CERTIFIED LICENSING PROFESSIONAL

Candidate Handbook and Study Guidelines

Updated November 2026

PLEASE READ THE INFORMATION IN THIS HANDBOOK COMPLETELY TO UNDERSTAND THE POLICIES AND PROCEDURES OF THE CERTIFIED LICENSING PROFESSIONAL (CLP) PROGRAM.

Contact CLP, Inc. with any questions about the information contained within this Handbook.

(clpinfo@licensingcertification.org)

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1. INTRODUCTION

The Certified Licensing Professional (CLP) credential is a professional designation intended to distinguish those who have demonstrated experience, proficiency, knowledge, and understanding of licensing and commercialization of intellectual property through involvement in patenting, marketing, negotiation, legal, and intellectual asset management. Certified Licensing Professionals, Inc. (CLP, Inc.), oversees the development and operation of the CLP program.

CLP Inc.'s mission is to assist and serve the public by establishing certification standards for licensing professionals. "Certified Licensing Professional" and "CLP" are trademark/service marks.

To achieve certification, candidates must pass a 150-item multiple-choice examination. The CLP examination has been designed to measure skill and knowledge for an individual who has at least three (3) years of professional licensing experience and is currently employed in the licensing field. Candidates are required to meet educational and experience standards (see Section 2 – Eligibility Requirements). By awarding the title of Certified Licensing Professional, the organization is formally recognizing the licensing professional who has provided evidence that they meet accepted professional standards.

Licensing Definition

Licensing includes identification, evaluation, development, use, transfer, marketing, and/or management of intellectual property for commercial purposes. Certified Licensing Professionals are people of good ethical reputation who subscribe to the *CLP Code of Conduct* and who, in business or professional activities, have significant licensing responsibility. Licensing professionals work in a variety of settings, including, but not limited to:

- Academic institutions/universities
- Corporations
- Independent consultancies
- Law firms
- Government agencies
- Hospitals
- Investment firms
- Other non-profit organizations

2. ELIGIBILITY REQUIREMENTS

To sit for the CLP certification examination, applicants must satisfy either Pathway 1 or Pathway 2, which encompass education, experience, and professional reference requirements, as outlined below. Incomplete applications will not be reviewed.

Eligibility Pathways

	PATHWAY 1	PATHWAY 2
Education Requirement	Bachelor's degree or higher from an accredited university	High school diploma or equivalent
Experience Requirement	1. At least three (3) years of professional-level licensing experience accrued within the previous eight (8) years (see Licensing Definition above). 2. Have worked in the licensing field within 12 months of the submission of the CLP certification application.	1. At least six (6) years of professional-level licensing experience accrued within the previous eight (8) years (see Licensing Definition above). 2. Have worked in the licensing field within 12 months of the submission of the CLP certification application.
Professional References	Two (2) professional references who can attest to the candidate's licensing education and experience.	

Education Requirement Documentation

On the application, candidates must list the education completed that correlates to their selected eligibility pathway (high school diploma or bachelor's degree or higher). Additional degrees may be added if desired.

If audited (see Eligibility Audits), the candidate is responsible for submitting proof of education. Proof of education may be an original or copy of an official transcript or diploma from the academic institution where the applicable degree was achieved.

Experience Requirement Documentation

On the application, candidates must detail work experience, starting with the current or most recent employer.

Professional References Documentation

The candidate must provide contact information for two (2) professional references who can attest to the candidate's licensing education and experience.

If audited, the candidate authorizes these professional references to provide CLP, Inc. with information substantiating the candidate's current or previous education, employment, and experience.

3. APPLICATION DEADLINES

The CLP examination is a computer-based examination offered during two (2) testing windows:

1. April 1 – May 31, 2026
2. September 15 – November 15, 2026

Applications are accepted on a continual basis. Applications must be completed **at least seven business days** prior to the desired testing date and/or the close of the testing window, whichever occurs first. Candidates are strongly encouraged to complete the application at least 30 days prior to the opening of

the testing window for which they want to sit. Candidates can only schedule for the next available testing window.

4. APPLICATION FEES

The application fee is $995 (USD)*. Payment is made via credit card as part of the online application. During the application process, applicants may opt for third-party payment and provide contact information for a third party (i.e., an employer) to receive an invoice for the application payment. If payment by credit card is not possible, an alternate payment method may be provided. Applicants should contact clpinfo@licensingcertification.org for more information.

Applications will not be processed or approved, and eligibility to test will not be granted until payment is received.

The application fee includes the processing of the application and two (2) testing opportunities within a 13-month period that ends on the last day of the 13th month after CLP, Inc. approves the candidate's application. If the candidate does not take the examination or does not successfully pass the examination within the two (2) attempts or the 13-month period, whichever comes first, then the application is closed. If the candidate wishes to retest, they must reapply by completing a new application and paying the application fee.

Application fees are non-refundable.

**Fees are subject to change.*

5. APPLICATION SUBMISSION

All candidates must apply online. Candidates can access the application and additional CLP information by visiting the CLP website at www.licensingcertification.org.

The email address and password created during the application process will be used by passing candidates to update and modify what information is included in their CLP Registry listing and to access their recertification application.

The online application is presented in sections. Applicants may complete the application in multiple sittings if desired. Gathering the information outlined below prior to beginning the application will expedite completion of the application, which should take approximately 15-20 minutes. Incomplete applications will not be processed, and an eligibility decision will not be rendered, until all sections have been completed (including payment of the application fee). All eligibility requirements must be satisfied before an application is submitted. An application must be approved before an individual can schedule a testing appointment.

Following the Introduction and Instructions screen, the applicant will complete the following sections:

- Applicant Information
- Education (includes educational institution name, location, years attended, level of degree, and degree name received (if applicable))
- Employment (includes employer name, applicant job title, start and end dates of employment, location, supervisor name and contact information, and a summary of job responsibilities)
    - Applicants may list more than one employer to document the minimum experience requirement associated with their selected eligibility pathway.
- Professional References (includes name, company, job title, location, and contact information for references)
- Document Upload (includes an optional upload of the applicant's Curriculum Vitae (CV) or resume)
- Code of Conduct Acknowledgement and Application Agreement

- Inclusion in the CLP Registry and Published Information
- Americans with Disabilities Act (ADA) Accommodations Request
- Application Fee

The applicant will receive an email when the application has been processed and may log in to the application system to check the approval status at that time. See Section 7 for more information.

Applications not completed within six (6) months will be deleted from the system. Applicants may start a new application if they desire CLP certification.

6. ADDITIONAL APPLICATION INFORMATION

Applicant Information

Applicants should complete the first and last name fields in the application as they appear on their government-issued identification that will be used to check-in to the testing appointment. Mismatched application name and government issued identification presented at the testing appointment will prevent the candidate from sitting for the examination and will result in a forfeited testing attempt.

If an applicant's maiden name is needed to confirm experience or training requirements, it should be included in the personal information section of the application.

During the application and certification process, it is the individual's responsibility to maintain current contact information in the application database to ensure receipt of all certification updates and renewal notices.

7. APPLICATION DEADLINES AND EXAM APPOINTMENT SCHEDULING

Following application approval, CLP, Inc. will notify Meazure Learning of the candidate's eligibility to test. Meazure Learning will send detailed scheduling instructions to the candidate via a Notice to Schedule email within 3-4 business days of application approval and once the scheduling window opens. The Notice to Schedule email will contain information for scheduling the testing session. Applications must be submitted by the application deadline established for each testing window. See the Important Dates table for scheduling dates and deadlines.

Application profiles that are inactive for at least six (6) months may be deactivated. If your profile is deactivated, please contact clpinfo@licensingcertification.org to reactivate it.

Candidates may only schedule for the next available testing window. Testing appointments are available on a first-come, first-serve basis.

