



**Santa Clara University**  
Certified Equity Professional Institute

## Examination Dates

**November 7, 2009**

*Registration deadline:  
September 25, 2009*

**June 5, 2010**

*Registration deadline:  
April 23, 2010*

**November 6, 2010**

*Registration deadline:  
September 24, 2010*

This handbook is  
subject to periodic update.  
The version posted on the CEP  
Institute web site represents the most  
current CEP Institute policies  
and procedures.

Revised 10/5/2009

# 2009 - 2010 Certification Information Handbook

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## About Us

**Santa Clara University** is the oldest institution of higher learning in the state of California and is located in the heart of Silicon Valley. The Jesuit Catholic University offers a rigorous undergraduate curriculum in the arts and sciences, business, and engineering. It has nationally recognized graduate and professional schools in business and law.

The **Certified Equity Professional Institute (CEP Institute)** is a unit of the Executive Development Center at Santa Clara University. The Institute's mission is to promote educational and practice standards for the equity compensation industry. The CEP Institute is the professional certification body for the field of equity compensation. The Institute oversees the development of course curriculum, reference materials, and certification examinations. Utilizing an advisory board and certification council composed of academic and practicing subject-matter experts, the CEP Institute continuously develops and maintains a vital curriculum. Individuals who pass the Institute's three examinations and therefore demonstrate a comprehensive understanding of the equity compensation body of knowledge are awarded the CEP certification.

### Contact Information

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<http://www.scu.edu/business/cepi/>

### **Purpose of Certification**

Certification is an essential tool for maintaining high professional standards. The equity compensation field requires knowledge and practical skills in several core disciplines including:

- Accounting
- Taxation
- Corporate and Securities Law
- Equity Plan Design, Analysis, and Administration

The certification conferred by the CEP Institute is the only industry accepted measure of a person's comprehensive understanding of the equity compensation body of knowledge. This certification provides an industry recognized standard for job related knowledge and national recognition of professional achievement in the equity compensation field. It is also an excellent aid for career advancement.

### **Use of Certification**

The program is voluntary in nature, and the certification is conferred by the CEP Institute for those purposes stated in the student handbook. Those persons or organizations that choose to incorporate CEP Institute certification as a condition of employment or advancement do so of their own volition. Such persons must determine for themselves whether the use of such a certification process, when coupled with any other requirements imposed by such persons, meets their respective needs and complies with any applicable laws.

### **Maintaining Certification**

To protect and enhance the reputation of the CEP designation, CEP designees are required to complete 30 hours of industry-related continuing education (CE) every two years in order to continue using the CEP designation. The continued growth in numbers is a testament to the increasing professionalism of CEP designees and the respect the designation has earned within the industry. The adoption of a CE requirement ensures that the CEP designation remains the preeminent symbol of knowledge and integrity within the equity professional field.

CEP designees who maintain their certification are listed on the CEP Institute's website. Those who do not keep their certification current are indicated as such on the website and can be reinstated by contacting the CEP Institute and following the recertification process.

## CEP Institute Study Materials

The CEP Institute updates materials each calendar year. All materials necessary for an upcoming exam are posted on the CEP Institute website at [http://www.scu.edu/business/cepi/cepi\\_study\\_materials.cfm](http://www.scu.edu/business/cepi/cepi_study_materials.cfm). It is the responsibility of the candidate to make sure all reference texts and all CEP Institute binder materials in their possession are for the applicable exam year (e.g. candidates registered for a 2009 exam should ensure all study materials are also dated 2009). For 2009, the study materials consist of:

All Levels:

- CEP Study Binder (included in tuition)
- *Selected Issues in Equity Compensation*, Scott Rodrick
- *The Stock Options Book*, Alisa Baker
- *Consider Your Options*, Kaye Thomas

Level Two

- *Accounting for Equity Compensation*, Barbara Baksa
- *Beyond Stock Options*, Scott Rodrick
- *GPS: Restricted Stock and Restricted Stock Units*

Level Three

- *Advanced Topics in Accounting for Equity Compensation*, Takis Makridis
- *Securities Sources for Equity Compensation*, NCEO

**The additional texts are required and are not included in tuition.** Information on ordering the additional required texts is included in the study binder. Candidates will be sent the study binder when payment is received for their exam registration.

