



**CompTIA CTT+™ Program
Classroom Trainer Exam (performance based) Submission
Form A**

(This form is for Classroom Trainer recording only, if the incorrect form is sent, scoring will be delayed!!!!!!)

Please complete forms A, B, and C in English and submit with your recording of the classroom session. Also, please enclose the Payment Form D with your payment along with a photocopy of a valid government ID (driver's license, passport, etc.) and a photocopy of your passing CompTIA CTT+ Essentials Exam (computer-based score) report.

Name _____
Address _____
City/State/ZIP _____
CompTIA Career ID Number/ Candidate ID Number: COMP _____
Company Name _____
Corporate Member Number (if applicable) _____
Daytime Phone # _____
E-Mail _____

Please check the following and complete as applicable.

I have passed the computer portion of the examination. Photocopy of score report enclosed.

Dates Taken: _____ Testing Center: _____ Results: _____



**CompTIA CTT+™ Program
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Submission Documentation Form C**

(This form is for Classroom Trainer recording only, if the incorrect form is sent, scoring will be delayed!!!!!!)

(Questions 1-12)

Be sure to 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.

Name _____ Date _____
CompTIA Career ID Number/ Candidate ID Number COMP_____

Street Address _____
City/State/ZIP _____

Daytime Phone # _____ E-mail Address _____

General Information about the Presentation

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

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

- | | |
|---|---|
| <input type="checkbox"/> Business & Management Related Skills | <input type="checkbox"/> Process and Quality Programs |
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Scientific |
| <input type="checkbox"/> Facilitation Services | <input type="checkbox"/> Software Related |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Team Development |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Technological (Non-Software) |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Other- Please Specify _____ |



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(Questions 1-12)

2. What were the learning objectives for this module as stated in the recorded performance? (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1A.)

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.)

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.)

5. What did you do to prepare for training this particular group of learners for this specific taping 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 tape. (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1A.)



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Documentation Form C**

(Questions 1-12)

6. Describe what you did to organize the class particularly as it relates to the portion of the course shown on the recording. How do the room layout and the equipment relate to the learning objectives of the recorded segment? NOTE: Your response to this question must match what scoring judges observe on the tape. (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1B.)

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 tape. (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1B.)

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

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



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(Questions 1-12)

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 tape. (The response to this question provides evidence related to "Evaluate the Training Event" SubDomain 5B.)

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 tape. (The response to this question provides evidence related to "Evaluate the Training Event" SubDomain 5B.)

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.



CompTIA CTT+™ Program Classroom Trainer Exam (performance based) Submission Payment Form

Name _____
CompTIA Career ID Number/ Candidate ID Number COMP _____
CompTIA Corporate Member Number (if applicable for discount) _____
Street Address _____
City/State _____
Country/Postal Code _____
E-Mail Address _____

Pricing

Options	Price
For CompTIA Corporate Members	Japan: 23,865 JPY (including consumer tax) South Africa: ZAR1437.00 (this excludes VAT at 14%) All other countries: US\$ 208
For non CompTIA Corporate Members	Japan: 30,749 JPY (including consumer tax). South Africa: ZAR1792.00 (this excludes VAT at 14%) All other countries: US\$ 258
Holding a Discount Coupon	Enter Coupon Number _____ Enter Payment Amount _____

Payment Options

1. Voucher Number (TK0-203): _____

2. Credit Card

Visa MasterCard American Express

Credit Card Number: _____ Expiration Date: _____

Please print Cardholder's Name: _____

Cardholder's Signature _____

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

3. Check -payable to JTI Inc. (North America Only)

The Performance Based exam recording cannot be processed without payment.

PLEASE MAIL THIS FORM WITH YOUR CTT+ PERFORMANCE BASED EXAM RECORDING SUBMISSION

Please e-mail any questions or comments to: questions@cttsubmission.com



Classroom Trainer Exam (performance based) Submission Performance Based Exam Mailing Address

You may upload your forms and recording at the following site depending on your payment option.

Option 1: Online Upload

- Payment by PayPal/Credit card: please use the following link: <http://CTTSubmission.com>
- Payment by voucher:
 - **Non-member:** please use the following link:
http://CTTSubmission.com/profile/register.php?q_paypal=1
 - **Member:** please use the following link:
http://CTTSubmission.com/profile/register.php?q_paypal=0

Option 2: Mail/Courier

Please not starting January 2010, there will be an additional charge of \$25 for recordings that are mailed and not uploaded at the www.CTTSubmission.com site.

For this option, please send your recording and documents to:

South Africa

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+ VBT's. It remains the responsibility of the CTT+ candidate to upload their own VBT although we do have independent service providers that offer this service at an additional fee. Please do not deliver or post VBT's to the Johannesburg office.

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

Other Countries

JTI, Inc.
2568 Precision Drive
Virginia Beach, VA 23454, USA



Five-Step Process to Certification

1. **READ** Prepare for the two-part examination. Be sure to carefully read this *CTT+ Candidate Handbook of Information*.
2. **REGISTER** Register for the CTT+ Essentials exam (computer-based test) by calling Prometric or VUE

(or)

You may also register online: www.prometric.com/CompTIA (Prometric) or www.vue.com/comptia (VUE).
3. **TAKE** Take the computer-based test on the scheduled day. Remember to bring two valid ID's; one must be a picture ID.
4. **PLAN** Plan the performance recording for an upcoming training session where you are delivering instruction. When you receive your CTT+ Essentials exam (computer-based test) score report, you will receive detailed instructions for submitting your recording.
5. **SUBMIT** Submit the recording for evaluation.
Do not forget to enclose the following:
 - Photocopy of valid government ID (drivers license, passport etc.)
 - A photocopy of the passing score report issued to you at the test center
 - Submission Forms A, B and C
 - Payment Form

The Submission Forms are an essential part of the scoring process and successful completion of these forms will impact a candidate's final score. **The handbook includes all these required forms for your review. The writable forms may be downloaded separately from the link below. Candidates are able to save it to a PC, and then edit and print it for inclusion with their submission.**

<http://certification.comptia.org/ctt/prepare.aspx>

Candidates need to ensure they are submitting the correct forms with the recording. For Classroom Trainer recording there are Classroom Trainer forms and similarly for Virtual Classroom Trainer recordings there are Virtual Classroom Trainer forms. The forms for the two exams are different.