CERTIPORT

How to Apply for Certified Professional Instructor (CPI) Membership

This document outlines the process for applying for CPI membership. If you are interested in applying for one or more of the CPI specialties (*Digital Literacy, Desktop Productivity 2003, Desktop Productivity 2007, or Creative Media*) please follow the steps below.

<u>*Step 1*</u>: **Obtain all the Required Certifications**
 For detailed information about CPI requirements, please refer to the document titled '***CPI requirements***' posted on the CPI Web site (www.certiport.com/cpi).

Certification requirements for each specialty include the following:

> <u>*Digital Literacy 2005 CPI:*</u> all 3 IC^3 exams: Computing Fundamentals, Key Applications, and Living Online

> <u>*Desktop Productivity 2003 CPI:*</u> all 5 MOS exams: Microsoft® Office Specialist Word 2003 Expert, Microsoft® Office Specialist Excel® 2003 Expert, Microsoft® Office Specialist PowerPoint® 2003, Microsoft® Office Specialist Access™ 2003, and Microsoft® Office Specialist Outlook® 2003

> <u>*Desktop Productivity 2007 CPI:*</u> all 6 MCAS exams: Using Microsoft® Office Word, Using ® Office Excel®, Using Microsoft® Office PowerPoint®, Using Microsoft® Office Access®, Using Microsoft® Office tlook®, and Windows Vista® for the Business Worker

<u>*Step 2*</u>: **Apply online** (www.certiport.com/cpi) **for CPI Membership**
Click '**Apply for CPI Membership**' in the right-hand column, and enter the necessary information. You will need to **submit the required documents, including 3 professional teaching references.** As each requirement is met, Certiport will send you emails outlining the status of your application.

You can also check the status of your application online by logging into your account at Certiport.com.

<u>*Step 3*</u>: **Register as a Testing Center**
Once your CPI application has been approved, register as a Certiport Testing Center. To register:
- Go to www.certiport.com.
- Click the link *Register as a Testing Center* (below Live Ticker in the right-hand pane).
- Answer the questions as a business; CPIs are considered 'virtual testing centers.'
- Name your Testing Center as follows: *(your name) + CPI Training* (for example: Sandy DuBose CPI Training).

<u>*Step 4*</u>: **Activate Your Testing Center**
Once your Testing Center application has been approved, **email the name of the Testing Center, the ID number** associated with the Testing Center, and the products associated with your CPI specialty (i.e. IC^3 exams, Microsoft® Office Specialist 2003 exams, Using Microsoft® Office exams (2007), Certiprep 2007, Certiprep 2003, and/or Adobe exams) to ges@certiport.com. Your Testing Center will then be submitted for activation. Once your Testing Center is active, you will be sent an email notifying you that you have been granted Organization Administrator rights.

<u>*Step 5*</u>: **Attend the CPI Train-The-Trainer Workshop**
Register online for the CPI Workshop specific to your specialty at http://certiport.webex.com/). Click the *Training Center* link and *Upcoming* tab on http://certiport.webex.com to see upcoming workshops available for registration.

After you attend the *CPI remote workshop***,** you will need to attend the *System Administrator Training for Instructors* sessions (Portal, CPS, & iQsystem). You can find the scheduled times for these sessions at http://certiport.webex.com/). These sessions do not require registration, but you should follow the steps listed below for preparation.

Step 6: **Complete the Certiport Portal Training**

1. Make sure your Testing Center has been activated (see Step 4). Then go to www.certiport.com, log in, and be sure you are in the '**Organization Administrator'** role. Roles should be directly underneath the Certiport logo and to the right of "Welcome, (first name)." Click the *Toolkit* tab, click the *Testing Center Downloads* link, and click the *Training* link to right of iQsystem Training.

2. Read the Certiport Portal Guide and/or view the Certiport Portal Guide videos listed under Certiport Portal Training Video.

3. Click the *Training Center* link and *Upcoming* tab on http://certiport.webex.com to see upcoming training. For the Certiport Portal one-hour remote session you are interested in attending, click the event to obtain the session details. Registration is not required.

Step 7: **Complete the iQsystem 6 Training**

1. Go to www.certiport.com, log in, and be sure you are in the '**Organization Administrator'** role. Roles should be directly underneath the Certiport logo and to the right of "Welcome, (first name)." Click the *Toolkit* tab, click the *Testing Center Downloads* link, and click the *Training* link to right of iQsystem Training.

2. Read the iQsystem 6 Guides and/or view the same iQsystem 6 videos listed under iQsystem 6 Videos.

3. Click the *Training Center* link and the *Upcoming* tab on http://certiport.webex.com to see upcoming training. For the Certiport iQsystem 6 one-hour remote session you are interested in attending, click the event to obtain the session details. Registration is not required.

Step 8: **Register for a Certification Pathways System (CPS) Account and Review the CPS User Guide**

1. **Request a CPS (Certification Pathway System) user name and password** by emailing ges@certiport.com.

2. After receiving your CPS user name and password, go to http://certprep.certiport.com and log in with your CPS user name and password. You will be required to change the password at your next log in. To change the password, click the *Help* link at the top of the page.

3. Read the CPS User Guide.

Step 9: **Complete the online Benchmark Module**

Go to http://certprep.certiport.com, and log in with your CPS user name and password. Click the *My Pathways* link to see the courses for which you are registered. **Complete the Benchmark module**. Your scores will automatically be sent to your CPI trainer.

Step 10: **Complete the online Mentor Module**

Go to http://certprep.certiport.com and log in with your CPS user name and password. Click the *My Pathways* link to see the courses for which you are registered. **Complete the Mentor** module. Your scores will automatically be sent to your CPI trainer.

Step 11: **Complete the CPS Training**

1. Go to www.certiport.com, log in, and be sure you are in the '**Organization Administrator'** role. Roles should be directly underneath the Certiport logo and to the right of "Welcome, (first name)." Click the *Toolkit* tab, click the *Testing Center Downloads* link, and click the *Training* link to right of iQsystem Training.

2. Read the CPS Guides and/or view the CPS videos.

3. Click the *Training Center* link and the *Upcoming* tab on http://certiport.webex.com to see upcoming training. For the Certiport CPS one-hour remote session you are interested in attending, click the event to obtain the session details. Registration is not required.

Step 12*:* **Make your online Membership Payment**

1. At this point, you should receive an email from Certiport requesting the **CPI Membership Fee payment**. This payment can be submitted online by logging into your Certiport account at www.certiport.com under the role of 'Instructor.' Go to the CPI tab, and at the bottom of the page, you will see a link to make your membership payment. Follow this process to complete your application.

2. Completing your application will provide you with access to the instructor materials online. Your CPI instructor kit and CPI certificate will automatically be sent to you.