COUNTER TERRORISM CERTIFICATION BOARD

CTCB Handbook | 17 November 2023 version

Reviewed by ME. Approved by YP

Counter Terrorism Certification Board

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The CTCB is dedicated to the principles of being unprejudiced and just in every standpoint of our operation. It is our intention to configure ourselves to designated responsibilities in our organization to make objectivity possible. Should anyone have suggestions as to how we can improve the execution of our commitment, s/he is encouraged to contact us at contact@cctpworld.com.

NOTE:

Please visit www.ctcboard.org for the most up-to-date version of this document.

As a candidate or current certified by CTCB, you are accountable to keep the CTCB informed of your current mailing and email addresses. If either addresses changes, you must notify the CTCB immediately. Failing to do so could result in losing your credential or eligibility status if you miss important notifications related to your designation.

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Chapter 1 | INTRODUCTION

Obtaining CTCB Credentials

About The CTCB
These policies and procedures provide a framework for the establishment and maintenance of the CTCB as a qualified body to provide certification to candidates in the counterterrorism, intelligence and physical security field.
CTCB retains full responsibility for granting, maintaining, extending, reducing, suspending or withdrawing certifications, and for ensuring that properly documented agreements are in place.

Our Mission
To foster awareness and integration of the evolving security industry, and to enhance the counter-terrorism competencies, standards, and relevance of security and law enforcement professionals.

Our Values
Drive
We have a passion for innovation. As security, safety, and counter-terrorism professionals our goal is to stay ahead of our opponents.

Expertise
We build and support a world-class team whose expertise, knowledge, and modernisation is a key aspect of our reputation.

Excellence
We set and intend high standards for the security, safety, and counter-terrorism community.

Transparency
We are committed to open and honest communication with our clients, employees, stakeholders, and rights holders. In addition, we show respect for, and value all individuals for their diverse backgrounds, experience, style, and ideas.

Integrity
We act in accordance with the highest standards of conduct. We are accountable in our efforts to protect national security and the public interest.

Fair & Equitable Policy
The CTCB's guidelines and procedures provide a fair and equitable certification and assessment at all stages: Development, administration, evaluation, and maintenance. It also complies with all applicable laws and regulations.

Impartiality, Justice & Non-Discrimination – yes we need to keep it, its part of ISO certification. Very critical part actually that as Certification Body we act fairly and impartial CTCB and its Certification Boards are dedicated to fairness and equality. We commit to act with impartially towards all applicants, candidates, Boards of Advisers and CTCB Examiners. This includes but is not limited to:

1) The application of standard requirements for examinations and certifications – administered equally to all individuals, regardless of age, race, religion, gender, nationality, status, or disability

2) Non-constriction of the
certification based on the individual's financial position or other limiting conditions

3) Fair and equal implementations of policies and guidelines

4) Refusal of any commercial, financial, or other influences to compromise the objectivity of the certification process.

Americans with Disabilities Act
Acceptable accommodations for examination shall be provided at no cost to all candidates with special medical/learning needs who submit an Accommodation Request together with their examination registration. This must be accompanied with an appropriate medical documentation. All forms and requests should be submitted via email to contact@cctpworld.com. CTCB will not reimburse costs associated with obtaining this documentation.

Accommodation Request forms are available in the Forms section of this handbook. Applicant may submit information regarding the stated disability and requested accommodation for evaluation to its own expert advisers and reserves the right to provide only those reasonable accommodations required by law.

About This Handbook.
The purpose of this handbook is to give comprehensive information on the process of applying for and taking the examination leading to the CTCB certification. This is a step-by-step guideline to assist you in achieving the credential.

Reading and following the policies, recommendations, and guidelines in this handbook will help you pursue the CTCB Certification. Visit www.ctcboard.org and apply for your CTCB Certification(s). If you need further assistance, please contact contact@cctpworld.com.

Chapter 2 | CERTIFICATION SUMMARY

About The CTCB Certification
In January 2020, the CCTP Board was granted accreditation as a Certification Body from the Singapore Accreditation Council (SAC).

Accreditation of the CTCB and the CCTP Certification Programme constitutes formal recognition that they have met strict requirements. This means that as a certified practitioner, you can be assured that the Board's conformity assessment system meets some of the highest quality standards in the world.

