



International CPTED Association

ICA CPTED Certification Program (ICCP)

ICCP Certification Exam Guidelines

The ICCP certification exam can be written or oral. It will be administered by the ICA Certification Review Committee or ICA Regional Chapter's Certification Committee (where available), or by the agent authorized by the Chapter.

1. The exam can be taken any time during the year, or as set out by the ICA Certification Review Committee's or the ICA Regional Chapter's regulations. The candidate usually takes the exam after successful completion of the Record Book.
2. Candidates are encouraged to consult with the Certification Program Coordinator Certification Committee regarding expectations, or any other questions they might have about the exam (ica.iccp@cpted.net). The Coordinator and Committee members should provide guidance in preparing for the exam. It is not, however, the role of the Coordinator or Committee to review answers to specific questions prior to the exam.
3. If the candidate chooses a written examination format (or oral format via Zoom), the candidate shall submit six (6) questions for the exam. The questions will be designed so that they demonstrate an understanding of the demonstrated competencies, core subject areas and the presented evidence guide. The Certification Review Committee will select three or four (3 or 4) questions from the six provided for the Candidate to answer. The Committee reserves the right to add additional questions or replace any of the 3 or 4 questions with their own.

WRITTEN EXAMS

In some cases candidates may wish to satisfy the competencies for certification by taking a written, "take home" exam. If the exam is written, candidates will be assigned a completion date of ten days from the date on which the examination materials are transmitted to the candidate to when they must be received by the Certification Review Committee.

1. Candidates are limited to a maximum of 10 pages for the examination, typed and double-spaced, not including supporting documents.
2. Candidates must submit the responses in a Microsoft Word or PDF compatible document in a digital form (via email or by uploading to the website link).
3. Together with written examination the candidates must submit a statement that the exam responses are their own work. The statement should be signed by an exam "sponsor" such as a public notary, ICA Board member, ICA Certification Committee Member or ICA certified member (ICCP-Professional). Examinations will not be marked unless accompanied by this statement.

4. The examination will be evaluated as a pass/fail by the examiner(s). Tied evaluation scores will be arbitrated by a member designated on the Certification Committee whose decision is final. The Committee will designate an arbiter if necessary.
5. Cheating, plagiarism or other improprieties are violations of the ICA Code of Ethics. If such improprieties are suspected, the Certification Committee will contact the candidate. The Committee will discuss the examination with the candidate. Where the Committee determines wrongful actions occurred, the examination will be considered void and the individual disqualified from ICA certification. Notice will also be sent of these actions to the ICA Board for consideration under the ICA Code of Ethics. Disqualification is permanent unless otherwise decided by the ICA Board of Directors.

ORAL EXAMS

In some cases candidates may wish to satisfy the competencies for certification by taking an oral exam. If the exam is scheduled to be taken orally, the Certification Committee will establish a process for conducting this exam. Most likely the exam will be scheduled during an ICA International Conference or the conference of the Regional Chapter of the ICA. The Committee will designate fully certified ICA members (ICCP-Professional) as examiners; at least two (but not more than four unless agreed to by the candidate) will sit on the examination.

1. The oral examination will be evaluated as a pass/fail by the examiners. Any tied evaluation scores will be arbitrated by a third person designated on the Certification Committee whose decision is final.
2. To assist in preparing for the examination, the guidelines and preparatory exam questions will be made available on the ICA website. In addition, Certification Committee members, ICA board members and other fully certified members of the ICA will be available as “exam mentors” for questions on-line, on telephone, or at ICA functions.
3. To initiate the ICA certification process, the applicant should submit to the ICA Certification Committee or appropriate Regional Chapter of the ICA (where available), the application form. Once the candidate is registered in the program they can begin completing their Record Book and after its successful completion take the exam.

Exam via Zoom

For applicants wishing to complete an oral exam between the conferences via Zoom, the same initial process applies as to those completing a written exam outlined above. The process differs in that the candidates address the selected questions orally via Zoom in place of a document with written responses to questions.