The CEP Study Binder contains a detailed reading list and syllabus for all three exam levels. Therefore, a candidate will receive only one binder per calendar year unless they make a specific request- i.e. if a candidate registers for the Level 1 exam in June and receives the study binder, that candidate will NOT receive a new binder when they register for the Level 2 exam in November. Please note that a candidate may request that an additional binder be sent for the second exam in a calendar year.

The CEP Study Binder will be shipped via UPS ground and requires an adult signature for delivery. The binder will be shipped to the address provided by the candidate during the online registration system. It is the responsibility of the candidate to provide an accurate shipping address and to ensure that a delivery signature can be obtained.

**NOTE:** If the CEP Study Binder cannot be delivered by UPS and is returned to the CEP Institute due to an incorrect address provided by the candidate OR because UPS attempted three deliveries and was not able to deliver the package due to lack of signature, ***the candidate will be responsible for all shipping fees - including but not limited to the return shipping fee and any reshipping charges that may apply. There is a minimum \$25 shipping and handling fee to resend the study binder, depending on location and shipping method.***

## CEP Institute Examinations

Certification is awarded upon passing a sequence of three examinations. Candidates must take and pass all three examinations to be awarded certification. Each test is a comprehensive examination that varies in terms of the cognitive level of the questions being asked. The Level 1 exam questions tend to be definitional and basic concepts, whereas Level 2 and Level 3 tend to focus on application and the synthesis of concepts.

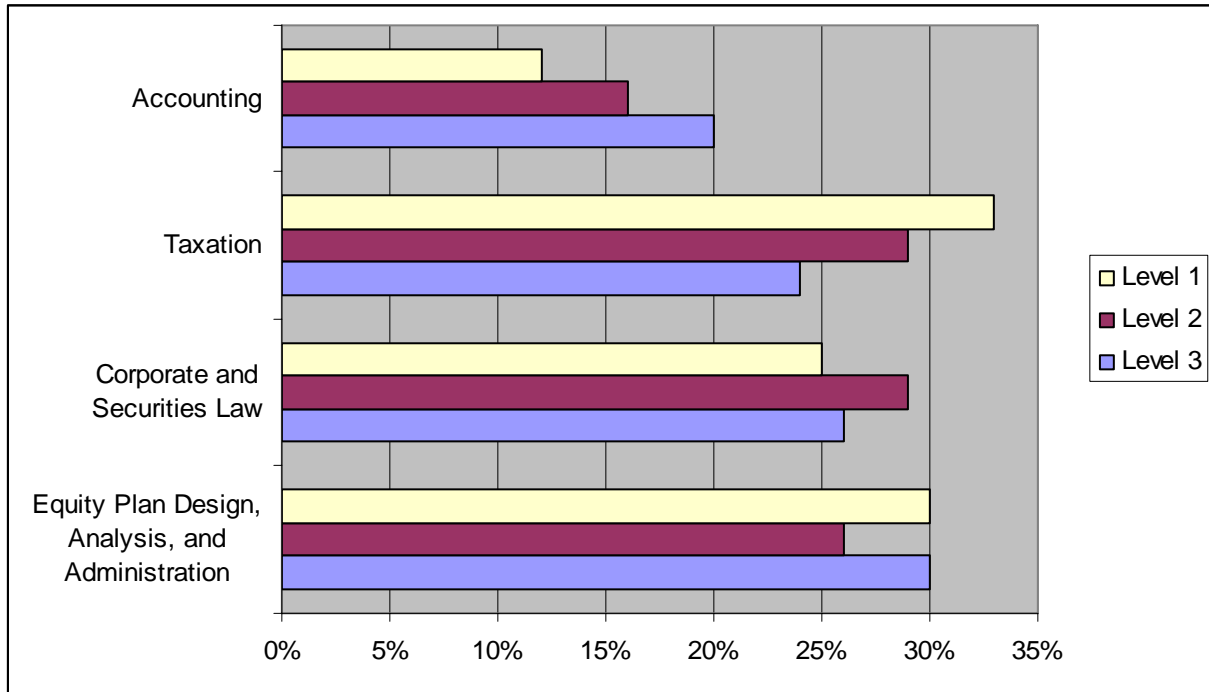
The examination questions cover a wide range of topics, and are developed from the readings outlined by the syllabus. Exam construction is as follows: Levels 1 and 2, 100 multiple choice questions; Level 3, 70 multiple choice questions.

Candidates have four hours to complete each examination.