The CTCB Programs are designed to:

1. Provide proof of knowledge, experiences and expertise of security, intelligence, military practitioners in the field of counterterrorism, physical security and intelligence
2. Foster the awareness of counterterrorism methods
3. To provide the security practitioners with a "toolbox" to detect, prevent, and respond to any security related incidents
4. To inform the CTCB's about various terrorist threats and provide them with understanding about the various possible risks practitioners exposed to both, during tenure and beyond their service.

Overview of the Certification Process
There are five (5) steps to obtain the CTCB Certification.

1. **Meet** the CTCB eligibility requirements
2. **Apply** and Complete the CTCB registration form
3. **Pass** the CTCB Examination
4. **Sign** the CTCB Code of Conduct
5. **Maintain** an active certification for the next 2 years

Certification Fees
All fees are non-refundable and non-transferable, except as may be allowed by procedures contained in this Handbook.
All fees are in US dollars.

Application fee: …….. $50
CTCB Examination…….. $700
Re-Certification Fee…….. $159
Replacement Document Fee…….. $120

The Certification Board is responsible for establishing all certification fees. The Board reserves the right to modify fees, as needed, to maintain the financial security of the program.

The CTCB Certification program has been thoroughly devised to be in compliance with the International Standards Organization (ISO) 17024 standard for certifying the competence of personnel.

It should be known to all applicants that the application is a screening process for the examination. Therefore, applicants should be very familiar with the application requirements, and with the application process as described further in this handbook.

Benefits of the CTCB Certification
Benefits of the Certification to the individual may include:

- Acquired competencies and best practices in the field of security, intelligence and counter terrorism
- Recognition of professional competence by fellows and management within the field
- Higher income potential from formal recognition and received standardised accreditation
- Involvement with a recognised professional group and network
- Up-to-date on measures needed to respond to evolving global terrorism threats
- Potential for career advancement and growth by virtue of earned certifications and continuing professional education
- Improvement of overall performance, reduction of uncertainties, and widening of market and employment opportunities
- Aids to ensure continual improvement and skill enhancement in the homeland safety & security and counter-terrorism fields

Benefits of the certification to the organization may include:

- Staff opportunities for advancement and recognition
- To be recognised as an operator with a security industry standard relevant for customers, competitors, suppliers, staff, and investors
- Proof to stakeholders that the organisation takes initiative in combatting terrorism risks and addressing vulnerabilities
- Continual improvement of the staff's responsibility, commitment, and motivation through regular assessments
- Evidence of commitment towards the organisation's protection projects, and continuing competency in the realm of counter-terrorism

Accreditation and Recognition

CTCB is accredited as a Certification Body by the Singapore Accreditation Council (SAC). The SAC, is a signatory of the International Accreditation Forum (IAF) which falls under the International Organization for Standardization's (ISO) standard 17024 for personnel certification programs.

Certification process

1. Application

The candidate should meet the eligibility requirements set by the CTCB in order to assure that a minimum level competency is achieved.

2. Preparation

After requirements are fulfilled, the exam can be prepared for in 2 ways:

Self-study: You will be able to self-study for the exam following the exam blueprint. To help you with preparation, we offer the CCTP Field Guide in our shop.

Exam Preparatory courses: CTCB offers exam preparation courses online at ondemand.ctcboard.org or in classroom setup together with certified Training and Knowledge centers around the world. Please contact us for more details to find out whether a course is available in your region.

3. Examination

The CTCB examinations are a standardized written test administered and scored in a consistent manner to ensure legal defensibility. It is fixed in terms of scope, difficulty, and format. The CTCB Examinations are held on fixed dates and time via online proctored platform as determined by the CTCB Administration. The test is developed by the CTCB with assistance with CCTP, CPSC and CITA Advisory Boards and administered by the invigilators.
The examination consists of multiple-choice questions covering tasks, knowledge, and skills in certification's domains identified by CTCB

4. Maintaining the certification

The purpose of the recertification is to ensure that professionals who have obtained the CCTP/CITA or CPSC Certification enhance their skills and knowledge beyond the minimum competency. Regular recertification occurs through the documentation of (and confirmation, when audited) the required continuing educational activities within the two-year period following successful passing of a CCTP, CITA or CPSC Certification Exam.

