zip _____

NCCT USE ONLY	AMT	DATE	CK/MO#
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Please contact a customer service representative at 800.875.4404 for Review Material information.

4 **ELIGIBILITY** *Candidate Requirements & Documentation*

- Minimum HS diploma (or GED)**
 - A copy of a United States high school diploma or equivalent credentials (e.g., GED). If you have a college degree, you may send a copy of your degree/diploma instead.
- Minimum 6 months full-time teaching experience (or equivalent) at the postsecondary level.**
 - Experience must be verified by the individual you ask to complete the *Reference Form* included with this application.
- Evidence of good moral character.**
 - The *Reference Form* included with this application provides NCCT with this evidence.

TEST SITE

5 **CPI® EXAMINATION FEE**

- \$90 - any route**

6 **FEES AND REFUND POLICIES**

- Scores and certifications will not be released until fees are paid.
- Applicants who withdraw applications within three (3) business days after receipt in our offices and applicants determined to be ineligible to test will be sent a refund of the exam fee, minus a \$25 processing fee.
- There is a \$25 fee for any returned checks.
- There is a \$10 fee for rescheduling an examination.
- NCCT is not responsible for expenses incurred by the applicant due to cancellation of a test session, location changes, time changes, testing site equipment malfunctions, or other such events/incidents.

7 NOTICE OF NON-DISCRIMINATION AND ADA ACCOMMODATION

NCCT does not discriminate against any candidate based on race, creed, color, national origin, sex, religion, disability, marital status, or age.

NCCT will provide reasonable and appropriate test accommodations in accordance with the Americans with Disabilities Act (1990) for individuals with documented disabilities who request and demonstrate the need for accommodation on a case by case basis as required by law. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

NCCT requires documentation to validate that the individual is covered under the ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to test functions for all examinees. Certain job competencies may be considered so essential to the professional practice in the field that some accommodations for eligibility or testing may not be available, as determined by NCCT.

Any applicant with an ADA-qualifying disability seeking approval for accommodations during NCCT certification testing must complete the *Special Accommodations Request (TE-0226)* form and have the *Documentation of Disability-Related Needs (TE-0226.1)* form completed by an appropriate professional. Both completed forms must be returned to NCCT along with the Candidate Application at least four (4) weeks prior to the anticipated test date. These forms may be downloaded from the Forms/Docs tab of the NCCT website at www.ncctinc.com or mailed to applicants upon request.

8 CODE OF ETHICS *By signing the NCCT application before testing, all certification candidates agree to abide by the following Code of Ethics as NCCT certified professionals.*

- I shall strive to remain current in my knowledge and skills by participating in continuing education activities within my professional discipline(s).
- I shall solve problems that are within my capabilities and will display the wisdom to seek help when they are beyond my skills or abilities.
- I shall adhere to all safeguards in the workplace, for the health and well-being of those I serve, as well as my own.
- I shall be honest in the performance of my responsibilities and in all professional interactions with others. If I make mistakes, I will own up to them and work to make them right.
- I shall respect and obey the law, and all regulations within the law, that serve to protect the public in connection to matters of practice related to my professional responsibilities.
- I shall protect the confidences and privacy of those who use my services within the constraints of the law and the obligations of my profession and workplace.

In making this pledge, I agree to uphold high standards of professional behavior at all times in the role(s) for which I am certified by NCCT.

9 STATEMENTS OF UNDERSTANDING, CONSENT, AND VERIFICATION

Applicant agreement and signature are required to test with NCCT. Parent/guardian must also sign for minors.

YES NO **I understand and agree to all of the following as a condition of testing:**