IMPORTANT DATES

Spring 2027 testing window	April 1– May 31, 2027
Spring 2027 scheduling window opens for all candidates	mid-February 2027
Spring 2027 application deadline	7 business days prior to desired test date or May 19, 2027, whichever occurs first
Spring 2027 scheduling window closes	May 29, 2027 (candidates can schedule until 11:59pm EST on May 29 depending upon selected testing modality)
Fall 2027 testing window	September 15 – November 15, 2027
Fall 2027 scheduling window opens for all candidates	early August 2027
Fall 2027 application deadline	7 business days prior to desired test date or November 3, 2027, whichever occurs first
Fall 2027 scheduling window closes for all candidates	November 13, 2027 (candidates can schedule until 11:59pm EST on November 13 depending upon selected testing modality)

Testing window: Timeframe in which candidates may sit for the examination.

Scheduling window: Timeframe in which candidates can schedule testing appointments.

8. TESTING ADMINISTRATION OPTIONS

The next section details the deadlines and requirements for each administration option. Please read carefully as this information may differ depending on the chosen testing modality.

Approved candidates may take the CLP examination via one of two administration options:

1) In-Person administration - At a Meazure Learning testing center
2) Live Remote Proctored (LRP) administration - The candidate uses their own computer at a time and place of their choosing and will be supervised remotely by a proctor via webcam and audio. *Testing environment restrictions as well as hardware and software requirements apply.*

In-Person Administration

Candidates who wish to test at a testing center must schedule the testing appointment by 11:59pm EST at least two (2) days prior to the desired testing date. Candidates will select from a list of available testing centers by geographical location and test date.

Following scheduling, Meazure Learning will email a confirmation notice. Candidates must print the confirmation notice and bring it to the testing center on the scheduled test date. The confirmation notice will include the date, time, and location of the testing appointment, a list of items that the candidate should and should not bring to the testing center, and information regarding the online tutorial of Meazure Learning's online test delivery system.

Testing Centers

Meazure Learning maintains testing centers throughout the world for the administration of the CLP examination. For a complete list of testing centers, please go to https://www.assessments.meazurelearning.com/test-site-cities/. The lists presented on this site are complete lists of Meazure Learning's testing sites; however, not every site will be available during every testing window. Testing centers are subject to change without notice, and testing centers maintain individual dates and times of operations.

The Notice to Schedule email includes unique login information and a link to the online scheduling system which provides an updated list of testing centers as well as the available testing appointments, including dates and times. Morning and afternoon testing sessions are typically available.

International Test Centers

Candidates may test at Meazure Learning's testing centers outside of the United States and Canada for an additional fee of $82 (USD)* paid during the scheduling process by secure e-commerce (credit card). The additional fee is assessed for each scheduled testing appointment at an international test center.

Information on international testing centers and methods for scheduling will be included in the Notice to Schedule email.

If the preferred international sites/dates are not available, candidates may click on the extended list to see a full list of sites in Meazure Learning's network and submit up to three (3) preferred international sites/dates. Within five (5) business days, Meazure Learning will issue a confirmation notice for one of the preferred sites/dates. If none of the candidate's preferred sites/dates are available, Meazure Learning will offer an alternate site/date for the candidate's approval. Upon approval, Meazure Learning will issue a confirmation notice to the candidate. If the confirmation is not received within five (5) business days, the candidate should contact Meazure Learning at (919) 572-6880.

Please note, Meazure Learning cannot guarantee availability of any specific international site/date during the designated testing period.

Rescheduling an In-Person Testing Appointment

Testing appointments can be rescheduled within specific timeframes. **Testing center appointments cannot be rescheduled less than two (2) days in advance of the testing appointment.** To reschedule, candidates must return to Meazure Learning's scheduling system (using the link provided in the Schedule Confirmation Notice email) and pay a $50 (USD) rescheduling fee*. A candidate who does not reschedule at least two (2) days in advance of the testing appointment and/or who misses the testing appointment forfeits an examination attempt and the opportunity to sit for the examination during that testing window. **Failure to appear for a testing appointment will count as a testing opportunity.**

**Fees are subject to change.*

Cancelling an In-Person Testing Appointment

Testing appointments may be cancelled provided the request is made at least two (2) days in advance of the testing appointment. To cancel, candidates must return to Meazure Learning's scheduling system (using the link provided in the Schedule Confirmation Notice email) and pay a $50 cancellation fee*. Candidates who are unable to test during the scheduled testing appointment should follow the rescheduling rules outlined above. Otherwise, the candidate will lose the opportunity to sit for the examination during that testing window. Candidates who do not appropriately cancel their testing appointment and do not appear for the scheduled appointment will forfeit an examination attempt.

Extenuating Circumstances – In-Person Testing Appointment

Exceptions to the rescheduling/cancellation window for in-person testing will be made only for substantiated emergencies and with appropriate documentation of such emergency. Emergency situations include serious illness (candidate or immediate family member), death in the immediate family, disabling accident, court appearance, jury duty, and unexpected military call-up. In such an event, candidates must provide the appropriate documentation within five (5) business days of the rescheduling/cancellation request. Candidates should contact Meazure Learning at (919) 572-6880 in the event of an emergency affecting the testing appointment.

Live Remote Proctored (LRP) Administration

The CLP examination is also offered via Live Remote Proctored (LRP) administrations through Meazure Learning's ProctorU platform. LRP test administration allows candidates to complete the examination using their own computer via an internet connection at a time and place of their choosing while being actively monitored by a test proctor via webcam and audio. Testing sessions are available 24/7 during the testing window, based on seating availability.

No international testing fee is assessed for LRP administrations.

System Requirements – LRP

Meazure Learning uses proprietary software to deliver examinations to candidates. The candidate's computer must have webcam capability as well as a microphone and speakers. The chosen testing environment should be quiet to avoid distractions and to ensure that the proctor can hear everything at the candidate's location.

There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate's computer and that the session can proceed without internet disruption. Only Chrome and Firefox browsers are supported for LRP testing.

Candidates will need to add the ProctorU browser extension and download LogMeIn Rescue on examination day.

A detailed list of equipment requirements and technical specifications is available on Meazure Learning's ProctorU webpage. ***For LRP test administrations, candidates are responsible for ensuring their testing environment meets the minimum requirements, as outlined in the Scheduling Confirmation Notice email, to take the examination.***

As part of the scheduling process, candidates first confirm their demographic information, attest to the testing vendor's privacy policy, and test their computer for both examination delivery and live proctoring system requirements. A candidate whose computer fails the check of system requirements receives feedback on the hardware or software issue(s). The candidate must correct the issue(s), update the computer, or obtain another computer to proceed with the testing appointment scheduling. Following these administrative tasks, the candidate selects "Schedule" to finalize the testing appointment.

Scheduling Instructions – LRP

Candidates who wish to test via LRP must schedule the testing appointment no less than 24 hours prior to the desired testing date and time. If a candidate fails to schedule the testing appointment prior to 24 hours before the end of the eligibility or testing window, the candidate will not be able to schedule a testing appointment during that window.

Following scheduling, Meazure Learning will email an Exam Confirmation. The confirmation email will include the date and time of the testing appointment, the candidate's unique exam password and a link to access the scheduled online-proctored test, another link for the system check, computer specifications required to take the exam via LRP, a list of items that the candidate may and may not have during the

testing session, and information regarding the online tutorial of Meazure Learning's internet-based test delivery system.

Rescheduling or Cancelling a Testing Appointment – LRP

Candidates testing via LRP may reschedule or cancel their testing appointment no less than 24 hours prior to the scheduled testing appointment. To reschedule, candidates must return to Meazure Learning's ProctorU platform (using the link provided in the Exam Confirmation email) and selecting the applicable action. A candidate who does not reschedule or cancel a testing appointment at least 24 hours in advance of the testing appointment and/or who misses the testing appointment forfeits an examination attempt and the opportunity to sit for the examination during that testing window. **Failure to appear for a testing appointment will count as a testing opportunity.**

Extenuating Circumstances – LRP Testing Appointment

Exceptions to the rescheduling/cancellation window for LRP appointments will be made only for substantiated emergencies and with appropriate documentation of such emergency. Emergency situations include serious illness (candidate or immediate family member), death in the immediate family, disabling accident, court appearance, jury duty, and unexpected military call-up. In such an event, candidates must provide the appropriate documentation within five (5) business days of the rescheduling/cancellation request. Candidates should contact Meazure Learning at (919) 572-6880 in the event of an emergency affecting the testing appointment.