Course Level	Course Description
<b>Level 1: Fundamentals in Equity Compensation</b>	<ul style="list-style-type: none"><li>• A basic understanding of corporations and the frameworks for corporate governance and finance</li><li>• An understanding of why corporations use equity compensation</li><li>• The ability to differentiate between types of equity compensation</li><li>• A basic familiarity with the tax, accounting, and securities law principles that govern equity compensation</li><li>• A working knowledge of the terminology of equity compensation plans</li><li>• The ability to read and interpret plan documents</li><li>• A familiarity with the basic administrative procedures necessary to effectively manage an equity compensation program</li></ul>
<b>Level 2: Equity Compensation Administrator</b>	<ul style="list-style-type: none"><li>• A thorough working knowledge of the basic tax, accounting, securities law, and corporate law aspects of equity compensation plans, with particular emphasis on the tax consequences to the employer and the employee</li><li>• A basic understanding of certain common equity compensation-related transactions and issues</li><li>• Familiarity with the specific code and regulatory provisions applicable to equity compensation programs</li></ul>
<b>Level 3: Certified Equity Professional</b>	<ul style="list-style-type: none"><li>• The ability to identify, analyze, and resolve sophisticated substantive problems, with particular emphasis on situations that require an understanding of the interaction between several different technical areas</li><li>• A basic understanding of special equity compensation transactions and issues, such as the impact of an acquisition or merger on a plan and plan participants</li><li>• A familiarity with cash-based equity compensation programs, as well as an in-depth understanding of advanced employee stock plan financing methods and certain complex tax and accounting issues</li></ul>

## Examination Subject Matter by Discipline

This chart depicts the relative percentage of questions by discipline for each of the CEP Institute comprehensive examinations.



## Registering for the Certification Courses

### Eligibility

The program is for individuals who work within the equity compensation field. While it is not required, the CEP Institute recommends that candidates have at least one year of equity compensation work experience prior to registering for the Level 1 exam.

Course Level	Recommended Pre-requisite
Level 1	≥ One year of equity compensation-related work experience recommended
Level 2	> Two years of equity compensation experience
Level 3	> Three years of equity compensation experience and exposure to various types of multidimensional plans

For more detailed information please visit the website at <http://www.scu.edu/business/cepi/>.

### Test Dates and Registration Deadlines

In order to register for an examination, the CEP Institute must receive your completed registration with payment by the enrollment deadline. Registration cannot be processed without payment, nor can payment be processed without identifying registrant information. Any delay due to the above is considered the responsibility of the candidate.

Test Date and Time	Registration Deadline
<b>November 7, 2009</b> 9:00 am – 1:00 pm	September 25, 2009
<b>June 5, 2010</b> 9:00 am – 1:00 pm	April 23, 2010
<b>November 6, 2010</b> 9:00 am – 1:00 pm	September 24, 2010

### Suggested Registration Deadlines for International Candidates

If you are testing outside of the contiguous United States, please allow sufficient time for material shipments. The CEP Institute recommends that candidates outside of the contiguous United States register no later than eight weeks prior to the exam date.

## Exam Locations

The CEP Institute examinations are available throughout the United States at the following locations. Registrants are required to select one of the examination locations provided (subject to change for each exam date). Approximately two weeks prior to the exam, registrants will be notified of the exact address and location of the exam facility. In order to maintain the integrity of the examination, you are required to take the examination at one of the test centers. The CEP Institute is constantly evaluating this list of exam sites. If you live in an area that is not accessible to one of these exam sites, please contact the CEP Institute.

Phoenix, AZ	Fairfield, CT	Northern NJ	Dallas, TX
Los Angeles, CA	Orlando, FL	New York, NY	Houston, TX
Oakland, CA	Atlanta, GA	Durham/Charlotte NC*	Salt Lake City, UT
San Diego, CA	Chicago, IL	Cincinnati, OH	Arlington, VA/ Baltimore MD*
Santa Clara, CA	Boston, MA	Philadelphia, PA	Seattle, WA
Denver, CO	Detroit, MI	Nashville, TN	

\*exam will be held in ONE of the cities listed

## Alternate Exam Locations

The CEP Institute will make alternate exam arrangements for those candidates who live outside of the contiguous United States. International candidates may be asked to assist the CEP Institute in locating a suitable exam room and a proctor for the exam. The room can be located in your place of employment. The proctor can be, but does not have to be, an employee of the company. If the proctor is an employee, he/she should be in a position which is equal or senior to the person taking the examination, but who will not be taking the exam. The proctor must be able to monitor the entire examination (i.e. must remain in the test room) and witness that the examination is taken per CEP Institute requirements. The proctor will be required to sign a confidentiality agreement before the exam date.

