## Form A: Profile

**This form is for the Virtual Classroom Trainer recording only.
Submitting the incorrect form will cause scoring to be delayed!**

**Please type or legibly complete the forms in English.**

|  |  |
| --- | --- |
| Name (as it appears on Essential Exam Score Report): | Click here to enter text. |
| Address: | Click here to enter text. |
| City: | Click here to enter text. |
| State/Province: | Click here to enter text. |
| Postal Code: | Click here to enter text. |
| Country: | Click here to enter text. |
| CompTIA Career ID Number: (begins with COMP) | COMPClick here to enter text. |
| Company Name: | Click here to enter text. |
| CompTIA Member/Partner Number:(6 Digit Member ID) | Click here to enter text. |
| Daytime Phone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |

Please check the following and complete as applicable.

[ ]  I have passed the computer-based portion of the examination.

[ ]  Photocopy of score report enclosed.

I certify that the person recording this session is me. I understand that if it is known to be untrue, my certification will be revoked.

Instructor Name Instructor Signature Date

## Form A: Profile (Continued)

|  |  |
| --- | --- |
| Name (as it appears on Essential Exam Score Report): | Click here to enter text. |
| CompTIA Career ID Number: (begins with COMP) | COMPClick here to enter text. |

**Witness 1**

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Witness), viewed this recording and attest to the fact that the trainer addressed on this recording is the trainer listed above.*

|  |  |
| --- | --- |
| Signature: |  |
| Relationship: | Click here to enter text. |
| Phone: | Click here to enter text. |
| Email: | Click here to enter text. |

**Witness 2**

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Witness), viewed this recording and attest to the fact that the trainer addressed on this recording is the trainer listed above*.

|  |  |
| --- | --- |
| Signature: |  |
| Relationship: | Click here to enter text. |
| Phone: | Click here to enter text. |
| Email: | Click here to enter text. |

Witnesses will be randomly called to confirm the identity of the trainer in the submitted training session recording.

Instructor Name Instructor Signature Date

Form B: Release Form
**This form is for the Virtual Classroom Trainer recording only.
Submitting the incorrect form will cause scoring to be delayed!**

1. **Collect email replies from each attendee stating the following (in Italics) and include the printed email replies with this form:**

*I hereby grant CompTIA permission to use the recorded virtual classroom session, in which I appear as a participant for assessment of skills for the purpose of certification, for the trainer named below:*

Click here to enter text. Click here to enter text.

 *(Name of the instructor) (Date)*

COMPClick here to enter text.

 *(CompTIA Career ID Number)*

1. **Complete the form below.**

|  |  |  |
| --- | --- | --- |
|  | **Participant Name (printed)** | **Date Email Agreement Sent (attached)** |
| 1. |  Click here to enter text. | Click here to enter text. |
| 2. |  Click here to enter text. | Click here to enter text. |
| 3. |  Click here to enter text. | Click here to enter text. |
| 4. |  Click here to enter text. | Click here to enter text. |
| 5. |  Click here to enter text. | Click here to enter text. |
| 6. |  Click here to enter text. | Click here to enter text. |
| 7. |  Click here to enter text. | Click here to enter text. |
| 8. |  Click here to enter text. | Click here to enter text. |

*I hereby grant CompTIA permission to use my virtual classroom session recording submission for internal purposes only. Further, I hereby certify that each person appearing in the recording has consented to being recorded as evidenced in the attached consent emails.*

Instructor Name Instructor Signature Date

## Form C: Submission Documentation

## General Information about the Presentation & Presenter

**This form is for the Virtual Classroom Trainer recording only.
Submitting the incorrect form will cause scoring to be delayed!**

|  |  |
| --- | --- |
| Name (as it appears on Essential Exam Score Report): | Click here to enter text. |
| CompTIA Career ID Number: (begins with COMP) | COMPClick here to enter text. |
| Daytime Phone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |

Be sure to legibly answer each question carefully since the scoring judges will review this form with your recording. Some of the questions are directly linked to the skills being measured by this performance assessment. Type or print the answers in the space provided. Scoring judges will not consider additional pages.

