



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

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

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

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

Please check the following and complete as applicable.

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

Dates Taken: \_\_\_\_\_ Testing Center: \_\_\_\_\_ Results: \_\_\_\_\_

I certify that the person recording this session is me. I understand that if it is known to be untrue, my certification will be revoked.

\_\_\_\_\_  
Name, Title

<p>Witness 1 I, _____, viewed this recording and I attest to the fact that the trainer addressed on this recording is the trainer listed above.</p> <p>Signature: _____ Name: _____ Relationship: _____ Phone: _____ Email: _____</p>	<p>Witness 2 I, _____, viewed this recording and I attest to the fact that the trainer addressed on this recording is the trainer listed above.</p> <p>Signature: _____ Name: _____ Relationship: _____ Phone: _____ Email: _____</p>
---	---

Witnesses will be randomly called in order to confirm the identity of the trainer in the submitted Training session recording.



**CompTIA CTT+™ Program  
Virtual Classroom Trainer Exam (performance based) Submission  
Release Form – Form B**

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

**Please collect email replies stating the following (in Italics) from each attendee and attach the printed replies with this form:**

*I hereby grant CompTIA permission to use the recorded virtual classroom session in which I appear as a participant for assessment of skills the for the purpose of certification for trainer named below*

\_\_\_\_\_ on \_\_\_\_\_  
(Name of the instructor) (Date)

COMP \_\_\_\_\_  
(CompTIA Career ID Number/ Candidate ID Number)

**Complete the form and attached the learner’s email agreeing to be recorded.**

	<b>Name (printed)</b>	<b>Date Email Agreement Sent (attached)</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

I hereby grant CompTIA permission to use for educational and informational purposes the recording in which I appear as an instructor. I verify that all who appear in the recording have signed this release form.

\_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)



**CompTIA CTT+™ Program  
Virtual Classroom Trainer Exam (performance based) Submission  
Submission Documentation Form C**

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

(Questions 1-12)

Be sure to answer each question carefully since the scoring judges will review this form with your recording. Some of the questions are directly linked to the skills being measured by this performance assessment. Type or print the answers in the space provided; scoring judges will not consider additional pages.

Name \_\_\_\_\_ Date \_\_\_\_\_  
CompTIA Career ID  
Number/ Candidate COMP  
ID Number  
Street Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Daytime Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

My recording is in the following file format: \_ MPEG4

The Player Version I used to test play my recording was: \_\_\_\_\_

General Information about the Presentation

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

\_\_\_\_\_

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

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



**CompTIA CTT+™ Program  
Virtual Classroom Trainer Exam (performance based) Submission  
Submission Documentation Form C**

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

(Questions 1-12)

**Planning prior to the course**

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

\_\_\_\_\_

3. What are the relevant characteristics of the learners including their level of expertise in the content area? (The response to this question provides evidence related to “Planning Prior to the Course” SubDomain 1A.)

\_\_\_\_\_

4. Specifically, how did you identify these characteristics? How did you gather the information? (The response to this question provides evidence related to “Planning Prior to the Course” SubDomain 1A.)

\_\_\_\_\_

5. What did you do to prepare for training this particular group of learners for this specific recorded session? If you adapted the material or made adjustments, explain what you did and why. If you did not need to adapt it, explain why it was not necessary. NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to “Planning Prior to the Course” SubDomain 1A)

\_\_\_\_\_



6. Describe what you did to organize the virtual session particularly as it relates to the portion of the course shown on the recording. NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1B.)  
\_\_\_\_\_

7. What might the learners have expected based on the pre-course announcement? How did you confirm what their expectations were and what did you do to meet them? NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to "Planning Prior to the Course" SubDomain 1B.)  
\_\_\_\_\_

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

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



**CompTIA CTT+™ Program  
Virtual Classroom Trainer Exam (performance based) Submission  
Submission Documentation Form C**

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

(Questions 1-12)

**Evaluate the Training Event**

10. To what extent does the recording demonstrate how well you met the learning objectives for this module as it relates to the instruction shown in the module? NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to "Evaluate the Training Event" SubDomain 5B)

---

11. How would you describe the success of this module? What activities worked well and why? What activities would you change and why? Be sure to include any activities that you added or adapted to meet learners' needs. NOTE: Your response to this question must match what scoring judges observe on the recording. (The response to this question provides evidence related to "Evaluate the Training Event" SubDomain 5B.)

---

12. Please provide any additional information you think the scoring judges should know about your performance as it relates specifically to this instructional module, this group of learners, this specific performance, and this Submission Documentation Form.

---



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

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

**Pricing**

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

**Payment Options**

- Voucher Number (TK0-203): \_\_\_\_\_
- Credit Card  
 Visa     MasterCard     American Express

Credit Card Number: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_

Please print Cardholder's Name: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

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

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

*The Performance Based exam recording cannot be processed without payment.*

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

Please e-mail any questions or comments to: [questions@cttsubmission.com](mailto:questions@cttsubmission.com)



## Virtual Classroom Trainer Exam (performance based) Submission

### Performance Based Exam Mailing Address

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

#### Option 1: Online Upload

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

#### Option 2: Mail/Courier

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

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

#### South Africa

The CompTIA South Africa Office provides a service to South African CTT+ candidates only to collect payments at the published ZAR exam fee for the CompTIA CTT+ VBT's. It remains the responsibility of the CTT+ candidate to upload their own VBT although we do have independent service providers that offer this service at an additional fee. Please do not deliver or post VBT's to the Johannesburg office.

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

#### Other Countries

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





## Five-Step Process to Certification

- 1. READ** Prepare for the two-part examination. Be sure to carefully read this *CTT+ Candidate Handbook of Information*.
- 2. REGISTER** Register for the CTT+ Essentials exam (computer-based test) by calling Prometric or VUE  
  
(or)  
  
You may also register online: [www.prometric.com/CompTIA](http://www.prometric.com/CompTIA) (Prometric) or [www.vue.com/comptia](http://www.vue.com/comptia) (VUE).
- 3. TAKE** Take the CTT+ Essentials Exam (computer-based test) on the scheduled day. Remember to bring two valid ID's; one must be a picture ID..
- 4. PLAN** Plan the performance recording for an upcoming training session where you are delivering instruction. When you receive your CTT+ Essentials (computer-based test) score report, you will receive detailed instructions for submitting your recording.
- 5. SUBMIT** Submit the recording for evaluation.  
**Do not forget** to enclose the following:
  - Photocopy of valid government ID (drivers license, passport etc.)
  - A photocopy of the passing score report issued to you at the test center
  - Submission Forms A, B and C. Please make sure you send the correct Forms. There are two sets of forms; one for the Classroom Trainer and the other for the Virtual Classroom Trainer. If we receive the wrong, we will destroy the submission and cancel the payment. You will be required to submit the recording with the accurate forms again.
  - Payment Form

The Submission Forms are an essential part of the scoring process and successful completion of these forms will impact a candidate's final score.