Alternate exam locations are not available unless the registrant resides outside of the contiguous United States, or conforms to one of the situations listed below under *Alternate Examination Dates or Accommodations*.

## Alternate Examination Dates or Accommodations

The CEP Institute will make alternate testing arrangements for those candidates who, because of religious beliefs, cannot test on the predetermined exam dates. A written request for such arrangements should be sent to the CEP Institute along with a letter from the leader of your religious community. The CEP Institute will also make alternate examination arrangements for those candidates who, because of a disability, require special accommodations. A written request for such arrangements, from a licensed physician, optometrist, social worker or psychologist (including title, address, and telephone number on letterhead) should be sent to the CEP Institute describing the disability and the site accommodation requested.

## Course Fees and Candidate Status

The course fees for the each of the certification examinations and accompanying study materials are represented in the following tables. The first table lists the fees for exams administered within the contiguous United States. The second table shows the fees for all other exams. Please reference the correct table when determining the fee for an exam.

### Fee Schedule for Candidates Within the Contiguous United States

Registration Type	Description	Fee Amount
Enroll	First time candidates within the contiguous United States.	\$1295 per level.
Retest within the contiguous U.S.	Candidates who have received a non-passing score and wish to register for the same level again.	\$250 if new test date <i>year</i> is within one calendar year of original test year. \$600 if the new test date <i>year</i> is more than one calendar year from original test year.
Deferral within the contiguous U.S. (deferral request must be received prior to deadline.)	Registered candidates who wish to defer their registration to a later exam administration.	\$250
Late deferral within the contiguous U.S.	Candidates who do not defer by the deferral deadline who wish to defer their registration to the next exam administration. Request for deferral must be made more than 24 hours before the exam date or the candidate is considered a NO SHOW.	\$500
No Show Candidate within the contiguous U.S.	Registered candidates who do not show up at the test center on the day of the examination or who defer less than 24 hours before the exam.	<b>Exam registration fee is forfeited.</b> Reenter program as new registration.

*All prices are in U.S. dollars*

## Fee Schedule for Candidates Outside the Contiguous United States

Registration Type	Description	Fee Amount
Enroll outside of the contiguous U.S.	First time candidates outside the contiguous United States.	\$1,495 per level.
Retest outside the contiguous U.S.	Candidates who have received a non-passing score and wish to register for the same level again.	\$350 if new test date <i>year</i> is within one calendar year of original test year. \$700 if the new test date <i>year</i> is more than one calendar year from original test year.
Deferral outside the contiguous U.S. (deferral request must be received prior to deadline.)	Registered candidates who wish to defer their registration to a later exam administration.	\$350
Late Deferral outside of the contiguous U.S.	Candidates who do not defer by the deferral deadline who wish to defer their registration to the next exam administration. Request for deferral must be made more than 24 hours before the exam date or the candidate is considered a NO SHOW.	\$600
No Show Candidate outside the contiguous U.S	Registered candidates who do not show up at the test center on the day of the examination or who defer less than 24 hours before the exam.	<b>Exam registration fee is forfeited.</b> Reenter program as new registration.

*All prices are in U.S. dollars*

## Registration Instructions

In order to enroll for certification, each candidate must complete the online registration process. This provides the CEP Institute with the information necessary to manage the registration and administration processes for all candidates. Information collected includes demographic data which provides critical information used in the on-going development of policies, procedures, and curriculum.

### Personal Information

Complete the personal information for the course registrant. The online registration system requires that all fields be completed. Email is the primary method of communication used by the CEP Institute to provide candidates with updated information, so please make sure this and all other information provided is accurate and complete.

### Course Level/Registration Type

Review the following guidelines to assist you in determining whether you are eligible to enroll, defer or retake your examination. **All new candidates must enroll for Level 1.** There are NO exceptions. Those who have successfully completed Level 1 are eligible to take Level 2, and those passing Level 2 are eligible to take Level 3. Successful completion of an exam level does not expire – candidates are only required to pass a level once – regardless of the amount of time that has lapsed between exam levels. Candidates who wait more than one year between exam levels are cautioned to allow extra study time. Each level builds on the lower levels – therefore, the current Level 2 exam will include materials from the current Level 1 exam. If a candidate has not taken the Level 1 exam within the past year, the candidate should plan on reviewing the current study materials for Level 1 in addition to the Level 2 materials to adequately prepare for the Level 2 exam.

