



# National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211  
Phone 800.875.4404; Fax 913.498.1243  
**Office Hours:** M-F 7:30am - 7:00pm CST  
Saturday 9:00am - 3:00pm CST

TE-0212RF

## Certified Postsecondary Instructor® (CPI®) Reference Form

Rev: December 2013

**REFERENCE FORM** You will need a reference from an individual in a supervisory capacity related to your employment as an instructor. Ask your reference to complete this form and return it to you. Send your application, payment, and all required documentation (see Section 4 of this application) to NCCT at the address on Page 1. NCCT reserves the right to contact your reference to validate the information as needed.

CPI® Candidate Name \_\_\_\_\_

(If documents are submitted using more than one name, please provide all names above.)

### Dear CPI® Candidate Reference:

The candidate named above has applied to take our Certified Postsecondary Instructor® examination. References are an important part of the application process. Please answer these questions about the candidate, and return this form to the candidate for inclusion with his or her application. If, for any reason, you do not wish to return this form to your candidate, you may send it to us directly at the address above; please notify candidate if you choose to do so. Thank you!

Yes  No **(1)** Have you known this candidate for more than one year? How long? \_\_\_\_\_

Yes  No **(2)** Is/Was this candidate employed by you, or the company you represent?

Name of Your Organization \_\_\_\_\_

Address of Your Organization \_\_\_\_\_

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

Dates of Employment \_\_\_\_\_ (Month/Year) to \_\_\_\_\_ (Month/Year)

Yes  No **(3)** If you answered Yes to (2), has the candidate had at least six (6) months of full-time postsecondary teaching experience (or its equivalent) within your organization?

Yes  No **(4)** Can you attest to this candidate's proficiencies in the subjects he or she teaches?  
Name of subject matter area(s) of expertise \_\_\_\_\_

Yes  No **(5)** Do you believe this candidate to be of good moral character?

For Questions **(6)** through **(9)**: The CPI® examination will determine whether the candidate possesses the minimum knowledge and skills needed to teach students at the postsecondary level, as determined by a national role delineation study. In your opinion, has this candidate demonstrated:

Yes  No **(6)** The ability to use principles of adult education that are important for success in the postsecondary classroom? (e.g. characteristics of adult learners, group dynamics and facilitation skills, fair practices in education)

Yes  No **(7)** The ability to plan and/or design coursework appropriate for the postsecondary students he or she teaches? (e.g. developing curriculum, learning objectives, learning activities; assessing student learning needs and preferences and designing strategies for helping them learn accordingly; etc.)

Yes  No **(8)** The ability to evaluate a classroom environment and deliver instruction and/or guide learning successfully?

Yes  No **(9)** The ability to evaluate student learning, the effectiveness of all teaching strategies, the effectiveness of classroom implementation, and the validity of all tools of assessment?

Use the back of this form to explain any **NO** responses, provide any additional information, or make comments. Thank you!

Name & Credentials \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

How do we contact you if we have any questions? \_\_\_\_\_