Scheduling Fees

Meazure Learning Scheduling Fees *(All fees are in USD and subject to change.)*	
In-Person Administration Rescheduling Fee **(Appointment must be rescheduled <u>at least</u> 2 days prior to exam date)**	$50.00
In-Person Administration Cancellation Fee **(Appointment must be cancelled <u>at least</u> 2 days prior to exam date)**	$50.00
LRP Administration Rescheduling or Cancellation Fee	$0
International Testing Fee	$82.00

9. EXAMINATION DEVELOPMENT AND CONTENT

Examination Development

In accordance with best practice, CLP, Inc. conducts a job analysis periodically to update the CLP examination blueprint to ensure its relevancy to present competencies. In 2018 CLP, Inc. worked with its test development and administration partner, Meazure Learning (formerly Scantron), to conduct a job analysis study to update the content of the CLP certification examination. The examination content outline defines the competencies of professionals with at least three (3) years of experience in licensing, technology transfer, intellectual property management, and commercialization. Using interviews, surveys, observation, and group discussions, the psychometric consultant worked with licensing professionals to delineate critical job components. The knowledge and skill bases for the questions on the multiple-choice examination were derived from the actual practice of the licensing professionals.

Examination Content

The CLP certification examination consists of 150 multiple-choice questions across five (5) content domains. Candidates have three (3) hours to complete the examination.

The chart below notes the number of questions included in each content domain. Find the full text of the domains, as well as the task statements for each domain in Appendix A.

Domain	# of Questions
Domain I: Opportunity Assessment, Development, and Valuation	36
Domain II: Intellectual Property Protection	33
Domain III: Agreement Development and Drafting	35
Domain IV: Negotiation	31
Domain V: Agreement Management	15

10. EXAMINATION ADMINISTRATION

Reasonable Accommodations

CLP, Inc. and its testing vendor, Meazure Learning, comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. §2000e *et seq.*) in providing reasonable accommodations to individuals who require them to take the examination.

Reasonable accommodations provide individuals with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

The applicant must submit documentation provided by an appropriate, licensed medical or other relevant professional on the professional's letterhead. The documentation must include the applicant's name, address, and diagnosis of the disability with specific recommendations for accommodations.

Requests are submitted via the online application at the time of initial application. The application and the accommodations request must be submitted to CLP, Inc. at least 45 days prior to the applicant's desired testing appointment date. Once CLP, Inc. reviews and approves the application and the accommodations request, the approval for reasonable accommodation(s) will be forwarded to Meazure Learning. CLP, Inc. will provide an update to the candidate following this approval. All reasonable accommodations with proper supporting documentation will be approved except where it may fundamentally alter the examination, influence the examination results, or result in an undue burden.

Meazure Learning will only provide preapproved accommodations.

Note: Accommodations for Live Remote Proctored (LRP) administrations are generally limited as the candidate controls the testing environment, seating, etc. Certain accommodations may still be available for LRP examination administrations.

Examination Schedule

Testing Center

Candidates should arrive at the testing site at least 15 minutes prior to the start of their examination appointment.

No one will be admitted to the examination room once the examination has begun. If a candidate arrives late or not at all, the testing attempt is forfeited.

Candidates must bring the confirmation notice and a current/valid (not expired) government-issued photo identification with signature to the scheduled testing appointment. Acceptable forms of identification include state-issued driver's licenses and government-issued passports and identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

The name on the photo identification must match the name on the Scheduling Confirmation Notice **EXACTLY**. Failure to bring proper, valid identification and/or a mismatch between the documentation and the Scheduling Confirmation Notice will result in the candidate not being admitted to the examination and may result in forfeiture of the testing attempt.

Live Remote Proctored (LRP)

Accessing the Testing Platform

On the date and time of the candidate's scheduled testing appointment, using the information from the Exam Confirmation email, the candidate clicks on the ProctorU account link and enters their username and password to return to the LRP dashboard. From the dashboard, the candidate selects "Start Exam" to begin the testing appointment. If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate is considered a "no-show" and the examination attempt is forfeited.

* Candidates testing via LRP are provided with a unique exam password in their Exam Confirmation email. Candidates must provide this password before they are permitted to take the examination. It is important for candidates to ensure they have this password accessible either on their cellphone or they have printed it out. Once the examination is launched, candidates may not access other screens or tabs on their device and will not be able to access their email to retrieve the password.

System and Environment Checks

Candidates are required to pass the system requirements check and testing environment check prior to testing. If a candidate's computer fails the system requirements check, the issue(s) must be corrected or another computer obtained to proceed with the testing appointment. If the candidate's testing environment is deemed inadequate by the proctor, the issue(s) identified by the proctor must be corrected before the candidate will be permitted to proceed with the testing appointment.

Candidate Identification

After the system requirements check and testing environment check are successfully completed, the proctor verifies the identity of the candidate by examining the candidate's current/valid (not expired) government-issued photo identification with signature. Acceptable forms of identification include state-issued driver's licenses and government-issued passports and identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

The name on the photo identification must match the name on the Exam Confirmation **EXACTLY**. Failure to provide proper, valid identification and/or a mismatch between the documentation and the Exam Confirmation email will result in the candidate not being admitted to the examination.

Communication and Monitoring

The candidate may communicate with the proctor via chat features available within the LRP interface. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone.

The launch process typically lasts 10-15 minutes but may be extended if there are technical issues. The launch time does not count towards the candidate's allotted testing time.

The candidate will be monitored throughout the duration of the test appointment by the proctor via audio and video. The candidate must remain in full view of the webcam at all times during their testing session. Breaks are not allowed during LRP testing. Failure to comply with this requirement will result in immediate termination of the testing session.

Disqualification

CLP, Inc., along with Meazure Learning, has a zero-tolerance policy for cheating. Any candidate who is observed giving or receiving assistance on the examination during the testing appointment will be required to turn in examination materials and leave the testing room immediately. If the candidate is taking the examination via LRP administration, the testing appointment will be terminated immediately by the proctor. In either instance, the candidate's examination will not be scored, and the incident will be reported to Meazure Learning and CLP, Inc. for further action.

All CLP examination content and testing materials are copyrighted and considered to be the sole property of CLP, Inc. Any individual(s) who removes or attempts to copy or remove testing materials and/or examinations from the testing room will be prosecuted to the full extent of the law.

Examination Rules

Meazure Learning follows industry standard testing rules as outlined below.

Testing Center

- No books, papers, or other reference materials may be taken into the testing room. An area will be provided for storage of such materials.
- No electronic devices, including telephones, cameras, signaling devices, pagers, alarms, and recording/playback devices of any kind may be taken into the testing room. An area will be provided for storage of such materials.
- Candidates may not take examination materials, documents, or memoranda of any type from the testing room.
- No questions concerning the content of the examination may be asked during the examination period. Listen carefully to the directions given by the proctor and carefully read the directions shown on the computer monitor.
- Candidates must sign out of the testing room to use the bathroom facilities. Unless a preapproved testing accommodation has been granted, a candidate's testing clock does not stop for breaks.
- Candidates testing at a testing facility will be provided with either a whiteboard or scratch paper with a writing utensil.