Refer to the table below to determine the registration type for which you qualify.

Registration Type	Who qualifies for the registration type?
Enroll	Candidates who have not previously registered for the requested course or who are re-entering the program from a previous withdrawal or a no show status.
Defer	Registered candidates who wish to reschedule to another exam during the current open registration window. For a schedule of deferral deadlines, please read the instructions on Exam Date Change.
Retest	Candidates who have received a non-passing score report and are registering to take the exam at a future scheduled administration.

## Examination Location

Select the location where you would like to take the examination. In order to request an exam site outside of the contiguous United States, please select “Non-contiguous US” as your location. Upon completion of this information, the CEP Institute will contact you to coordinate your exam arrangements.

## Payment Information

There are three methods of paying—credit card, company payment code or check.

If paying by credit card, be sure to print out the confirmation page for your records. You will NOT receive any additional receipt from the CEP.

If your company has been issued a payment code from the CEP Institute, you may enter this code to register without entering credit card information. The code can be obtained from the owner of the code – i.e. your employer. Note that use of a payment code establishes an agreement between the test candidate and the employer. The employer who established the code agrees to pay the exam registration fees for the candidate and the candidate agrees to the terms and conditions of the code. **By using a payment code, you are authorizing the CEP Institute to release your exam results (your score report) to your employer. You will be required to sign a release form before the exam date. If you do not want to release this information, do NOT register with the payment code. Use an alternate payment method (personal credit card or personal check). It is the responsibility of the test candidate to know and understand the terms and conditions of the payment code. The CEP Institute will not be held responsible for misuse of the code by the test candidate or the employer.**

If paying by check, please contact the CEP Institute to obtain the current check payment code for use in the online registration system. Enter this code in the payment code section on the online registration system. Please make checks payable to the CEP Institute, and submit to the Institute via US mail. Please make sure that the name of the candidate is listed on the check to ensure that payment is credited to the proper individual. **Please note: although you receive a confirmation notice after completing the online registration, your registration is not complete and CEP Institute study materials will not be shipped until full payment is received.**

For those using a company check to pay for multiple individuals, **please include all candidate names and contact information together with the check to ensure proper payment is credited for each registrant.** The CEP Institute cannot process payment without identifying candidate information, and any delay will be considered the responsibility of the candidate(s).

All fees for returned checks will be charged to the registrant.

## Study Groups

If you select “yes” to participate in a study group, the CEP Institute will release the following information to other candidates seeking to assemble study groups: name, daytime phone number, email address, exam location and course level. Study groups are voluntary and are convened by the candidates themselves. Contact information is released after the registration deadline.

## Submitting the Registration

By submitting the registration, you agree to the CEP Institute policies and guidelines in this handbook.

## Print the Confirmation Notice

Please print the confirmation notice that appears once you submit the registration for your records. **You will not receive any other written confirmation from the CEP Institute until the exam admission ticket is mailed to you.**

## After Registering for the Exam

### Materials Shipment

The CEP Study binder will ship UPS Ground to the address you have supplied during the online registration process. The package will require a signature for delivery. **In the event that the binder is shipped to the address that has been provided by the candidate, and then subsequently returned to the CEPI due to lack of signature, the candidate must contact the CEPI for reshipping. There is a minimum \$25 shipping and handling fee to resend the study binder, depending on location and shipping method.**

While you are waiting to receive your binder, please be sure to order the additional reference texts listed on the website that are applicable to your level.

### Admission Ticket to the Exam Site

You will receive a scheduling notice/admission ticket no later than 10 days before your examination date. This notice will show the exam for which you registered, the complete address of your test center, and the reporting time. When you receive your scheduling notice, immediately check it to make sure the correct exam, test center and exam date are indicated. If incorrect, immediately call the CEP Institute at **408-554-2187**. **Candidates must bring their scheduling notice with them in order to be admitted to the test center.**

If you have not received your scheduling notice 10 days before the examination date, please contact the CEP Institute at [cepi@scu.edu](mailto:cepi@scu.edu).