All certified professionals are required to submit an application for recertification every two years. Each professional must demonstrate a significant and measurable contribution to the security industry to maintain their certification.

Chapter 3 | APPLICATION PROCESS

3.1 Eligibility Requirements – Overview
*Please refer to each certification scheme individual brochure or www.ctcboard.org for more information on eligibility criteria under each certification scheme

Personal Profile
To start the certification process, the applicant must submit the *Registration Form* which is available at www.ctcboard.org. Please note, the name that appears on the *Registration Form* must match the government-issued identification you are required to present on the day of examination.

Applicants are required to enumerate each full-time assignment, starting from their present position. Complete information of the roles and responsibilities is required, a job title alone is not sufficient. Each assignment must be detailed giving sufficient information regarding the duties and nature of the job required for the position. If academic education is used to meet the qualifications, an official certified transcript must be submitted by the educational institution.

Declaration
Eligibility requirements include no prior conviction of any criminal offense. Please note, dishonorable/misconduct candidates who have been discharged from the military or law enforcement agencies, reflect negatively as a security professional and within the certification program.

Candidate MUST declare that he/she does not have any criminal record, have not been convicted of a felony; have never been convicted of a misdemeanour; did not have professional registration, license or

certification denied, suspended or revoked and did not have any disciplinary actions taken against in work place.

Candidate MUST declare that he/she did not have any bankruptcy status in the past 3 years

Professional References
Applicants are required to provide with a professional references that have profound personal knowledge of candidate and can confirm expertise on safety and security management. This should also include current and previous work history, and the duties and responsibilities held in the performance of the job/s.

The persons identified as professional references might be requested to provide a reference letter on the applicant's behalf. They will be notified by the CTCB Certification Board via email and there is no need for to request letters of reference.

The first professional reference must be the applicant's current or the most recent supervisor. For candidates who do not have an immediate or direct superior (e.g. independent consultants, president/CEO of an organization), a current CTCB or a character reference (such as a current client) may serve as a reference in lieu of the candidate's supervisor.

Other professional references who qualify as a validate reference include:

- A former superior (within seven years)
- Local state or federal government officials/department heads
- Regional or national associations or sanctioning body representatives
- Local, regional, or national disaster/emergency management association officials
- Other (by request and subject to the approval of the Board Director)

Certification Examination
The CTCB Program requires candidates to prove their capabilities and apply the skills of professional security management in their respective appointments prior to being certified as a CTCB.

3.2 Application Process

In order to apply for the CTCB certifications, candidates must complete the application which can be found at www.ctcboard.org
The application for the CTCB Certification is comprised in 5 steps:

Step 1. Filing of the Application

Step 2. Payment of Application Fees

Step 3. Application Review

Step 4. Application Approval

Step 5. CTCB Examination Access

A. Application Submission. An individual's certification process begins with the submission of a completed application accompanied by supporting information including a resume, national

identification card and/or passport (if applicable), degree(s) or transcript(s) (if applicable), military record(s) (if applicable), and a copy of appropriate certifications or designations. Applicants can submit the documentation via the online registration form or by mail, fax, or email. Personal contact information, such as name, designation(s), mailing address, telephone number(s), date of birth, and email address is also requested as part of the application.

B. Payment of Application Fees. The last step before submitting the application is paying the applicable fee(s). Candidates can submit payment online or by bank transfer. Should it be necessary to send payment in the form of a check or money order please note, the application will not be processed until payment is received.

C. Application Review. The CTCB staff reviews applications for complete documentation. The staff contacts the applicant if any required documentation is missing. Staff members then verify any professional license(s) and perform background searches for miscellaneous information.

D. Application Approval. Once the application is approved we will notify the participant on the date and time of the examination

E. CTCB Examination Access. CTCB staff provides each applicant with instructions for processing to the examination(s).

CHAPTER 4 | Examination OVERVIEW

Examination

The third component of CTCB Certification is the examination. The CTCB Examination is a standardized test invigilated and scored in a consistent manner to ensure legal defensibility. The CTCB Examination is an assessment intended to measure the candidate's knowledge of basic principles of prevention, detection of terrorism.

The test is developed and administered by the CTCB and held on fixed dates and time via online proctored platform as determined by the CTCB administration.