Live Remote Proctored (LRP)

- The proctor has complete access to the candidate's computer to monitor for unauthorized activities, including accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

- As part of the login process, the candidate shows the proctor a 360-degree view of their testing environment, including the desk and under the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor.
- All third-party programs must be closed, and secondary monitors must be unplugged and moved away from the testing space.
- Non-religious head coverings must be removed.
- Scratch paper/whiteboards are not permitted in the candidate's testing space.
- After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate's webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring software is running properly, the candidate clicks a link to launch the examination login process.
- During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies their information, completes the candidate attestation statement, and reviews the testing rules and policies. Prior to launching the examination, the candidate can review the online tutorial of PASS™.
- Testing time for candidates begins when the examination is launched.
- Breaks, or otherwise leaving the view of the webcam, are NOT allowed in LRP administrations. Doing so will result in immediate termination of the examination.
- When a candidate completes the examination, they click the "Submit Exam" button and confirm they are ready to submit the examination. A thank-you message or an immediate score report is presented to the candidate. Candidates may print this message/report.

11. EXAMINATION PREPARATION

How to Study

CLP, Inc. encourages candidates to prepare for the certification examination by using resources such as those listed within this Handbook and on its website and also by relying on experience in the field. Reviewing for the examination should begin well in advance of the examination and take into account the study method that is best for the candidate (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids).

Practice Tests

CLP, Inc. offers two practice test options:

1. A practice test and answer key at no charge
   After completion of the practice test, one may self-score the test using the key provided. The answer key includes the content domain and task statement associated with each item for reference. To request a copy of the free practice test, please contact CLP, Inc. at clpinfo@licensingcertification.org.
2. Second practice test available for purchase
   This practice test includes different items than the free version and provides additional information to contextualize the correct/incorrect answers for each question. To purchase the practice test, please visit ClassMarker: https://www.classmarker.com/online-test/start/?quiz=j4t60a6b3c2a2ce1 .

The practice tests each consist of 50 multiple-choice questions that are representative of the content areas and question format of the CLP certification examination. The questions are not currently in use and will never appear on a future, active version of the CLP certification examination.

Practice tests are not proctored, and statistical analysis of item/examination performance is not completed. Performance on a practice test is not necessarily indicative of performance on the actual CLP

certification examination. The purpose of a practice test is to provide candidates with a tool to familiarize themselves with the types of questions they may encounter on the examination.

References

The certification examination is based on current knowledge of theory and practice in licensing. CLP, Inc. provides a reference list by domain on its website: https://licensingcertification.org/clp-certification/exam-preparation-resources/. The list is not comprehensive but may be helpful in preparing for the examination.

Sample Questions

Appendix B. of this Handbook includes sample questions and an answer key that were taken from the CLP certification examination question repository and serve as samples of the type of questions found on the CLP certification examination. The questions are not currently in use and will never appear on a future CLP certification examination.

Taking the Examination

Tips for managing test anxiety and taking the examination as well as an online demonstration and tutorial are available through Meazure Learning. The demonstration and tutorial familiarize candidates with the computer-based testing environment and are not intended as a review of the CLP certification examination content.

Candidates testing via LRP receive information regarding an online tutorial of the test delivery system, Proctored Assessment System (PASS™), in the appointment confirmation notice. Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge. Candidates can view a sample test and testing instructions on Measure Learning's site – Preparing for your test.

12. AWARDING CERTIFICATION

Passing Standard

The cut score (or passing point) used in this examination is a criterion-referenced approach called the Angoff Modified Technique. It relies on the pooled judgments of subject matter experts (also known as SMEs) to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a 'minimally competent' candidate *will* answer this item correctly?" This question prompts the judges to consider a group of minimally competent candidates and what proportion of that group will answer each item correctly.

The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the "minimally acceptable" score. The final passing score for the examination is based on this pooled judgment and includes a statistical adjustment for testing error.

Scaled Scores

Because of the need for security, multiple forms of the examination, each containing a different combination of questions, are used. The passing standard cannot be set as a specific raw score, or number of questions answered correctly, because some of these forms may be slightly easier or more difficult than others. Therefore, requiring the same raw score to pass the different forms would not be fair to all examinees. A statistical procedure called *equating* is used to adjust for any differences in the level of difficulty among examination forms.

Once the examination forms have been equated, a procedure called *scaling* is used to convert the actual number of correct answers, or raw scores, to a uniform scale. These converted scores are called scaled scores. Scaled scores ensure that all examinees demonstrate the same level of ability to pass the examination.

Examination Scoring

When psychometrically supported, scores are issued at the conclusion of the examination. After submitting the examination for scoring (or once time expires), candidates receive a score report that includes the test date, scaled score, and pass/fail status. Passing or failing is based on the scaled score indicated on the score report. A scaled score of 500 is needed to pass the certification examination. **There is no penalty for guessing; each incorrect or omitted answer is counted as one incorrect response.**

Unsuccessful candidates' score reports provide information about domain area performance. For each domain, the percent correct is calculated as the number of questions answered correctly in the respective domain. Domain area performance may be helpful in highlighting areas where further study may be needed. However, as domain-level performance is based on lower numbers of items than the whole examination, it is not as reliable as the total test score and is not utilized in determining pass/fail status. The total number of questions for each domain is listed in the Exam Content Outline available in this handbook and on the CLP, Inc. website. Candidates are encouraged to study all domains when retaking the examination.

When scoring validation activities must be completed prior to release of score results, score notifications will not be issued at the conclusion of the examination and will be delayed. In these instances, candidates will receive a completion notification only. Delayed score reports will be available approximately six (6) to eight (8) weeks following the close of the testing window via an online score report portal. Candidates will receive an email from candidatesupport@meazurelearning.com upon score release that grants them access to the portal.

Scores will be available for 180 days from the date of score release notification (immediate or delayed). For instructions on how to access scores via the online score report portal, please refer to Meazure Learning's *Accessing Your Score In The Meazure Learning Score Report Portal* guide. Score reports will not be mailed.

Examination Eligibility and Retakes

The application fee includes the processing of the application and two testing opportunities within a thirteen (13) month period that begins with the application approval. Candidates may take the examination only once per testing window.

If the candidate fails the examination, and the candidate has another testing window available within their 13-month eligibility, the candidate can schedule a second testing appointment in a subsequent testing window within the eligibility period. Candidates with remaining eligibility will receive a Notice to Schedule email from CLP, Inc.'s testing vendor once the scheduling window opens.

Example: The candidate's application is approved on March 1, 2026. Their 13-month eligibility window expires on April 30, 2027. They have two (2) testing attempts during the 13-month eligibility window. Based on this example, the candidate may take the examination during the following testing windows: 1) Spring 2026, 2) Fall 2026, and 3) Spring 2027. If the candidate takes the examination during window 1 or 2 and fails, the candidate may retake the examination, at no additional charge, during window 2 or 3.

Should a candidate be unsuccessful on the examination on both attempts during the eligibility window, a candidate may request a third testing attempt by contacting CLP, Inc. and submitting the additional testing fee of $300 (USD)*. The third attempt must be utilized within one (1) calendar year following the candidate's last examination attempt. Beyond the calendar year or third attempt, the candidate will be

required to submit the full certification application and fees before gaining additional testing opportunities.

**Fees are subject to change.*

Eligibility Audits

A percentage of passing candidates will be audited to ensure compliance with the eligibility criteria. Applications for audit will be selected randomly. As part of the audit process, the individuals named as the candidate's Professional References on their initial application will be contacted and asked to provide verification of the candidate's experience to confirm the accuracy of the information reported by the candidate. Candidates will also be required to submit a copy of their diploma or transcript as verification of the degree earned. It is important to ensure all sections of the completed application are accurate.

If a passing candidate's application is selected for audit, the candidate must provide documentation as requested. The candidate's CLP certification status will be withdrawn if the candidate does not respond to the audit or does not provide the required documentation within ninety (90) days of notification of the audit requirements.

Designation and Credential Badge

Each candidate who passes the Certified Licensing Professional examination may use the designation of "CLP" after their name immediately following notification of passing the examination. The letters "CLP" should appear in a font no larger than the name of the individual and the name of their employer. For example, "John Smith, CLP".

Passing candidates will be issued a digital badge and receive instructions for accessing it in the month following the close of the testing window. The digital badge may be shared to the professional's network. For example, it may be added to an email signature and/or the professional's LinkedIn profile.