### Address Change

Your materials, scheduling notice and score report will be sent to you at the address you provide while registering. If your address, email, or other contact information changes at any time, please update your information using our online registration system AND send an email notice to the CEP Institute at [cepi@scu.edu](mailto:cepi@scu.edu). The CEP Institute is not responsible for communications that candidates do not receive due to outdated address information. At the examination you will be asked to verify the address to which your score report will be sent. If you have not received your scheduling notice or study materials, and suspect that you may have provided an incorrect address, contact the Institute to verify the accuracy of the address information.

### Test Center Change

If you need to change your choice of test centers after you have submitted your registration, you must notify the CEP Institute in writing prior to the registration deadline. Requests for test center changes can be sent via mail, fax, or e-mail to the CEP Institute. Requests must be received **BEFORE the registration deadline**. Requests received after the deadline cannot be honored. Please refer to the deadlines on page 8.

## Exam Date Change (Deferrals)

If you are unable to take an exam on the date for which you registered, you may defer your registration with the online registration system. You may only defer to the next regularly scheduled examination sessions, and it is your responsibility to purchase any necessary material updates. Please refer to the table below for deferral deadlines.

Originally Scheduled Exam Date	May Defer To:	Deferral Registration must be received by
November 7, 2009	June 5, 2010 or November 6, 2010	October 23, 2009
June 5, 2010	November 6, 2010	May 21, 2010

Deferral fees are outlined in the [Course Fee and Candidate Status](#) section of this handbook. Deferral requests submitted after the deadline are subject to the additional fees and restrictions outlined in the [Course Fee and Candidate Status](#) section.

## Cancellation Refund Policy (Withdrawal)

If you wish to withdraw from the examination, you will forfeit a portion of your examination fee in accordance with the following schedule. Program withdrawal may be made by notifying the CEP Institute in writing prior to the deadlines listed below. The refund policy is applicable only within the original registration window. **Please note: deferral and retest fees are non-refundable. Once an exam has been deferred, the original registration fee is non-refundable.**

Test Date	Withdrawal Deadline	Refund Amount
November 7, 2009	October 7, 2009	50% tuition
June 5, 2010	May 5, 2010	50% tuition
November 6, 2010	October 6, 2010	50% tuition

Candidates withdrawing **after** the deadline according to the above schedule are not eligible for a refund. All candidates who withdraw must re-enter the program as a new candidate (i.e. pay the full registration fee for a new exam).

## Examination Preparation Independent Study

The CEP Institute course syllabi guide the candidate through all of the subject matter covered on the certification exams. The curriculum and reference materials are developed and selected for self-studying candidates.

## Study Groups

While the courses can and often are completed by independent study, the CEP Institute recommends participation in a study group as a useful exam preparation strategy. Research has indicated higher exam scores, on average, for CEP Institute candidates who participate in study groups than candidates who did not participate in study groups.

Steps for establishing a study group:

1. Candidates select “yes” in the Study Groups section of the course registration.
2. The CEP Institute sends the study group list to all interested candidates approximately one week after the registration deadline for the next scheduled exam.
3. Candidates contact one another to determine meeting days, times, and agendas. Note that study groups often meet virtually via web/phone.

## Course Review and Exam Prep

Included with tuition is access to the CEP Institute Exam Overview Webinars. The CEP Institute will open the webinars for use approximately five weeks before the exam. The CEP Institute offers three webinars. Each webinar is specific for an exam level, providing an online review session of key curriculum topics. All webinars will be available 24 hours a day, 7 days a week. There is no limit to the number of times a candidate can access a session. Candidates will be provided access information for all three webinars. Access information will be distributed via email approximately five weeks before the exam. It is the responsibility of the candidate to ensure the CEP Institute has a valid email address for the candidate on file.

In addition, course reviews are often offered by industry organizations such as FRS (FatRabbit Services), Global Equity Organization (GEO), Linklater's LLC, National Association of Stock Plan Professionals (NASPP), National Center for Employee Ownership (NCEO), Stock & Option Solutions, Transcentive, and others throughout the year. Although the CEP Institute makes this information available to candidates, the CEP Institute does not endorse educational programs—it is up to the candidates to determine whether the program is suitable to their needs.

***The CEP Institute does not provide sample exam questions to exam candidates or to any industry organization. Candidates should be aware that all sample questions offered by industry organizations were developed outside of and independent of the CEP Institute.***

### Admission for Testing

On the day of the exam, please report to the testing center at the time listed on your admission letter. Please leave ample time for locating the testing facility, parking your vehicle or compensating for traffic or the weather. Exams are scheduled to begin at 9 a.m. and candidates are allowed four hours of examination time. Due to proctor instructions and potential start time delays, exams may conclude at 1:30 p.m. or later, so please plan accordingly.

