

## Appendix B: CTS Exam Application

### Section I: Summary of Eligibility Requirements

To be eligible to take the general CTS exam, a candidate must:

- Agree to the terms and conditions noted in this application
- Agree to read and abide by the CTS Code of Ethics and Conduct, pledging truth, accuracy and a commitment to excellence in all aspects of the profession

Applicants are strongly urged to refer to the examination content outline found in [Appendix A](#) of the CTS Candidate Handbook. It is important to self-assess for the skills indicated in the CTS Exam Content Outline before registering.

AVIXA has created a study resource center at [www.AVIXA.org/ctsprep](http://www.AVIXA.org/ctsprep). This page provides detailed study information and material references to help you prepare yourself for the exam.

Candidates for the CTS examination administered by the independent AVIXA Certification Committee must complete all sections of this application in full and submit the application with the required examination fee. The application may be completed online at [www.AVIXA.org](http://www.AVIXA.org), or may be e-mailed, mailed or faxed to the certification office at the following address:

AVIXA, Attn. Certification Office  
11242 Waples Mill Rd., Suite 200, Fairfax, VA 22030  
Contact information for additional information:  
1.800.659.7469 or +1.703.273.7200  
+1.703.991.8259 Fax  
[certification@AVIXA.org](mailto:certification@AVIXA.org)  
[www.AVIXA.org](http://www.AVIXA.org)

**Note:** Candidates for the CTS examination must complete all sections of this application with payment to be considered for eligibility to take the CTS examination. Application must be E-MAILED, MAILED or FAXED to the certification office.

**Note:** Candidates are strongly encouraged to carefully review the CTS Candidate Handbook available online at [www.AVIXA.org](http://www.AVIXA.org) BEFORE applying to obtain important information regarding preparing for the exam, the application and testing process including all fees, as well as the exam content outline/blueprint and references for the exam.

## Section II: Applicant Information



### **Important Note**

Name **MUST** match your government issued identification that will be presented at the testing center. Failure to do so will result in being denied exam access.

First (Given) Name \_\_\_\_\_ Last (Family) Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

AVIXA Member ID (If known) \_\_\_\_\_

## Section III: Employment History

Please complete employment history, latest experience listed first.

**Most Recent Employer (1)** \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_

Employment Dates \_\_\_\_\_ Your Title \_\_\_\_\_

Employer Phone \_\_\_\_\_ Employer Email \_\_\_\_\_

**Employer (2)** \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_

Employment Dates \_\_\_\_\_ Your Title \_\_\_\_\_

Employer Phone \_\_\_\_\_ Employer Email \_\_\_\_\_

NOTE: Applicants and stakeholders should download the most up-to-date free edition of the CTS Candidate Handbook that may include important policy and procedure updates by going to the AVIXA website at [www.AVIXA.org](http://www.AVIXA.org). Date of this version is 01/01/20 ©2020 AVIXA®

## Section IV: Applicant Special Accommodations Request

Please check **Yes** or **No**:     Yes             No

*If yes, you must complete the Request for AVIXA Examination Special Accommodations AND Healthcare Documentation of Disability Related Needs forms in the CTS Candidate Handbook online at [www.AVIXA.org/cts](http://www.AVIXA.org/cts) and mail to the certification office a **minimum of 45 days** prior to your desired testing date.*

## Section V: Agreement and Signature

By checking the box and by typing or signing my name in the space provided, I agree to the following:

- I authorize the Certification Committee to obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained herein.
- I understand that the Certification Committee may audit candidate applications to verify experience or education either prior to or after an examination is taken, or after the results are announced. I agree to cooperate with such audit and further understand that providing false information for verification of experience or education, or having others to do so is a violation of the CTS Code of Ethics and Conduct and may result in sanctions.
- I hereby certify that I have read all portions of this application and the CTS Candidate Handbook and believe myself to be in compliance with all admission policies related to the CTS examination. The information I submit on this application and any documents I have enclosed or forwarded are complete, true and correct to the best of my knowledge and belief.
- I agree to immediately inform the certification office of all changes to the information included in this application while I am an applicant, and for as long as I am certified by the Certification Committee.
- I hereby attest that I am signing, either in person or electronically if by other than mailed application, and that I will be the individual taking the CTS examination I have applied for, solely for the purposes of CTS certification. I further understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me.
- I have read, understand, and agree to be bound by the certification-related policies and procedures and CTS Code of Ethics and Conduct promulgated by the Certification Committee. I understand and agree that my failure to abide by the Certification Committee's policies and procedures and CTS Code of Ethics and Conduct shall constitute grounds for rejection of my application or denial or revocation of my certification.
- I understand that if successful I will be listed in the online professional certification registry; however, if in the future if I should not want to continue to be listed in the online registry, that I should send an email request stating such to [certification@AVIXA.org](mailto:certification@AVIXA.org) or fax/mail the request to the certification office. I understand that even if my credentials are not listed in the online directory AVIXA will continue to verify credentials upon request.
- I agree to give the Certification Committee, and its agents and contractors, permission to contact me by U.S. mail, electronic mail, facsimile, or through other media on matters that AVIXA believes may be of importance to me. Should I wish to be taken off the certification mailing list in the future, I will send an email request stating such to [certification@AVIXA.org](mailto:certification@AVIXA.org), or fax/mail the request to the certification office.

I have read, understand, and agree to the terms listed above.

Please check the box and personally sign or type name and date below as your electronic signature of agreement if this application is submitted other than by mail.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Section VI: Examination Fees and Payment Method

<i>NOTE: Applicable VAT and taxes are NOT included.</i>	<i>USD Paid Member</i>	<i>USD Non-Member</i>	<i>Euro Paid Member</i>	<i>Euro Non-Member</i>	<i>GBP Paid Member</i>	<i>GBP Non-Member</i>	<i>AUD Paid Member</i>	<i>AUD Non-Member</i>
<i>CTS</i>	390	490	350	440	300	380	520	655
<i>Developing Country CTS</i>	195	245	175	220	150	190	260	330

**Refunds will not be given to candidates who fail to verify membership level prior to purchase**

**Note:** Applications will not be processed unless accompanied by a payment for the correct amount, signatures and any attachments required as a part of the eligibility requirements.

**Please indicate payment currency:**  USD  GBP  Euro  AUD

**Please indicate payment method:**

I have enclosed a check or money order payable to AVIXA for the amount as listed above.

**OR**

I authorize AVIXA to charge my credit card in the amount of \_\_\_\_\_

For credit card purchases, please email your application to [certification@avixa.org](mailto:certification@avixa.org) for processing. Once your application has been received and approved, you will receive an email from [certification@avixa.org](mailto:certification@avixa.org) that will contain a personalized payment link to AVIXA's secured payment portal. AVIXA does not accept credit card numbers via email, all credit card transactions must be completed online using our secured payment portal.

**OR**

By wire transfer:

**Note:** Wire transfers are acceptable methods of payment, however, added processing time and additional bank fees may occur as a result. The applicant is responsible for any bank fees.

I have sent a wire transfer to AVIXA in the amount of \_\_\_\_\_

Wire transfer #: \_\_\_\_\_

**OR**

I have a certification gift card

Gift Card #: \_\_\_\_\_

**Mail, fax, or email this application to the following addresses:**

AVIXA, Attn. Certification Office  
 11242 Waples Mill Rd., Suite 200, Fairfax, VA 22030  
 1.800.659.7469 or +1.703.273.7200  
 +1.703.991.8259 Fax  
[certification@AVIXA.org](mailto:certification@AVIXA.org)

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