The test is administered online with randomized questions, fixed in terms of scope, difficulty, and format. The questions are presented in a multiple choice format where the candidate is given a number of set answers for each question, and the candidate must choose which answer or group of answers is correct. Test is held online and time is limited to 60 to 120 minutes depending on the certification scheme.

Examination Development

The examination is designed to assess whether a candidate possesses the knowledge established as the basic competency level required for the designation as CCTP, CITA or CPSC. The examination development process follows internationally accepted procedures for establishing the content validity of a test and the reliability of its scores.

Each domain, and of the relevant tasks, knowledge, and skills within, determines the specifications of the examination. Each new form of the examination is created according to established test specifications with the appropriate number of items for each domain from the bank of available test questions.

Questions for the examination are developed by the CTCB advisory board members. After the questions are drafted, they are reviewed at several different stages for content, accuracy, consistency of style, appropriate reading level, psychometric soundness, and freedom from cultural bias or unequal impact by independent counselors.

The CTCB Examination is based on the certification domains and all domains can be found at www.ctcboard.org under the specific certifications scheme.

Examination Scoring and Reporting
The examination is conducted via online platform and the system analyses and scores each examination. After the automatic scoring is complete, CTCB team member will review each exam in addition to eliminate any system error. Candidates will receive notification of passing or failing the exam.

Passing Score
The minimum competency for each certification is 70 points.

Examination Format
The CCTP and CITA examination consists of forty five (45) multiple-choice and five (5) yes/no or true/false questions. Each question has multiple possible options with one (1) correct answer.

The CPSC examination consists of hundred (100) multiple-choice questions. Each question has multiple possible options with one (1) correct answer

Language
The CTCB Examination is being offered in various cities globally, the language of the exam is currently in English.

Sample questions:

IEDs may come in many forms and may be camouflaged to blend in to the surrounding environment.
True
False

Surveillance can be performed through either stationary or mobile means.
True
False

What is NOT a terrorist method of surveillance?
A. Technical surveillance
B. Stationary surveillance
C. Breaking and entering to steal valuables
D. Casual questioning
What are the TWO distinct attributes of terrorists?
A. 50 percent are men and Under the age of 20
B. Over 90 percent are men and under the age of 35
C. There are no distinct attributes
D. Over 90 percent are women and under the age of 35

What type of weapon is a "dirty bomb?"

A. Chemical
B. Radiological
C. Explosive
D. Biological

Name at least 2 Characteristics of IEDs: _____

What are signs of a suspicious package/letter?
A. Messed up/invalid address
B. Strange/unexpected/missing return address
C. Rigid envelope
D. All the above

As security officer in a public installation, during the patrol you discovered suspicious item with indicators that it may be an IED, what is the first action you should do?
A. Evacuate the people from the scene
B. Inform the authorities
C. Don't touch the item
D. All the above

Exam Policies & Procedures

Confidentiality of Information
The CTCB application form, examination and results, and all CTCB certification program related materials are private and confidential. Any information will not be disclosed aside from the applicant without his/her consent.

To request for the examination results to be released to a third party, the CTCB Board Director must be provided with a written request identifying which exam results should be disclosed, and the person or organization to which the results should be released to. Any violation of the CTCB's Confidentiality Policy will be subject to disciplinary action(s) as described in the CTCB Policy.

Examination Irregularities
Any unacceptable organization of the CTCB examination, alleged instances of cheating, or conditions that may cause disruption of the examination administration, should be addressed to the CTCB Examiner or invigilator. All such matters will be reported and investigated, and will be subject to further action based upon the CTCB policies and procedures.

Dismissal
Any candidate who is noted to be involved in any misconduct will be subject to dismissal from the examination and may be banned from future examinations for a period ranging from one year to permanent dismissal. His/her current examination fee and/or period of eligibility may be forfeited as well. CTCB Examiner or invigilator is authorized to take immediate and appropriate measures against candidates who are caught violating the rules of the examination. The candidate is entitled to make an appeal after the dismissal is determined.

Candidate Misconduct
A candidate may be removed from the certification program if disturbances or misconduct are demonstrated in a manner that may jeopardize the security of an examination and if action is taken against him/her.