1a. What is the subject of the instructional module?

Click here to enter text.

1b. Check the most appropriate category for the recorded session content.

 [ ]  Business & Management Related Skills [ ]  Process and Quality Programs

 [ ]  Career Development [ ]  Sales

 [ ]  Customer Service [ ]  Scientific

 [ ]  Facilitation Services [ ]  Software Related

 [ ]  Human Resources [ ]  Team Development

 [ ]  Leadership [ ]  Technological (Non-Software)

 [ ]  Marketing [ ]  Other- Please Specify

 Click here to enter text.

## Form C: Submission Documentation

## Planning prior to the course

2. What are the learning objectives for this module, as stated on the recorded performance? The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1A)

Click here to enter text.

3. What are the relevant characteristics of the learners including their level of expertise in the content area? (The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1A)

 Click here to enter text.

4. Specifically, how did you identify these characteristics? How did you gather the information? The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1A)

 Click here to enter text.

5. What did you do to prepare for training this particular group of learners for this specific recorded session? If you adapted the material or made adjustments, explain what you did and why. If you did not need to adapt it, explain why it was not necessary. NOTE: Your response to this question must match what scoring judges observe on the recording. The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1A)

Click here to enter text.

6. Describe what you did to organize the class particularly as it relates to the portion of the course shown on the recording. NOTE: Your response to this question must match what scoring judges observe on the recording. The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1B)

Click here to enter text.

7. What might the learners have expected based on the pre-course announcement? How did you confirm what their expectations were and what did you do to meet them? NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to “Planning Prior to the Course.” (SubDomain 1B)

Click here to enter text.

8. If this 20–minute segment is part of a longer course, how does it fit into the larger context of the training course?

Click here to enter text.

9. If you have stopped the recording, indicate the reason for the stop. (See the How to Prepare guide for the rules about stopping the recording.) Be sure to explain what activities occurred during the time the recording is stopped. NOTE: A portion of the activity must be visible on the recording in order for the scoring judges to consider it as part of this performance assessment.

Click here to enter text.

## Form C: Submission Documentation

## Evaluate the Training Event

10. To what extent does the recording demonstrate how well you met the learning objectives for this module as it relates to the instruction shown in the module? NOTE: Your response to this question must match what scoring judges observe on the recording. The response to this question provides evidence related to “Evaluate the Training Event.” (SubDomain 5B)

Click here to enter text.

11. How would you describe the success of this module? What activities worked well and why? What activities would you change and why? Be sure to include any activities that you added or adapted to meet learners’ needs. NOTE: Your response to this question must match what scoring judges observe on the recording. The response to this question provides evidence related to “Evaluate the Training Event.” (SubDomain 5B)

Click here to enter text.

12. Please provide any additional information you think the scoring judges should know about your performance as it relates specifically to this instructional module, this group of learners, this specific performance, and this submission documentation form.

Click here to enter text.

## Form D: Payment Information

## [ ]  Check box if information below is the same as Form A

|  |  |
| --- | --- |
| Name (as it appears on Essential Exam Score Report): | Click here to enter text. |
| Address: | Click here to enter text. |
| City: | Click here to enter text. |
| State/Province: | Click here to enter text. |
| Postal Code: | Click here to enter text. |
| Country: | Click here to enter text. |
| CompTIA Career ID Number: (begins with COMP) | COMPClick here to enter text. |
| Company Name: | Click here to enter text. |
| CompTIA Member/Partner Number:(6 Digit Member ID) | Click here to enter text. |
| Daytime Phone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |

**Pricing**

Current pricing for all CompTIA exams may be found at <http://certification.comptia.org/Training/testingcenters/examprices.aspx>

**Payment Options**

The Performance-Based exam cannot be processed without payment. Select one of the available options below.