Certification is recognized for a period of three (3) years based on the last day of the month the examination was passed and must be renewed by earning a specified number of credit units. Renewal requirements are included in Section 13 of this Handbook.

Credential Verification

CLP, Inc. maintains an online registry of certificants. Individuals may select the information that is published when completing their application or by contacting CLP, Inc. at clpinfo@licensingcertification.org. Inclusion in the online registry is voluntary, and individuals may opt out at any time. The registry is available on the CLP, Inc. website and serves as verification of certification. If an individual chooses to opt out of inclusion in the registry, verification of certification will be provided to anyone submitting a request for such verification to CLP, Inc. Verification will include the professional's name and certification status (active or expired/lapsed).

The CLP Registry is intended for use as a networking tool among Certified Licensing Professionals and those wishing to employ the services of or otherwise conduct a professional relationship with a CLP. At no time should the registry be used to distribute marketing materials or other unsolicited information to CLPs listed on the registry.

13. RECERTIFICATION

The continuing competence of Certified Licensing Professionals is a major interest of CLP, Inc. CLPs are required to demonstrate continued competence in the field of licensing to maintain their certification status.

Certificants should review this recertification policy in full before completing and submitting the recertification application.

Personal Information

It is the candidate's responsibility to update contact information with CLP, Inc. to receive correspondence including recertification reminders and certificant materials. Professionals may access the credential management system, Certemy, throughout their certification period to update contact information. When submitting the recertification application, the professional may update their information in the *Applicant Information* section of the application as well.

CLP, Inc. will send periodic recertification reminders to the email address on file; however, it is the responsibility of the certificant to complete the requirements for recertification, including submission of the application, by the required deadlines. There are no exceptions to the deadline for renewal based on failure to receive renewal application materials.

Recertification Timeframe

The CLP, Inc. Board of Governors has determined, after considering a large scope of issues that face CLPs and the frequency at which information is updated and expanded, that the CLP credential will be valid for a period of three (3) years from the last day of the month in which certification was earned. If certification is not renewed, it expires on the last day of the month, three (3) years after certification was initially earned or last renewed, as applicable.

For example, a candidate who took and successfully passed the CLP examination on April 15, 2023, is required to submit the renewal application by April 30, 2026 at 11:59 (EST).

Recertification Requirements

The requirements for recertification are:

1. **Earn 40 Continuing Professional Development (CPD) credits during the 3-year certification period; and,**
2. **Submit the recertification application and pay the non-refundable renewal fee in effect at the time of recertification application submission.**

Meeting the Continuing Professional Development Credits Requirement

The intended purpose of earning Continuing Professional Development (CPD) credits for CLP recertification is to gain or disseminate current licensing/IP knowledge. CLP accepts CPD credits related to the field of IP licensing and the content covered on the CLP examination (refer to the CLP exam content outline). The exam content outline is also available online.

To ensure that the renewal process contributes to a variety of professional development opportunities, CLP CPD credits can be obtained from the following areas:

1. PRACTICAL EXPERIENCE – *REVISED 2021*
2. ATTENDING AND/OR PARTICIPATING IN INDUSTRY EVENTS ON TOPICS RELEVANT TO LICENSING
3. CONDUCTING EDUCATIONAL PRESENTATIONS/SPEAKING ENGAGEMENTS RELATED TO LICENSING
4. WRITING AND PUBLISHING WRITTEN MATERIALS ON RELEVANT TOPICS IN THE INDUSTRY
5. SERVICE APPEARING AS AN EXPERT WITNESS OR ARBITER ON A LICENSING MATTER BY A COURT

1. PRACTICAL EXPERIENCE

Practical experience includes:

- Full-time or part-time employment;
- Consultancy;
- Board service;

Practical experience should be relevant to the information covered in the CLP examination.

Value of Practical Experience

One (1) month of practical experience equates to one (1) CPD credit. This equates to a total of 12 credits per year, or 36 credits per 3-year certification cycle that may be claimed. Applications claiming more than 36 credits for practical experience will not be approved.

Activities must not be double counted. For example, expert witness testimony conducted as part of the individual's employment duties must not be counted in both the practical experience and expert witness testimony credit categories. The professional must choose which CPD category to claim the activity.

Required Detail

- Company/organization name and job title/role
- Number of CPD credits claimed
- Short description of job/role responsibilities

This information will be used to evaluate the activity and determine if it is eligible for CLP CPD credit.

2. ATTENDING AND/OR PARTICIPATING IN INDUSTRY EVENTS ON TOPICS RELEVANT TO THE LICENSING INDUSTRY

Activities must be educational in nature and related to licensing, with content focused on at least one of the content domains covered in the CLP examination. The exam content outline is available online. *Networking or business development activities are **not** acceptable for CLP CPD credit.*

Activities should be offered by or accepted for continuing education by broadly recognized organizations such as other professional organizations dealing with topics of IP licensing. A sample list of organizations offering IP licensing-related CPD is available on the CLP website. The list is not intended to be exhaustive.

Relevant events include:

- Industry conferences such as the Licensing Executives Society (e.g., USA and Canada), Licensing Executives Society International (LESI), the Association of University Technology Managers (AUTM), Biotechnology Industry Organization (BIO), and others.
- International conferences/meetings.
- Regional conferences/meetings.
- Educational workshops, webinars, seminars, conference sessions, podcasts, and other similar educational offerings relevant to the IP licensing industry.

- Seminars, workshops, or other similar educational offerings from corporations or law firms.

Value of Attendance and Participation in Industry Events

One (1) clock hour of participation in the events outlined above is equivalent to one (1) CLP CPD credit. Candidates should not submit activities that are less than 30 minutes or 0.5 credit in length. Such entries will not be accepted.

For example, a candidate participating in a 1-day seminar totaling 8 hours in one of the areas above earns eight (8) CLP CPD credits.

Required Detail

- Name, date, and location of the meeting/conference
- Number of CPD credits claimed
- Title of the session(s) attended
- Short description of the session(s) attended demonstrating how the activity is related to licensing and the CLP exam content outline (web links may be useful in disclosing this information)

This information will be used to evaluate the activity and determine if it is eligible for CLP CPD credit.

3. CONDUCTING EDUCATIONAL PRESENTATIONS/SPEAKING ENGAGEMENTS RELATED TO LICENSING AT INTERNATIONAL, NATIONAL, REGIONAL, OR LOCAL CONFERENCES, WORKSHOPS, SEMINARS, WEBINARS, OR SIMILAR EDUCATIONAL OFFERINGS THROUGH INDUSTRY ORGANIZATIONS, CORPORATIONS, LAW FIRMS, OR UNIVERSITIES

Activities must be educational in nature and related to licensing, with content focused on at least one of the content domains covered in the CLP examination. The exam content outline is available online. *Networking or business development activities are not acceptable for CLP CPD credit.*

Presentations given at or sponsored by an accredited college or university or any of the types of organizations listed under Item 2 above are acceptable.

Value of Conducting Presentations/Speaking Engagements

One hour of participation as a presenter or faculty member in the events outlined above is equivalent to three (3) CLP CPD credits. CPD credits may be claimed for repeated presentations. CLP, Inc. assumes two hours of preparation for every hour presented/taught which is equivalent to two (2) hours of CPD credit.
For example, a candidate who taught an 8-hour workshop earns 24 CLP CPD credits.

Required Detail

- Name, date, and location of the activity
- Number of CPD credits claimed
- Title of the session(s) presented
- Short description of the session(s) presented demonstrating how the activity is related to licensing and the CLP exam content outline (web links may be useful in disclosing this information)

This information will be used to evaluate the activity and determine if it is eligible for CLP CPD credit.

4. WRITING AND PUBLISHING WRITTEN MATERIALS ON RELEVANT TOPICS IN THE INDUSTRY INCLUDING ARTICLES, BOOK CHAPTERS, TEXTBOOKS, ETC.