Misconduct includes the following behaviors:

- The use of unauthorized/illicit materials inside the examination room
- Taking the examination on behalf of someone else
- Any kind of disruption caused during the examination
- Unauthorized removal of any questionnaire/examination materials or responses from the examination room

Special Accommodations for the Examination
Candidates may request the administration staff for special accommodation of the examination due to disability or special needs that may impair your ability to take the examination. There are no additional costs for accommodation of these special requests.

Examination Security
The CTCB Board Director, Examiner or invigilator depend on the righteous conduct of applicants and holders of the certification to maintain the security of CTCB Examinations. Revealing any information about the CTCB Examination and its contents breaches Application agreement which all candidates have agreed upon and accepted during the certification application and actual examination. The CTCB Board Director will take action against individuals who defy the CTCB Policies. Actions taken may include permanent dismissal from pursuing the CTCB Credential and revoking certifications from those who have been awarded the credential. CTCB will also take legal actions against individuals or organizations who infringe upon copyrights, proprietary rights, and intellectual property. The CTCB Board Director has the final decision to revoke or invalidate examination scores with or without fault finding or misconduct if data forensic analysis or other credible evidence proves sufficient possibility that a score obtained is invalid or the integrity of the examination was compromised.

Information Release Policy
The CTCB will not release any information regarding a candidate's application or examination administration without written consent from the candidate. Examination materials and answer sheets remain the sole property of the CTCB. These materials are confidential and will not be revealed to any persons or organizations for any reason.

After the Examination

Notification of Results
Candidates will be notified of the examination results via email within 3 working days after completion of the examination.
The final decision on the result is taken by CTCB director.

Results | Passing
Candidates who successfully complete the examination and whose credentials and application entitle them to the certification, will receive an official Certificate, a sample certificate is shown below. The certification remains the property of CTCB, which may withdraw, cancel or revoke the certification for reasons stipulated in this handbook.

Results | Failing
Candidates who fail to complete the examination successfully will receive a letter by email with notification and proposal for re-examination

Examination Retake
If the applicant fails CTCB examination, he/she is allowed to retake the exam once within the 30 days from the date of their first exam. In addition:

- If the applicant does not retake and pass the examination within the 30 days period, he/she may still reapply for the certification, however they will required to pay the full application and examination fees.

Appeals & Complaints Policy
Candidates may submit an appeal regarding the examination results, or ineligibility to be certified within 30 days of the date they received each notification.

Should there be any complaints or appeal regarding the evaluation, personnel, certified persons or other fundamentals of the certification program, or any incident that transpired during the CTCB examination, candidates must submit the Appeal Form (found on the ***Forms*** section of this handbook) to the CTCB Board Director within 90 days of the incident's occurrence. The completed form may be submitted either via email or via mail. The submission must include substantial proof to verify the complaint made and allow for an appropriate action to be taken. Any discontent based on unconfirmed reports shall not be considered valid. For more information, please refer to the Policies and Procedures Manual.

Certificate
The certificate will be mailed in approximately 10-21 days.

- The certification is being issued by the CTCB Board Director and awarding the applicant with the CTCB designation
- Certificate is valid for two years from the date of issue

- Each certificate is uniquely numbered in accordance to the accreditation body

Scheduling an Exam

CTCB Examinations are offered on the fixed dates monthly. Approved candidates are expected to arrange for testing at a convenient time according to the exam schedule.

CTCB and its local partner/representative will help a candidate in:
- The selection of an ideal examination date
- Identifying the most proximate examination invigilator
- Providing specific instructions and other guidelines
- Invigilating the exam

No Show/Late Arrivals
During the examination, no-show candidates will forfeit their entire examination fee and will be required to reschedule the examination and pay a re-examination fee unless they meet the cancellation policy guidelines stated on this handbook. Appearing to the examination site late is considered a no show.

Cancellation/Fee Refund
The application processing fee is not refundable. If the application is successful, the candidate is granted access to the exam. The candidate will be asked to pay the remaining CTCB fee as part of the certification process.

Once CTCB has confirmed the location and venue for the CTCB Exam (and review course if any), a cancellation 30 days before a scheduled CTCB Review Course and exam will incur penalty of 15 percent from the total certification fee. Cancellations which are declared less than 30 days before the scheduled CTCB date are non-refundable. The candidate is eligible to propose an alternative later date during the year.

