

## Host the SITE CITP Exam at a Chapter Event!

Looking to host the Certified Incentive Travel Professional (CITP) exam?

We are extending an invitation to chapters to include the CITP exam at a forthcoming event with the following generous net rates:

	SITE Members	Non Members
Usual price	\$675	\$895
<b>SITE Chapter Rates</b>		
5-9 participants	\$625	\$845
10-29 participants	\$550	\$770
30+ participants	\$475	\$625

*Chapters may use these net rates to generate chapter revenue or to offer a discount!*

### Details for hosting the exam are as follows:

#### Hosting Location Responsibilities

- Designate one person from the hosting location as the “CITP Hosting Location Liaison” to serve as the primary point of contact for all communication with SITE Headquarters
- Make arrangements for adequate exam space with capacity for expected number of candidates to meet the following requirements:
  - Three feet of space between candidates
  - Clean, well-lit environment, free from distractions
  - Seating arranged in a classroom style format
- Marketing and promotion of the CITP being administered at the hosting location meeting
- You must have a minimum number of **10 candidates** to host the exam
- Manage facility logistics
- Provide appropriate registration area/check in tables on the date of the exam
- Check in attendees on the day of the exam
- Secure exam proctor(s) at a ratio of 2 proctors to the first 25 candidates and then 1 proctor to every additional 15 candidates after that
- Ensure that proctor(s) have completed SITE proctor training, coordinated with SITE staff
- Administer the exam in an environment that is free from distractions
- Enforce security procedures outlined by SITE to ensure that the exam is administered with the utmost protection
- If a paper and pencil examination administration is scheduled:
  1. Distribute the paper and pencil examination booklet and score sheets
  2. Distribute calculators
  3. Return all examination materials in the federal express envelope provided within three days following the administration of the exam.

## **SITE Headquarters Responsibilities**

SITE Headquarters is responsible for the following:

- Provide/assist with marketing materials to assure professional CITP branded look and accuracy of content
- Provide accessible online registration for the exam
- Review and process exam applications
- Collect exam payment
- Notify candidates that their application has been processed and inform candidates of exam day details including a contact name and phone number of the CITP Hosting location Liaison at the hosting location
- Respond in timely manner (within 24 hours) to questions about exam and/or customer service inquiries
- Provide roster of exam candidates to the designated CITP Hosting location Liaison
- Provide information on special accommodations for exam candidates (as necessary) to the designated CITP Hosting location Liaison
- Securely send all necessary exam materials to the CITP Hosting location Liaison
- Distribute exam results to candidates within six weeks following the exam date
- Provide certificates to passing candidates within six weeks following the exam date
- Include all passing certificants in database and published listing of CITP certified individuals
- Provide hosting location exam information on the SITE website and in electronic communications as available

## **Proctor Requirements**

Proctors for the CITP exam must meet the following requirements:

- Currently CITP certified OR sign a waiver agreeing not to sit for the CITP exam for a minimum of one (1) year from the exam date
- May not be a direct supervisor for any individual sitting for the examination
- Complete SITE provided proctor training to be completed in a web based format as well as SITE CITP Proctor Manual
- Complete provided Proctor Agreement Form attesting to these terms and conditions
- Attend a Proctor Training Webinar

## **Cost to Administer the Exam**

- Any internal cost such as
  - Tables and chairs in school room format for exam candidates
  - Head/registration table for proctors
  - Room rental fees if applicable
- Paper and Pencil
  - Calculators for all exam candidates if paper and pencil is offered (or alert candidates to bring their own)
  - Pencils and sharpeners

## **CITP Examination Preparation**

To prepare for the CITP examination, SITE is offering an Online Certification Preparation Course consisting of 9 modules (3.5 CE credit) on topic areas mapped to the CITP Exam Content Outline. These credits can be applied to the 10 hours of SITE education required to qualify for the CITP exam, or for re-certification of the CIS credential. The prep course is available to SITE members for \$395 USD or for non-members at \$495 USD.

***Access to the online course will be available for one-year following the date of purchase.***

**Hosting is easy and the SITE team is here to help you! Schedule your exam date today at [certification@siteglobal.com](mailto:certification@siteglobal.com)**

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