- All exam questions are the sole property of NCCT and it is my responsibility to maintain their confidentiality. Any attempt to copy, reproduce, or otherwise reveal the contents of the examination will be grounds for invalidation of my certification and possible legal action. NCCT reserves the right to prosecute to the full extent of the law for copyright infringement.
- If I am found in possession of any electronic device during an NCCT examination the proctor has the right to confiscate the device and send it to NCCT for investigation, and NCCT has the right to access the device and delete any unauthorized NCCT materials found on the device (e.g., photo of exam content) before it is returned to me.
- Based on a testing or data irregularity, NCCT has the right to invalidate any examination score and require a retake, at no charge, entirely at its discretion.
- NCCT retains the final authority to make all decisions regarding eligibility and certification.
- NCCT reserves the right to request necessary information from individuals, institutions, or organizations in order to validate my identity, documentation, education, background and/or other credentials.
- I will uphold all published NCCT candidate policies, including the NCCT fee and refund policies.
- The liability of NCCT and its agents is limited to examination fees only.
- To maintain an active certification status, recertification requirements must be met on an annual basis. Recertification requirements are the completion of continuing education units and payment of a recertification fee.
- It is my responsibility to send NCCT all required documentation, all documentation must be in English, and no certification will be released unless all requirements have been met and all documentation is on file at NCCT.
- I must submit my application, documentation and fees at least 14 days prior to the test date.
- Online test results are provided immediately upon completion of the exam but I should allow two (2) to four (4) weeks for processing paper/pencil exam results after testing.
- Only four (4) unsuccessful exam attempts are allowed per discipline. If I do not pass an exam, I must wait at least 30 days before a second or third attempt and one (1) year before a fourth attempt. Each retest requires a new application and payment of the full exam fee.
- I agree to the release of my pass/fail status, examination scores and other application or contact information to authorized officials from any state agency as required by law. I understand my personal information will not otherwise be shared with any outside agency, but the public will be able to verify my certification status.

YES NO **Grounds for invalidation or recall of any NCCT certification may include, but are not limited to, the following:**

- Violation of any NCCT policies or procedures, including its code of ethics.
- Failure to cooperate and/or reasonably assist with the investigation of any testing irregularity.
- Giving or receiving unauthorized assistance when taking an examination (i.e., cheating).
- Permitting anyone other than yourself to take an examination with your identity.
- Violation of any laws relating to practice of the profession for which you are being tested.
- Falsifying anything related to test application or test admission processes, or falsifying documentation.
- Using fraud or deception to obtain certification or recertification of oneself or another by assistance.
- Unauthorized possession, distribution, or use of NCCT exams or test questions in any form.

I give NCCT the authority to do the following:

- YES NO To allow the use of my name for certification recognition purposes on the NCCT website(s).
- YES NO To release my examination scores and pass/fail status to authorized officials from my program/institution.

I verify all of the following:

- YES NO I have personally completed this application form and fully understand the contents. I declare, under penalty of perjury, all the information in this application is true and the signature below is my own.

Applicant Signature _____ Date _____

(required for all applicants)



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TE-0212RF

Certified Postsecondary Instructor® (CPI®) Reference Form

Rev: 2021

REFERENCE FORM You will need a reference from an individual in a supervisory capacity related to your employment as an instructor. Ask your reference to complete this form and return it to you. Send your application, payment, and all required documentation (see Section 4 of this application) to NCCT at the address on Page 1. NCCT reserves the right to contact your reference to validate the information as needed.

CPI® Candidate Name _____

(If documents are submitted using more than one name, please provide all names above.)

Dear CPI® Candidate Reference:

The candidate named above has applied to take our Certified Postsecondary Instructor® examination. References are an important part of the application process. Please answer these questions about the candidate, and return this form to the candidate for inclusion with his or her application. If, for any reason, you do not wish to return this form to your candidate, you may send it to us directly at the address above; please notify candidate if you choose to do so. Thank you!

Yes No **(1)** Have you known this candidate for more than one year? How long? _____

Yes No **(2)** Is/Was this candidate employed by you, or the company you represent?

Name of Your Organization _____

Address of Your Organization _____

City _____ State _____ Zip _____

Dates of Employment _____ (Month/Year) to _____ (Month/Year)

Yes No **(3)** If you answered Yes to (2), has the candidate had at least six (6) months of full-time postsecondary teaching experience (or its equivalent) within your organization?

Yes No **(4)** Can you attest to this candidate's proficiencies in the subjects he or she teaches?
Name of subject matter area(s) of expertise _____

Yes No **(5)** Do you believe this candidate to be of good moral character?

For Questions **(6)** through **(9)**: The CPI® examination will determine whether the candidate possesses the minimum knowledge and skills needed to teach students at the postsecondary level, as determined by a national role delineation study. In your opinion, has this candidate demonstrated:

Yes No **(6)** The ability to use principles of adult education that are important for success in the postsecondary classroom? (e.g. characteristics of adult learners, group dynamics and facilitation skills, fair practices in education)

Yes No **(7)** The ability to plan and/or design coursework appropriate for the postsecondary students he or she teaches? (e.g. developing curriculum, learning objectives, learning activities; assessing student learning needs and preferences and designing strategies for helping them learn accordingly; etc.)