Chapter 5 | Recertification

Purpose of Recertification
The purpose of the CTCB Recertification is to ensure that professionals who have obtained the CTCB Certification enhance their skills and knowledge beyond the minimum competency. Regular recertification occurs through the documentation of (and confirmation, when audited) the required continuing educational activities within the two-year period following successful passing of a CTCB Certification Exam.

Granting Certification
The period of validity of CTCB Certificate shall not exceed two (2) years. The certificate may be renewed for further periods as the result of a re-evaluation. The specified period of validity of a certificate may be extended for a single exceptional extension of up to six (6) months in order to permit re-evaluation to be completed.

Maintaining Certification

All CTCB are required to submit an application for recertification every two years. Each practitioner must demonstrate a significant and measurable contribution to the security industry to maintain their certification.

Conditions:

1. Fill the CTCB recertification form
2. Sign the Code of Conduct
3. Provide security related contributions: Examples of contributions include, but are not limited to, security-related presentations or public speaking; publishing; attending an educational event; and/or serving in a leadership position for a security industry association. Each contribution must be security-related and verifiable with documentation provided as an attachment to the application form. Point values are assigned for each contribution. A minimum of 20 recertification points must be accumulated during the 24 months after initial certification or last recertification was granted.
4. Declare that applicant does not have any criminal record
5. Complete Recertification payment

What is a CPE?

Continuing Professional Education (CPE) credits are points obtained through the continuing education as applied to the practitioner's professional development. This can be done by means of completion of activities that maintain their knowledge and skills related to their professional lives.

One CPE point is usually equivalent to one hour of activity related to additional industry knowledge and/or experience.

CPEs are most often than not earned outside of practitioner's usual employment undertakings. Activities that are directly related to a job do not qualify as CPEs, however, it does not mean that these activities must occur outside of normal working hours.

CTCB and CPE Requirements

Every holder of the CTCB Certification must obtain no less than 20 CPE points during each two-year cycle for each CTCB Certification.

Qualifying Activities

List of CPE point values for each recertification activity: Subject	Activity	Points
Training	CTCB professional development programs – at least 3 days	5
Training	Counterterrorism/ security related seminar, conferences, webinars (at least 1 day)	3
Development of training materials	Must be relevant to certification scheme	5
Education	Related higher education certificate (diploma, degree)	10
Employment	With security related, law enforcement, military role	10

Renewing of Certification
The renewal of a certificate shall be done by CTCB as a certification body only when the candidates have:

1. Entered into and holds a valid and non-suspended license agreement for the CTCB certification scheme;
2. Complied with the required documents with applicable standards of CTCB;

Suspension of Certification
In case the certified member fails to meet certification requirements within the two-year time frame, CTCB will suspend his/her certification.

Suspended members will not be allowed to use the certification logos and related CTCB material. Suspended members must remediate their suspension within a maximum period of 3 months. Failing to do so, the member's certification and status will be revoked and member will need to reestablish themselves and pass the certification exam to achieve certification.

Suspended members that subsequently meet the recertification requirements within the specified 3 months deadline, from the date of notification, will be reinstated as a member in good standing and can enjoy the use of their certification logo and related CTCB benefits. However, the reinstated member will have only a reduced period to achieve recertification requirements for their next recertification window.
Suspension: Nullification of a certificate for a limited period of time.

A candidate's certification may be suspended as a result of:

- Failure to meet the certification requirements, insufficiency to warrant withdrawal, and failures have not been corrected by an agreed upon date, for example:
- Breach of the terms of the signed Certification Agreement:
  A. Non-payment of fees
  B. Improper use of the certification mark and reference to certification
- Evidence received from the authorities that could affect the status of certification
- The candidate has requested for a voluntary suspension.

The management and authorized personnel within CTCB who issued the certificate shall decide on the action to be taken, based on reviews of the evidence. If suspension of the certification is decided, the candidate will be formally notified.

CTCB may also choose to provide the candidate with a warning that suspension is being considered.

Withdrawal of Certification
Withdrawal: Permanent invalidation of a certificate.

A candidate's certification may be withdrawn as a result of:

- Failure to meet the certification requirements of a serious nature which may cause withdrawal without first suspension of the certificate; and failures have not been corrected by an agreed upon;
- The candidate's failure to resolve the issues causing a suspension of certification;
- The candidate has terminated the certified activity.