In order to be admitted to the testing center, you **MUST** bring the following items to the testing center:

- Photo Bearing ID; (preferably government issued such as a driver's license, passport, military ID, etc.). You must have a photo identification that also bears a signature.
- Admission Ticket – original or copy sent via fax or email
- Approved Study Materials. You are required to bring all study materials (including reference texts) required for your level to the examination. You may also bring notes with you to the testing center as long as the notes are three-hole punched and inserted in the CEP Institute study binder. Any papers that are not three-hole punched and inserted in the binder will not be allowed at the testing session. Unauthorized materials are not allowed and will be confiscated. Examples of unauthorized materials include:
  1. Text books or bound documents that are not on the reading list or syllabus for the exam level.
  2. Any type of recording (sound, video, digital, etc.) of any information.
  3. Electronic devices of any type, including but not limited to PDAs, cell phones, cameras, flash memory storage devices, personal computers and CD/DVD players.
- Additionally, the unauthorized use of other materials may be a condition of dismissal and forfeiture of your examination fees.
- A non-programmable calculator is optional. A non-programmable calculator may have built in functionality such as interest calculations, but it cannot have the ability to perform customized calculations. If the candidate requires further clarification, the candidate must contact the CEP Institute prior to the exam date.

Candidates failing to bring both the Photo ID and admission ticket will not be admitted to the examination room and will be considered a No Show. See the section titled [Failure to Take the Exam](#) for details on a No Show status. Candidates failing to bring the approved study materials may still take their certification examination, but do so at their own risk. Refunds are not granted to candidates for failure to bring required supplies and/or materials to the examination.

## Examination Day Schedule

As indicated above, the CEP Institute exams are each four hours in duration. Please report to the test center at the time indicated on your admission ticket in order to ensure you are seated in time to begin the examination. Candidates arriving after the exam begins will not be allowed to test and will be required to re-register for the next exam.

Candidates completing the exam in less than four hours will be allowed to leave the testing room, except during the last 15 minutes, when all candidates must remain seated and wait for the proctor's instructions. In no case may candidates leave the testing room until dismissed by the proctor.

While every attempt is made to provide a quiet, comfortable room for the test, the CEP Institute cannot guarantee that the environment will meet your personal comfort level. Dress accordingly and take a coat or sweater with you. The CEP Institute recommends that you bring ear plugs if you are sensitive to noise or distracted by background sounds such as paper ruffling or pencil tapping. Except in extreme cases, exam administrations are not canceled or rescheduled because of heating or cooling problems or noise levels at a test center.

## Test Center Rules

The following are the rules that will be in effect during your exam. Please read through these rules to make sure you are prepared for the testing event.

- You must have your admission ticket and proper ID to be admitted to the test center. You will only be admitted to the exam on the date indicated on your scheduling notice.
- Bring several sharpened #2 pencils with erasers, the only approved writing instrument. Do not use other writing instruments on the answer sheets as they are graded with an optical mark scanner that only reads and detects #2 pencil lead. Make sure that you record your answers on the answer sheet – marks made in the exam booklet will NOT be considered.
- Bring only authorized testing materials to the exam. Using other study materials puts you at risk of being dismissed from the exam.
- No smoking or chewing tobacco will be allowed in the testing room or adjacent common areas.
- With the exception of bottled water, no food or beverages may be taken into the testing room except by those candidates with medical needs. Candidates with medical needs must notify the CEP Institute in advance of the exam to ensure that the accommodation is arranged with the test center.
- Cell phones and pagers are not permitted in the test center and will be collected by the proctor if brought into the test center. The proctor will not be responsible for the safeguarding of such devices during the exam. Therefore, it is recommended that cell phones and pagers be left in your car or vehicle and not brought into the testing facility.

- There will be no formal breaks during the exam. Candidates are permitted to take rest breaks on an individual basis. No additional time will be given to candidates who take rest breaks. Any candidate who must leave the testing room must receive permission from the proctor before leaving the room. Only one candidate may leave the testing room at a time so candidates are encouraged to make their breaks brief. Exam materials must be left with the proctor prior to leaving the testing room. Any candidate who talks during a rest break will be denied re-admittance to the testing room, will forfeit all fees paid, and will not have his or her exam scored.

