

## Volunteer Program Committees

CEPI is fortunate to have a dedicated group of volunteers who are well respected in the industry. We could not possibly express all of the gratitude we have for our volunteers; the program would not exist without them. We are always looking for additional volunteers. If you are interested in participating in any of the volunteer committee activities listed below, please complete the application form and submit it to [cepi@scu.edu](mailto:cepi@scu.edu).

CEPI volunteers must commit to two volunteer activities per year. All volunteers will be given access to a full set of exam materials, including the CEPI Study Binder and all reference texts.

All NEW volunteers (CEPs who have never participated in Item Writing, Item Review or Standard Setting) must complete a brief online training session (approximately 15 minute webinar) and submit one Item (possible exam question).

CEP designees who participate in any of the volunteer committees will receive continuing education credit towards their current requirements. One hour will be granted for every hour of volunteer service. In addition, the \$100 filing fee will be waived for CEP designees that fulfill more than 50% of their continuing education requirement through volunteer activities.

### **Item Writing – Teleconference Meetings only. Time commitment: 8-10 hours**

The CEP Institute hosts item or question writing panels annually. Panel members are trained in item development and coached in writing consistent and high quality items for the CEP exams and must have earned the CEP designation. Panel members are selected to achieve a balance of expertise reflective of the test specifications.

After attending item writing training or review, each item writer will be assigned approximately 15 items to draft and submit to CEPI. On average it takes item writers approximately 30 minutes to draft and review an item.

### **Item Review– Teleconference Meetings only. Time commitment: 6-8 hours**

This panel reviews items written by members of the item writing panels for accuracy, consistency, format and overall appropriateness for the CEP examinations. The panel meets via teleconference. Committee members must have earned the CEP designation. Panel members are selected to achieve a balance of expertise reflective of the test specifications.

Groups of approximately 25 items will be distributed to item review teams for individual review and then each team will review their comments via teleconference. It is estimated that each person will spend approximately 3 hours reviewing items prior to the discussion call which will last approximately 3 hours.

**Standard Setting – Teleconference Meetings. Time commitment: 6 -8 hours**

Pre –requisite: At least one session of Item Writing or Item Review must be completed before volunteering for Standard Setting.

Standard Setting Panels recommend a passing score for the recently administered exams. Panels of approximately 10 CEP designees for each of the three exam levels meet by teleconference. Candidates must have earned the CEP designation and are selected to achieve a balance of expertise reflective of the test specifications as well as gender, cultural, racial and geographic diversity.

Individuals that have not participated in a Standard Setting Panel will be required to attend a teleconference training session led by our third-party testing program group, CPS. Training will be scheduled, as needed.

Following each exam administration, each panel member will receive the recently administered exam for review. Panel members will have approximately one week to review and rank each item individually; then, each panel will meet for a teleconference call (approximately 3 hours) to review any discrepancies that they have in ratings.

It should take each panel member between 2 and 4 hours to review and rank an exam individually plus another 3 hours for discussion.



**Santa Clara University**

**Certified Equity Professional Institute**

## Code of Ethics and Professional Responsibility for Volunteers

Individuals volunteering with the Certified Equity Professional (CEP) Institute certification program are expected to maintain the highest ethical standards while conducting themselves in the equity compensation profession and any other activities that, as a result of the individual's affiliation with CEP Institute, could reflect on or be deemed to be associated with the CEP Institute.

As a condition of volunteering with the CEP Institute examination and certification process, you agree to adhere to and support the CEP Institute's standards of ethics and professional responsibility, and agree to:

- Maintain absolute confidentiality regarding the certification content to ensure that the CEP certification and certification process are viewed as a valuable credential of the highest integrity.
- Avoid the use of any of the assets or information of CEP Institute for your personal gain or the gain of another person or entity without the appropriate disclosure, discussion, and approval with the Board and/or CEP Institute staff.
- Promote the CEP certification process in industry and professional groups in a manner that emphasizes integrity, objectivity, and freedom from conflict of interest.
- Adhere to all ethical conduct codes, policies, and requirements stemming from any employment, membership in other professional organizations, and involvement in community or other organizations - to ensure that the professional stature of CEP candidates and designees always reflects positively on the CEP Institute.
- Comply with all legal and regulatory requirements in the course of performing employment and non-employment duties in roles that relate to or include the subject matter of the CEP Institute coursework.