The management and authorized personnel within the CTCB who issued the certificate shall decide on the action to be taken, based on reviews of the evidence. If withdrawal of the candidate's certification is decided, the candidate will be formally notified.

The decision to withdraw a certificate shall be formally communicated to the candidate including the requirements to:

- Terminate use of the certification mark and any reference to certification.

The candidate has the right to make an appeal on any certification decision made by CTCB. An appeal may be filed according to the procedures as stipulated on this handbook.

CTCB requires that the certified candidate corresponds to the following requirements when citing its certification status in any form of communication:

- Refrain from use of any inappropriate, misinforming, or unauthorized statements concerning the certification;
- Refrain from use of certification documents, or any part thereof, in an ambiguous approach;
- Discontinuation of the use of all advertising, materials, and literature with concerning the certification upon suspension or withdrawal of certification;
- Amendment of all advertising matter when the extent of certification has been reduced;
- Refusal of referencing the certified management system to be used in a manner that implies CTCB certifies a product, service, or process;
- Refusal to imply that the certification applies to activities outside the scope of certification;
- Refusal to use the certification in such a manner that would cause CTCB to fall into disrepute and to lose public trust.

Misconduct

Applicants for initial certification and recertification, and candidates for the examination who have been identified to be engaged in inappropriate behavior, dishonesty, or misrepresentation, in the application, examination, or recertification process will be subject to corrective charges which may result in the rejection or annulment of the CTCB credential.

Renewal Reminders

CTCB will contact all certified professionals by email one month before expiry (due dates for recertification are indicated on the individual's certificate). As follow up, CTCB will be contacting the professional three more times during that year via mail and/or email as a reminder.

CTCB will then contact those who do not recertify one more time during their grace period. It is the responsibility of the certified professional to submit the CTCB Recertification/Renewal form online at www.ctcboard.org before the credentials become expired. Practitioners are asked to keep their mailing address and email address up to date with CTCB in order to ensure receipt of the recertification information. If practitioners have any questions about recertification and other related matters, please visit the CTCB website at www.ctcboard.org

Non-Compliance

Failure to report the necessary CPEs each year may result in the cancellation of a certification holder's certification(s). For this reason it is important that all CTCB certified professionals submit at least a total of 20 CPEs.

Additionally, if a certification holder is audited and unable to provide appropriate backup documentation for reported CPE activities, this may also result in the cancellation of that certified person's certification(s).

When a certification holder is identified to be non-compliant, the certification holder is given 90 calendar days to rectify this state. Failure to rectify the non-compliant state after the 90 calendar days will result in revocation of the certification. After the 90 days has elapsed, CTCB will not re-instate the certification status even if the certified person is able, at that point, to achieve compliance.

CTCB may make exceptions to this policy on a case by case basis. CTCB will notify certification holders who enter a non-compliant state due to failure in submission of CPEs or non-payment of annual dues.

Verification of Credentials

CTCB provides credential verification zone at https://www.ctcboard.org/certification/ where, individuals or organizations may find and verify an individual's registration status, validly of the certification, certification scheme and more.

Chapter 6 | THE CTCB DESIGNATION

Use of the CTCB Logo
It is essential to understand the proper usage of the CTCB title. Example, the "Certified Counter-Terrorism Practitioner" title and the letters "CCTP" are registered certification marks issued to CTCB by the Patent and Trademark Office. They can only be used when authorized for a period defined specifically by CTCB. There are proper guidelines for presenting your CTCB credential.

Examples of correct use (example):

- David H. Smith, CCTP
- David H. Smith, Certified Counter-Terrorism Practitioner

The CTCB credential is awarded to individuals, not organizations, and should only be used with individual names. The CTCB credential may only be used for the period for which it authorized to be used. The usage expires if practitioners have not met the recertification requirements. Use of these titles beyond the authorized period (without complying with renewal or recertification requirements) establishes an unauthorized use of the credential.

It is permissible to use the credential on a practitioner's business cards, resume, correspondences or signature. Practitioners may use their CTCB credential in nearly all areas where their name is in use.