Materials should be related to licensing with content focused on one or more content domains covered in the CLP examination.

Value of Publishing

- Writing an article for a company newsletter or self-publishing that is not peer-reviewed* is equivalent to five (5) CLP CPD credits.
- Writing an article for a third party that is not self-published and not peer-reviewed* is equivalent to 15 CLP CPD credits.
- Publishing** an article for a peer-reviewed journal is equivalent to 30 CLP CPD credits.
- Publishing** a chapter for a book is equivalent to 30 CLP CPD credits.
- Publishing** a book or textbook is equivalent to 40 CLP CPD credits.

**Peer-reviewed means that the article is distributed to a group of reviewers who are selected by the editorial board. The reviewers are "peers" of the author and are selected for their special knowledge and/or experience relevant to the subject of the article.*

***Published is defined as material that is published by an independent, commercial publisher. Self-published materials are not accepted for CLP CPD credits except where specifically noted.*

Required Detail

- Name and date of the publication
- Number of CPD credits claimed
- Short description of the publication demonstrating how the activity is related to licensing and the CLP exam content outline (web links may be useful in disclosing this information)

This information will be used to evaluate the activity and determine if it is eligible for CLP CPD credit.

5. SERVICE APPEARING AS AN EXPERT WITNESS OR ARBITER ON A LICENSING MATTER BY A COURT

Credit must be earned for time spent testifying or delivering a deposition and does not include time spent preparing.

Value of Service as an Expert Witness or Arbiter

One (1) clock hour of participation serving as an expert witness or arbiter is equivalent to one (1) CLP CPD credit.
For example, if a candidate serves as an expert witness or arbiter for eight hours, the candidate earns eight (8) CLP CPD credits.

Required Detail

- Number of CPD credits claimed
- Short description of expert witness/arbiter responsibilities

This information will be used to evaluate the activity and determine if it is eligible for CLP CPD credit.

Recertification Fee

Renewal candidates must pay the non-refundable renewal fee of $495 (USD)* to qualify for renewal. The renewal fee is paid as part of the application submission.

Payment is made via credit card as part of the online application. During the application process, applicants may opt for third-party payment and provide contact information for a third party (i.e., an employer) to receive an invoice for the application payment. If payment by credit card is not possible, an alternate payment method may be provided. Applicants should contact clpinfo@licensingcertification.org for more information.

Renewal applications that have not been paid will not be reviewed until payment is completed.

**Fees are subject to change.*

Recertification Application

To apply for recertification:

- Complete the online application accessible by logging into the credential management system, Certemy. Enter the username (email address from the original application for certification) and password. For assistance with login information, use the Forgot Password link on the login screen.
- Enter at least 40 CPD credits.
- Complete the attestation statement and agreeing to comply with the CLP Code of Conduct.
- Update/confirm inclusion in the CLP online registry.
- Pay the recertification fee.

CLP, Inc. will NOT accept paper (hard copy) recertification applications.

The application will not be reviewed/processed, and certification renewal will not be awarded, until all steps have been completed, including application fee payment. Partial or incomplete applications will not be reviewed.

Recertification Application Tips

- To enter CPD credits, select the professional development category from the drop-down list.
- Select the provider from the drop-down list, if applicable. If the provider of the CPD course/activity is not included in the dropdown list, select "Other" and then enter the provider's name in the "Other Provider" field.
- Enter the course/event/activity name, credits, and a brief description/other information as detailed in the CLP Recertification Policy for each CPD activity.
- Individuals should self-report the educationally focused credits earned in each CPD activity in the credits field.
- There is no requirement to attach documentation or proof of attendance at education events or background information. However, CLP, Inc. reserves the right to request and audit documentation confirming the information submitted on any application.
- Submit the application at least one (1) month prior to the expiration date to allow sufficient time for application review and approval.
- Candidates who submit the application early and earn CLP CPD credits between the date that they submit the recertification application and the original certification renewal date may carry over these credits into the next three-year renewal period.
- Candidates may access the system throughout the certification cycle to track CPD activity.
- Additional recertification information is available online.

Application Review and Verification

CLP, Inc. will review all recertification applications and evaluate each CPD activity claimed. If the requirements for recertification are not met or additional information is required to determine whether an activity is acceptable for CLP CPD credit, CLP, Inc. will contact the candidate to request the additional information. The candidate must respond with the information requested by the date outlined in the request. If the request is not answered, the recertification application will not be approved, and the certification will expire accordingly.

Applications may be audited to verify compliance with the renewal requirements. Individuals whose renewal applications are selected for audit will be required to submit evidence of the renewal activities claimed in the recertification application. Individuals should retain appropriate supporting documentation for all CPD credits for at least one (1) year following the submission of the renewal application. For CPD credit based on Practical Experience, a letter from the individual's employer or a contact who can attest to the experience may be required for verification. Failure to submit appropriate documentation when requested will result in the revocation of the certification.

Once all renewal requirements are met and certification has been renewed, CLP, Inc. will issue a renewal letter and renew the professional's digital badge.

Failure to Recertify

CLP certification is valid for three (3) years. Renewal is required every three (3) years for the credential holder to remain in good/active standing. Individuals who fail to meet the renewal requirements will be considered lapsed, and further use of the CLP designation will be prohibited. Those individuals must follow the reinstatement policy to regain the use of the CLP designation.

An expired certification may be appealed (see Appeal Policy).

Reinstatement

An individual whose CLP credential has been expired for one (1) year or less may reinstate the certification through the CLP grace period allowance by meeting all renewal requirements, submitting a renewal application, and paying the renewal fee of $495 (USD)* plus the late fee of $100 (USD)* for a total of $595 (USD)*. Individuals may use continuing professional development credits earned within the grace period when completing the recertification application, but the activities must not be claimed again when completing the subsequent recertification application.

After CLP, Inc. approves the renewal application, it will renew the digital badge. The expiration date of the reinstated certification will be the same as if the certification had been renewed on time.

An individual whose CLP credential has expired for more than one (1) year must re-apply for certification. To re-apply the individual must meet all current eligibility requirements, complete the examination application, pay the initial application fee, and take and pass the CLP certification examination.

**Fees are subject to change.*

14. CLP EMERITUS

The CLP Emeritus status is available to individuals who have held the CLP credential, in good standing, but are now retired from full-time employment. The designation recognizes CLP certificants who have had successful careers in licensing/IP but are no longer able to maintain the credential due to their employment status.

CLP Emeritus Requirements

The requirements for CLP Emeritus status require an individual:

- has held the CLP credential, in good standing, within the last three (3) years;
- is retired from full-time employment (Note: a limited amount of part-time work is allowable, such as independent consulting, board seats, or pro bono work); and,
- pays the one-time application fee of $275 (USD)*.

Individuals granted the status are not required to earn CPD credits.

**Fees are subject to change.*

CLP Emeritus Application

The CLP Emeritus application is completed online. The application will not be reviewed until all sections are complete and the application payment is made.

CLP Emeritus Designation

Once approved for the CLP Emeritus designation, the professional may only use the "CLP Emeritus" credential. Use of the "CLP" credential is not permitted.

If granted the CLP Emeritus designation, individuals must notify CLP, Inc. if they re-enter full-time employment in the licensing field, and therefore no longer meet the Emeritus status requirements. To reinstate the CLP credential, individuals are required to re-apply for CLP certification and pass the CLP examination.

Those awarded the CLP Emeritus designation will be included in the CLP Registry available on CLP's website. Individuals may opt-out of inclusion in the registry by indicating their preference in their CLP Emeritus application or by contacting CLP, Inc. at clpinfo@lincensingcertification.org.

15. APPEAL POLICY

Adverse decisions by CLP, Inc. may include, but are not limited to:

1. Denial of a candidate's application;
2. Denial of certification for an individual;
3. Denial of certification renewal for an individual; and
4. Revocation of certification.