[ ]  Voucher Number (TK0-203): Click here to enter text.

[ ]  PayPal: A credit card or PayPal account may be used at the submission website.

[ ]  Check: Made payable to “**Ingenuiti”** and send to the address in the mailing instructions. (United States Only)

[ ]  Credit Card: [ ]  Visa [ ]  MasterCard [ ]  American Express

|  |  |  |  |
| --- | --- | --- | --- |
| Credit Card Number: | Click here to enter text. | Expiration Date: | Click here to enter text. |
| Name on Card: | Click here to enter text. | Cardholder’s Email Address: | Click here to enter text. |

[ ]  Please check if billing address is different from above and provide in the space below:

|  |
| --- |
|   |

*Cardholder’s Signature authorizing payment*

**Options for Submitting the Recording and Forms**

#### There are two options for submitting your exam:

#### Option 1: Online Upload (recommended)

#### The forms and recording can be uploaded at the [cttsubmission.com](http://www.cttsubmission.com/) website. Follow the instructions on the home page for a successful submission. The forms will be uploaded first and then you upload the video file.

* The forms need to be combined in one PDF no larger than 6MB in file size.
* The recording must be in .MP4, MOV, AVI, MKV or M4V formats.
* The recording file size will need to be smaller than 1 GB. If the file is larger than 1 GB you may still submit the file but will need to use Share file link. Contact admin@cttsubmission.com for any questions.
* A hard-wired connection instead of a wireless connection is recommended when making your submission to avoid interruption of uploads.

#### Option 2: Mail/Courier\*

Compile the forms (remember to not send originals) and prepare the recording file in one of these formats:

* **CD:** Recordings submitted on CD must be in .MP4, MOV, AVI, MKV or M4V formats.
* **DVD:** Recordings submitted on DVD must be supplied on DVD-R (DVD minus R) media. Note: Must be playable on a standalone DVD player or PC with DVD playing software. DVD's cannot be plain media files that require a PC for review. DVD's should be region free or region one (North America). Please note that there will be an additional charge of $35 for converting your DVD to the preferred formats listed above.

Mail your forms and recording to:

CTT+ Submission

C/O Ingenuiti

2876 Guardian Lane

Virginia Beach, VA 23452 USA

It is recommended to use a tracking service when you mail in your submission.

**\*Please note there will be an additional charge of $35 for recordings that are mailed, to cover the costs of processing, and uploading the files. If your video requires us to convert it to one of the accepted formats there will be an additional $35 for the conversion fee.**

**For South Africa Candidates Only:**

The CompTIA South Africa Office provides a service to South African CTT+ candidates only to collect payments at the published ZAR exam fee for the CompTIA CTT+ VBTs. It remains the responsibility of the CTT+ candidate to upload his/her own VBT, although we do have independent service providers that offer this service at an additional fee. Please do not deliver or post VBTs to the CompTIA Johannesburg office.

Please contact Loraine Vorster at the Johannesburg office at (011) 787-4846 or e-mail lvorster@comptia.org for more information.

Exams are processed and scored within 2 to 3 weeks from the time of their receipt. Please e-mail any questions or comments to admin@cttsubmission.com

## Five-Step Process to Certification

**1. READ** Prepare for the two-part examination. Carefully read through the How to Prepare guide for each performance-based exam.

**2. REGISTER** Register for the CTT+ Essentials exam (computer-based test) by contacting Pearson VUE. For more information visit <http://www.pearsonvue.com/comptia/>

**3. TAKE** Take the CTT+ Essentials Exam (computer-based test) on the scheduled day. Remember to bring two valid IDs; one must be a picture ID. Pay TK0-201 exam fee.

**4. PLAN** Plan the performance recording for an upcoming training session where you are delivering instruction. When you receive your CTT+ Essentials (computer-based test) score report, you will receive detailed instructions for submitting your recording.

**5. SUBMIT** Submit the recording and forms for the performance-based evaluation. Pay TK0-203 exam fee.