Yes No **(8)** The ability to evaluate a classroom environment and deliver instruction and/or guide learning successfully?

Yes No **(9)** The ability to evaluate student learning, the effectiveness of all teaching strategies, the effectiveness of classroom implementation, and the validity of all tools of assessment?

Use the back of this form to explain any **NO** responses, provide any additional information, or make comments. Thank you!

Name & Credentials _____ Title _____

Signature _____ Today's Date _____

How do we contact you if we have any questions? _____



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TE-0212ECO

Certified Postsecondary Instructor® (CPI®) Exam Content Outline

Rev: 2021

What are the general competencies for the CPI® exam?

The Certified Postsecondary Instructor® will be able to:

- 1 Demonstrate depth of knowledge in a primary teaching area
- 2 Demonstrate knowledge of principles of instruction at the postsecondary level
- 3 Design and plan instruction to meet learning objectives
- 4 Create and maintain a functional learning environment
- 5 Assess all aspects of learning to improve quality

What is on the CPI® exam?

The CPI® exam tests all of the competencies above except #1.

NCCT will not test your knowledge in your primary teaching area. Instead, you will submit documentation in your primary discipline that NCCT will keep on file. For example, if you teach phlebotomy, you might send in a copy of your own certification as a Phlebotomy Technician, along with letters of reference from employers that attest to your expertise and experience as an educator.

How many questions are on the CPI® exam?

The CPI® exam has 200 multiple-choice questions that test your knowledge, skills, and abilities in the remaining general competencies (#2-5) and you are allowed four (4) hours to complete the exam, although few people require that much time.

Number of Scored Items	What content is included in the questions?
45	<p>The CPI® demonstrates knowledge of principles of instruction at the postsecondary level, including:</p> <ul style="list-style-type: none"> • Principles of adult education • Group dynamics and facilitation • Use of technology in teaching • Pedagogy in the adult classroom • Fair practices in education
45	<p>The CPI® can design and plan instruction to meet learning objectives, by developing and/or using:</p> <ul style="list-style-type: none"> • Measurable behavioral learning objectives • Assessments of entry skills, needs, and learning preferences • Instructional strategies and tools that fit learner needs • Learning experiences that actively engage, motivate, and challenge diverse learners • Learning activities that promote self-confidence • Learning opportunities that incorporate adult experiences • Classroom logistics that optimize the learning environment • Classroom logistics that maximize comfort and safety

- Learning activities that facilitate participation
- Collaboration with administrators, peers, students or others
- Resources from the community, the internet, professional organizations, publications, instructional software, self-instructional units, and other audio/visual aids
- Delivery methods that use time effectively and maximize results

56 ***The CPI® creates and maintains a functional learning environment by:***

- Communicating course objectives
- Presenting course information in a logical manner
- Implementing a positive instructional climate
- Motivating learners and sharing subject matter enthusiasm
- Using effective classroom management skills
- Engaging diverse learners through multiple techniques
- Creating a comfortable environment for adult learners
- Establishing rapport with learners
- Handling questions and criticisms appropriately
- Developing a climate of mutual respect in the classroom
- Establishing class and individual student expectations
- Modeling skills, concepts, attributes, and thought processes
- Using problem solving and conflict resolution skills
- Using situational learning to allow application of skills
- Ensuring confidentiality, honesty, integrity and ethics
- Encouraging self-control and self-direction
- Maintaining instructor credibility in the classroom
- Exhibiting tolerance and flexibility in dealing with students
- Responding with sincerity to student needs and concerns
- Using a sense of humor to make learning fun
- Linking learning to prior knowledge, experience and background
- Encouraging critical thinking skills
- Providing opportunities for students to practice what they learn
- Demonstrating multicultural sensitivity
- Reaching learners with diverse needs, styles, preferences, and backgrounds
- Displaying oral, written, and electronic communication skills appropriate for a teaching professional

54 ***The CPI® evaluates all aspects of learning to improve quality by:***

- Assessing student learning
- Assessing the instructional planning and design of the course, improving if indicated
- Assessing all instructional implementation and delivery, improving if indicated
- Determining whether the assessments provide value-added feedback
- Determining new personal, professional, and course improvement plans based upon feedback and assessments