In the event of an adverse decision in the areas outlined above, CLP, Inc. shall advise the individuals involved of the decision and of the procedure for appealing the adverse decision. The individual desiring to appeal CLP, Inc.'s adverse decision (the "Grievant") must adhere to the associated procedures timelines.

The appeal must be received within sixty (60) days of the date the notice of the adverse decision was issued by CLP, Inc. The Grievant is responsible for demonstrating, with clear and convincing evidence, that the appeal should be granted. CLP, Inc. shall review the request and notify the Grievant of its determination. To request a copy of the full Appeal Policy, please contact CLP, Inc. at clpinfo@licensingcertification.org.

16. NONDISCRIMINATION

All administrative practices and procedures, including appeals, will be non-discriminatory on the basis of age, race, creed, color, religion, lifestyle, national origin, gender, sexual orientation, veteran status, or disability.

17. CONFIDENTIALITY

All information collected as part of the application process shall be held in confidence and shall not be used for any purpose other than in connection with activities required to carry out the CLP, Inc. application and testing processes, the creation of the online Credential Registry or other publication of the names of passing candidates.

Appendix A. CLP Examination Content Outline

Domains and Task Statements	% of Exam	# of Questions
Domain #1: Opportunity Assessment, Development, and Valuation	24%	36
1. Participate in the development of an intellectual property strategy in accordance with organizational strategy in order to achieve economic or commercial goals and identify needs, resource requirements, and licensing opportunities. 2. Prioritize and evaluate the intellectual property portfolio using appropriate analytical tools in order to identify the highest and best use of the organization's intellectual property. 3. Define the intellectual property to be valued using input from relevant business functions, consistent with overall business strategy in order to achieve agreed upon goals. 4. Identify commercial opportunities using appropriate methods in order to identify potential collaborator(s), licensee(s), or newco(s). 5. Assess the need for rights controlled by other parties using commercial and legal analyses in order to optimize business return. 6. Identify intellectual property existing in the market consistent with the organization's needs in order to select and obtain rights to use another party's intellectual property. 7. Develop a commercialization plan that includes intellectual property using appropriate methods in order to achieve established objectives.		
Domain #2: Intellectual Property Protection	22%	33
1. Build an intellectual property portfolio by protecting intellectual property strategically in order to support and advance the organization's objectives. 2. Survey the organization's existing and potential intellectual capital through appropriate means in order to identify intellectual property requiring or worthy of protection. 3. Select inventions to protect by evaluating pertinent legal factors, commercial opportunities, and available resources in order to optimize the portfolio. 4. Select appropriate domestic and international protection mechanisms for the intellectual property by evaluating pertinent legal factors, commercial opportunities, and available resources in order to protect the intellectual property. 5. Implement the protection strategy using the selected mechanisms in order to build and sustain the organization's intellectual property portfolio. 6. Manage the intellectual property portfolio by taking appropriate legal and procedural steps in order to maintain or improve the value of an entity's intellectual property portfolio.		
Domain #3: Agreement Development and Drafting	23%	35
1. Participate in cross-functional teams in order to define the type of agreement and the terms and conditions to be negotiated, including regulatory policies and legal concerns. 2. Identify the factors influencing the value based on the proposed licensing strategy in order to enable the determination of an appropriate price.		

3. Draft the term sheet by addressing critical issues in order to expedite contract negotiations. 4. Develop basic agreement terms consistent with the licensing strategy and business plan in order to establish an initial agreement structure. 5. Review the license or other type of agreement using the final term sheet in order to express the intent of the parties to operate as intended.		
Domain #4: Negotiation	21%	31
1. Prepare for negotiation by identifying and anticipating the interests, needs, and wants of the parties, and the likely points of contention in order to establish a basis for negotiation. 2. Participate in formulating the negotiation strategy and tactics, including determining a Best Alternative To Negotiated Agreement (BATNA), setting the timeframe, and establishing other parameters in order to conduct the negotiations effectively. 3. Implement the negotiation strategy and tactics, record the impact of changes to the term sheet, and counter within the range of acceptable outcomes in order to conduct and close the negotiations effectively. 4. Gain approval of the final terms and conditions of the agreement by communicating the value of the deal to internal stakeholders in order to confirm acceptability relative to the licensing strategy and objectives. 5. Review the final agreement in order to ensure consistency with the negotiated terms and conditions.		
Domain #5: Agreement Management	10%	15
1. Establish ongoing obligations by reviewing the signed agreement in order to ensure compliance by all parties. 2. Meet ongoing responsibilities by defining points of contact, other personnel, documentation requirements, and a process for ensuring accountability in order to maintain compliance and avoid conflicts and breach. 3. Summarize the key features and obligations of the agreement and ensure that the documentation is entered into an appropriate document management system to allow for easy access for future reference.		

Appendix B. Sample Questions

1. Which of the following components **BEST** describes an organization's intellectual capital?
   a) Contracted employees, joint venture partners, and board members
   b) Marketing strategies, relationships, and structures
   c) Joint venture partners, products, and trade secrets
   d) Innovations, know-how, and relationships

2. What is the general purpose of the recital (or whereas) clause in a license agreement?
   a) Provide the warranties against infringement
   b) Provide the background of the transaction for ease of reading
   c) Provide the agreement on the method of paying the license fee
   d) Provide the agreement on the license fee and royalties

3. Which of the following are the **MOST** important items to review prior to the execution of the final licensing agreement?
   a) Contract terms and conditions and impact on business operations
   b) Requirements of the other party and impact on capital costs
   c) Environmental implications and impact on capital costs
   d) Requirements of the other party and impact on business operations

4. Which of the following is the foundation of a well-written marketing plan?
   a) Competitive positioning
   b) Action lists
   c) Strategies
   d) Promotional plans

5. What is defined as the "price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of relevant facts?"
   a) Fair market value
   b) True value
   c) Market price
   d) Net present value

6. In the United States, which of the following is **LEAST** effective in the protection of a new operational method?
   a) Patent
   b) Copyright
   c) Contract
   d) Trade secret

7. Which invention type is **BEST** managed as a trade secret?
   a) Device or article to be sold
   b) Information accessible to numerous employees
   c) Distribution processes
   d) Inventions where infringement is difficult to detect

8. Which of the following components are the **MINIMUM** requirements of an agreement management system?
   a) Background, exit strategies, and problem resolution procedures
   b) Background, report generation capabilities, and opportunity tracking
   c) Background, contractual obligations, and strategic directions
   d) Background, contractual obligations, and parties

9. Which warranty of non-infringement **MOST** favors the licensee?
   a) The licensed patents do not infringe on the rights of any other entity.
   b) The licensed activities do not infringe on the rights of any other entity.
   c) The grant of this license will not result in infringement on the rights of any other entity.
   d) The licensed patents are provided infringement-free.

10. Under the Bayh-Dole Act, which right is given to the United States government by a university's granting of a government license?
   a) The right to manufacture for commercial sale
   b) The right to collect royalties
   c) The right to make products for government use
   d) The right to use infringers

11. During negotiations, the parties involved have reached an impasse. In addition to the determination of the nature and degree of conflict, which of the following techniques could be used to reduce the conflict without causing the deal to fail?
   a) Demand the replacement of the other party's team members who might be the sources of conflict
   b) Meet with the other party's team leader to ask him/her to fix the sources of conflict within the other party's team
   c) Replace team members, including yourself, that might be the sources of conflict
   d) Continue negotiations as before and wait for the conflicts to resolve themselves

12. A chemistry professor employed by a United States university invents a new molecule as part of a federally sponsored project. Which of the following statements is **TRUE?**
   a) The university will assign the invention to the federal government.
   b) The professor can assign the invention to his start-up company.
   c) The federal government will own the invention.
   a) The university can claim title to the invention.

13. When a university grants a license to a licensee, what indemnification is usually granted?
   a) None as each party insure itself.
   b) The university indemnifies the company for liability for harm caused by products made under the patent.
   c) The university indemnifies the company against infringement of third-party patents.
   d) The company indemnifies the university for liability for harm caused by products made under the patent.