## Collusion

It is possible to detect collusion in multiple choice examinations in a statistical way by examining the patterns of answers between pairs of candidates. Through our test provider, CPS, statistical analyses is performed on CEPI exam results to detect anomalous candidate pairs or groups. Anomalous pairs are subsequently assessed in terms of examination centers. The CEPI reserves the right to withhold or invalidate candidate scores when there are statistically significant irregularities in the data or when there is evidence of candidates engaging in any form of academic dishonesty, including copying the work of another person, stealing exam content, using a proxy text taker and other acts generally understood to be dishonest in an academic context. All exam candidates will be asked to sign a statement to show that they acknowledge and agree to this course of action.

## Test Center Closing, Delayed Starting Times, and Exam Cancellation

Adverse conditions (such as extreme weather or a local power failure) or other circumstances at a test center may make it impossible to test or may require that the beginning of testing be delayed from one to four hours at a center. Applicants registered for a center that must be closed or where testing will be delayed will be notified, **if possible**, at the phone number or email address given on your application. Do NOT call the test center to which you are assigned to determine whether testing has been canceled or delayed. This information can only be provided by the CEP Institute.

Circumstances before or during an exam administration may make it necessary for the CEP Institute to cancel an entire center's testing. Should it be determined that the exam administration at a center must be canceled, the scores of affected candidates will be nullified and the candidates will be rescheduled.

If a test center must be closed before an exam date, all applicants scheduled for the affected center will be notified by email, fax or telephone of the new facility's address and location. When an administration is canceled during or after an examination, refund and reschedule options will apply only to candidates who reported to the affected test center.

The CEP Institute will not reimburse any expenses (other than the exam registration fee) incurred by candidates when an exam administration is canceled or relocated.

### Failure to Take the Exam

If you fail to take the exam for ANY reason, including arriving late at the testing center, you will be considered a No Show. A No Show candidate forfeits their exam registration fee and must reenter the program as a new test candidate. The candidate must contact the CEP Institute in order to register for any exams.

### How the Exam is Scored

In order to ensure that all answers to exam questions are fairly graded, the CEP Institute provides for both machine grading as well as for hand-grading of answer sheets for candidates challenging the grading process.

All answer sheets will be machine graded using an electronic optical mark scanner. Only the answer sheets are scored. Make sure that you record your answers on the answer sheet – marks made in the exam booklet will NOT be considered. Scores that are close to the passing score are automatically reviewed to ensure that all information was accurately and appropriately scored.

If you receive a non-passing score, you may request a hand-score of your answer sheet for a \$75 fee. The fee can be paid using a credit card, check or money order. Send a written request for hand scoring and the fee to the CEP Institute. Hand score requests must be received by the CEP Institute within 90 days of receiving your exam results. Hand scored exam results will be returned to the candidate within six (6) weeks after payment is received.

### Exam Results

Results will be mailed within approximately 6 – 8 weeks following the exam. For confidentiality purposes, the CEP Institute will not provide exam results by telephone, e-mail, or fax. If you have not received your exam results within eight (8) weeks after the date you tested, please contact the Institute at [cepi@scu.edu](mailto:cepi@scu.edu) to request a copy of your score report.

If you have questions concerning your exam results, you should direct them in writing to the CEP Institute. However, because of the need to maintain exam security, test booklets will **not** be made available for review of questions and answers. The CEP Institute certification exams are the legal property of Santa Clara University and the CEP Institute. **The CEP Institute does not provide a list of the questions candidates answered correctly or incorrectly.** The only information provided to candidates regarding the exam will come from the score report.

### Transcript/Score Report

If you require a duplicate score report of your exam results, please send your request to the CEP Institute. Indicate the level and date of the exam for which you wish to receive the score information.

## **CEP Institute Certification**

Candidates who successfully complete the three course levels are awarded the Certified Equity Professional designation. A certificate acknowledging this achievement is mailed to candidates approximately 8-12 weeks after receiving the passing Level 3 score report.

## **Re-certification**

Continuing Education requirements for maintaining the CEP designation are posted on the CEP Institute website, under "Current CEPs."

**This handbook is subject to periodic update.  
The version posted on the CEP Institute web site  
at <http://www.scu.edu/business/cepi/>  
represents the most current  
CEP Institute policies and procedures.**

**Revised 10/05/2009**