Example of proper company use:

Lee Security Incorporated provides the latest security services. Employees holding the certified Counter-Terrorism Practitioner (CCTP) certification include David H. Smith, CCTP and Dana H. Smith, CCTP.

Example of improper company use:

Lee Security Incorporated, providing security services by Certified Counter-Terrorism Practitioners.

CTCB FORMS

Candidates are encouraged to make copies of the following forms for use in applying for the CTCB examination, recertification, or changing contact information. These forms are also available at www.ctcboard.org.

A. CTCB recertification form
B. Appeal Form

C. Code of Conduct

D. Accommodation Request / Special Needs Form (Americans with Disabilities Act)

CTCB recertification form

To be eligible for the recertification, all candidates must sign the following Recertification form and agree to all policies, procedures and terms and conditions of recertification. The statement follows:

I hereby apply for recertification as a CCTP / CITA / CPSC. I am aware that my certification is influence by my capability to meet all requirements and qualifications. I certify that the information contained in this document is true, complete and correct to the best of my knowledge and is made in good faith. I am aware that CTCB may need to collect more information to clarify or support this application, and I agree to abide by it. I further understand that if any information is later determined to be inaccurate or fraud, CTCB reserves the right to revoke any certification that has been granted on the basis thereof.

I hereby release, discharge and exonerate CTCB, its directors, officers, members, examiners, representatives, staff and agents from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process, including results or any other decision that may result in a decision to not issue me a certificate.

I hereby recognize that regardless if I am an applicant or a certificate holder, I am required to receive the CTCB certification newsletter, which will keep me abreast of important information regarding the certification, including any changes that may occur.

I Hereby declare that I have no criminal record.

I hereby acknowledge that I have read the *Candidate Handbook.* Should I need to refer back to this document, I am aware that it is available online at www.ctcboard.org .

Signature: _____ Date: _____

Request for a Duplicate Certificate

To request a duplicate certificate, please complete the information below and enclosed your payment of $120 made payable to CTCB.

Number of Certificates: _____ Total cost: _____

_____

Certificate Holder's Name (as is should appear on the certificate)

_____

Mailing Address

_____ _____ _____

City State Zip Code

Visit www.ctcboard.org to submit your payment via credit card. Please note that only Visa, MasterCard, and American Express cards are accepted.

* The Certification Board is responsible for establishing all certification fees.

APPEALS APPLICATION

Name of Appellant:

Postal Address of Appellant:

Email Address of Appellant (required):

Telephone Contact Number(s) of Appellant:

Reason for Appeal:

Test Information:

Test Taken:

Test Location:

Test Date:

Additional Information to Support Appeal:

Outcome Desired:

Instructions: Submit this completed form to contact@cctpworld.com with the word "Appeal" in the subject line. This form must be submitted within 30 days of the event which is being appealed.

Special Needs Accommodations Policy

The Certification Board will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation.
The regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Documentation is required to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees.

Documentation of the requested accommodation must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or other relevant professional on the professional's letterhead. The documentation must include the Candidate's name and address as well as the diagnosis of the disability, history of previous accommodations and specific recommendations for accommodations.

Instructions for requesting special accommodations will be published in the CTCB Handbook. The application form will include the option for Candidates to indicate the need for an accommodations request. Special accommodations must be requested in advance using the request for accommodations form in the CTCB Handbook.

Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities

Accommodation Requests

The CTCB Board Director, in consultation with the CTCB will review applications for accommodations, will communicate authorization or denial of accommodations, and will make test site arrangements as needed.
Test sites and examiner will be notified of any approved accommodations in advance.

Permitted accommodations may include, but are not necessarily limited to:
- Additional time
- Separate testing room
- Adjusted/larger font on written materials
- Auxiliary aids or services

Upon receipt of a request for an accommodation, the CTCB Director will review the information received and may contact the applicant, if needed, to obtain additional information. CTCB Director will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant/participant, taking into account all relevant circumstances including, but not limited to: the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the Personnel Certification examination.

CTCB Board Director will inform the applicant regarding the accommodation decision. If the accommodation request is denied, the applicant may appeal the decision by submitting a written statement to CTCB Director explaining the reasons for the request. The appeal will be reviewed by the CTCB Director within 30 days of receipt. The decision of the CTCB Director is final.

Reviewed by ME. Approved by ME