**I agree to adhere to the CEP Institute code of ethics as outlined above.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please send the completed form to one of the following:**

<b>Fax:</b>	<b>Email:</b>	<b>Mail:</b>
408-554-5143 Attention: CEPI Volunteering	cepi@scu.edu	Certified Equity Professional Institute Executive Development Center Santa Clara University 500 El Camino Real Santa Clara, CA 95053-0400



# Santa Clara University

Certified Equity Professional Institute

## Volunteer Application 2009

### Personal Information

I am a **NEW** volunteer

I am a **RETURNING** volunteer

Name: \_\_\_\_\_  
(last name, first name)

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city, state, zip code, country)

Telephone: Work \_\_\_\_\_

Home \_\_\_\_\_

Fax \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The above address is my:  work address  home address

### New Volunteers

All new volunteers must complete a brief online training session and write one practice item before participating in any CEP Institute Volunteer Activities. Details about the training will be sent via email.

**Check here to agree to attending the online training session**

### Returning Volunteers:

#### Previous Volunteer Activities:

Activity	Dates
Item Writing	_____
Item Review	_____
Standard Setting	_____

## All Volunteers

### I would like to volunteer in the following areas:

**Please mark at least two activities for 2009**

- Item Writing Spring (8-10 hrs)
- Item Writing Fall (8 – 10 hrs)

- Item Review Spring (6-8 hrs)
- Item Review Fall (6 – 8 hrs)

To participate in Standard Setting, you must have completed at least one session of Item Writing or Item Review. This session can be from this calendar year or from any previous year.

- Standard Setting – June Exam  
(6 -8 hrs)

- Standard Setting – November Exam  
(6-8 hrs)

Please rate your knowledge of each main category below and/or your level of professional Stock Plan Administration experience:

	<b>Novice</b>	<b>Intermediate</b>	<b>Expert</b>
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative & Contractual Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate and Securities Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Education**

University/College: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

University/College: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

**Professional Work Experience**

Current Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city, state, zip code, country)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city, state, zip code, country)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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408-554-5143 Attention: CEPI Volunteering	cepi@scu.edu	Certified Equity Professional Institute Executive Development Center Santa Clara University 500 El Camino Real Santa Clara, CA 95053-0400



### Subject Matter Expert Confidentiality Agreement

As a Subject Matter Expert (SME) participating in exam development related services to Cooperative Personnel Services and the Certified Equity Professional Institute (CEPI), I accept responsibility for maintaining the strict confidentiality of all examination-related materials.

I will not discuss any aspect of the examination development process with anyone except the CPS and CEPI examination contact person. This includes, but is not limited to: examination reference materials, examination content areas, and my evaluation of the actual examination scoring process.

I will not retain any examination copies or examination-related materials for my own personal files, nor will I make any copies of examination-related materials. I will ensure that all examination-related materials are kept in a secured location and will return all materials to the designated person, shred the materials, or dispose of in a manner consistent with handling confidential materials.

I will comply with State Government Code Section 19680 regarding the confidentiality and security of State examination materials made available for the SME's use or review. Specifically, the SME agrees to not expose examination materials to any unauthorized person(s) or to share in any way information pertaining to examination contents.

**I agree that as a volunteer for the CEPI, if I participate in Item Review, Standard Setting, Curriculum Committee or Certification Council, I will NOT participate in any third party exam preparation services and/or private instruction/training to potential examinees for a period of one year following my CEPI volunteer service. I will refrain from any activities that would pose a conflict of interest or compromise the integrity of the CEPI.**

If it is determined that an examination resulting from this development process has been compromised by my actions or inaction I understand that CPS may choose to seek financial damages against me equal to the cost of developing a new examination.

I have read and understand the provisions of this confidentiality agreement, and my signature below signifies that I agree to the terms of this agreement without reservation.

**SME Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed SME Name** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

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