14. A university located in the United States declines to patent a federally funded invention. The inventor wants to personally own and patent the invention. What step **MUST** be completed in order for the inventor to proceed?
   a) The university assigns the invention to inventor.
   b) The inventor sues the government to obtain the invention's rights.
   c) The university waives the invention to the government, and the government waives the invention to the inventor.
   d) The inventor cannot personally own and patent the invention.

15. What is the **PRIMARY** objective of patent infringement litigation?
   a) Punish the infringer
   b) Stop infringing activities
   c) Recover lost profits
   d) Assert patent holder rights

Sample Question Answer Key

Question Number	Correct Answer	Examination Content
1	D	Domain II, Task 2
2	B	Domain III, Task 4
3	A	Domain IV, Task 5
4	C	Domain I, Task 7
5	A	Domain III, Task 2
6	B	Domain II, Task 4
7	D	Domain II, Task 4
8	D	Domain V, Task 3
9	B	Domain III, Task 2
10	C	Domain III, Task 4
11	C	Domain IV, Task 3
12	D	Domain II, Tasks 4 and 5
13	D	Domain III, Task 1
14	C	Domain II, Tasks 2 and 3
15	D	Domain II, Tasks 5 and 6

Appendix C. CLP Fees

All fees must be paid in USD.

Fee Type	Amount
CLP Initial Application	$995
CLP Recertification Application	$495
CLP Reinstatement Fee *Professionals w/ an expired certification reinstating within the 1-year (or less) grace period	$595 *$495 (recertification app fee) + $100 (late fee)*
CLP Emeritus Application	$275

All payments are made via credit card as part of the initial application or recertification application. During the application process, applicants may opt for third-party payment and provide contact information for a third party (i.e., an employer) to receive an invoice for the application payment. If payment by credit card is not possible, an alternate payment method may be provided. Applicants should contact clpinfo@licensingcertification.org for more information.

Applications will not be processed or approved, and eligibility to test or recertification will not be granted until payment is received in full.

All fees are subject to change.

Appendix D. CLP, Inc. Code of Conduct

Code of Conduct

Introduction

Certified Licensing Professionals, Inc. ("CLP, Inc.") has adopted the following rules of professional conduct ("Code of Conduct") to:

i. establish and promote the professional standing of those designated Certified Licensing Professionals (CLP), CLP-Associate (CLP-A), or CLP Emeritus ("CLP Designee"),
ii. provide guidelines for the professional conduct of a CLP Designee,
iii. enhance the trust of the public in those designated CLPs and the CLP certification program, and
iv. grow and bolster the confidence of the public in the intellectual property licensing profession ("IP Licensing").

The enforcement of the Code of Conduct is pursuant to Section 5 of the Professional Practice and Disciplinary Policy and Procedures, which is found in the CLP, Inc. Policy and Procedures Manual and available by request to CLP, Inc. by emailing clpinfo@licensingcertification.org.

Any amendments to the Code of Conduct may be only promulgated by the CLP, Inc. Board of Governors. The amended Code of Conduct is effective as of the date the amended Code of Conduct is posted on the website of CLP, Inc.

The CLP Designee and the Code of Conduct

A CLP Designee shall neither willfully nor knowingly violate or attempt to violate the Code of Conduct, nor knowingly assist or induce another to do so, or do so through the acts of another. For purposes of these rules of professional conduct, the conduct of a corporation, partnership or other entity which is substantially owned, controlled or managed by a CLP Designee may be imputed to him or her provided that the CLP Designee has knowledge of and control over the conduct of such entity.

Rules of Professional Conduct

1. Duty to the Client

A CLP Designee may act as an agent or employee of a client or an employer (the terms 'client' and 'employer' are herein collectively referred to as 'Client').

The CLP Designee may perform the following non-exhaustive list of functions i-iv, in the context of an IP Licensing assignment, commissioned, sponsored or requested by the Client:

i. Advisor: The CLP Designee shall provide the Client with an informed judgment regarding potentially licensable properties and, as necessary, explain their practical implications.
ii. Advocate: The CLP Designee shall represent the Client's position within the context of advancing the Client's interests arising from potentially licensable properties.
iii. Negotiator: The CLP Designee shall seek a result advantageous to the Client but consistent with requirements of fair and honest dealings with others.
iv. Evaluator: The CLP Designee shall examine potentially licensable properties and provide a complete and unbiased report about them.

The CLP Designee shall:

a) act with honesty, fidelity, professionalism and civility in performing any one of the above functions, or any other function in connection with an IP Licensing assignment, commissioned, sponsored or requested by the Client, and
b) in the course of representing the interests of the Client, a CLP Designee shall not knowingly engage in conduct involving dishonesty, fraud, deceit or misrepresentation.

2. Conflicts

A CLP Designee shall obtain the express, written consent of one or more Clients in order to represent the Client(s) in an IP Licensing assignment. However, the CLP Designee shall not represent at the same time and for the same IP Licensing assignment both a potential licensor and a potential licensee, unless both the potential licensor and the potential licensee expressly consent to this by written agreement.

Promptly upon becoming aware of a conflict, a CLP Designee shall disclose to the Client any interest concerning the CLP Designee of which the CLP Designee is aware of and where said interest may be adverse or potentially adverse to the Client, or that may be perceived to be in conflict with the interests of the Client, including any significant personal financial interest.

3. Confidence

In the absence of any type of agreement between a CLP Designee and a Client that restricts the disclosure of the confidential information of the Client, e.g. non-disclosure agreement, the CLP Designee shall request that the Client identify, clarify, or explicitly state in writing the information the Client considers to be of confidential nature; and in view of such guidance, the CLP Designee shall:

a) treat said information as confidential information; and
b) refrain from disclosing the confidential information of the Client, unless:
    i. the Client gives specific, written informed consent to the contrary, or
    ii. the disclosure of the confidential information of the Client is required by applicable law or court order.

In the presence of any type of agreement between a CLP Designee and a Client that restricts the disclosure of the confidential information of the Client, e.g. non-disclosure agreement, the CLP Designee shall act according to the provisions of the agreement unless:

    i. the Client consents and documents otherwise, or
    ii. the disclosure of the confidential information of the Client is required by applicable law or court order.

In the presence of any type of agreement between two or more parties that restricts the disclosure of the confidential information of the parties to the agreement, e.g. non-disclosure agreement, and of which agreement a CLP Designee is made aware, and said CLP Designee represents a Client who is party to the agreement, the CLP Designee shall act according to the provisions of the agreement concerning the disclosure of confidential information, unless the disclosure of confidential information of the Client is required by applicable law or court order.

4. Advertising and Solicitation

A CLP Designee shall not behave in a manner that denigrates CLP, Inc. or its credentialing programs.

A CLP Designee will use the appropriate acronym for the credential held, as instructed by CLP, Inc. pursuant to its guidelines. CLP, Inc. may disallow any such use at any time and with no compensation to the CLP Designee.

In particular, the CLP Designee shall not use:

    i. any business card, and/or
    ii. letterhead, and/or
    iii. directory listing, and/or
    iv. advertising material, and/or
    v. other form of documentation, and/or
    vi. other means of communication, that is false, deceptive, or misleading, or likely to create false or exaggerated expectations as to:
        a) the skill, experience or ability of the CLP Designee;

b) the value or cost of the services or facilities offered by the CLP Designee; and/or
c) the results to be accomplished through such services or facilities.

The appropriate credential acronym should appear in a font size no larger than the name of the individual and/or the Client of such individual.

5. Privacy and Membership Lists

CLP Inc. may collect, use and disseminate the information from CLP Designees as stated in the Privacy Policy available online.

6. Compliance

Each CLP Designee shall act in good faith and shall undertake reasonable efforts to conduct his/her practice in agreement with the law and regulations in connection with his/her Client's assignment(s).

Code of Conduct, Updated March 2012; Revised December 2014, May 2017, April 2019; Reviewed March 2021; January 2022 © CLP, Inc