



CPYB Assessment Information:

The CPYB Assessment will be completed in an online module format; one assessment for each of the five Principal Knowledge Categories/Topics. To be certified, you must pass all five module assessments, with an 80% or higher. Here's what you need to know:

How do I get started?

Complete the CPYB Testing Assessment Registration Form.

When will I have access to the assessments?

Within three business days of submitting your registration form, you will receive an email that has a unique URL, UserID, one-time passcode, deadline date and instructions.

How long do I have to complete these assessments?

You have 30 days from receipt of your credentials to complete the five assessments.

How do I become certified?

You must pass each of the five module assessments with an 80% or higher, within your assigned 30-day window to achieve your certification.

How many attempts do I have to pass a module assessment?

You will have **two attempts**, per module assessment, to score an 80% or higher. After the second failed attempt of a single module, you will be locked out of the full assessment and will need to resubmit the form to try again.

What happens when I am locked out of the assessment because of two failed module attempts?

Your testing is considered a FAIL if you attempt a module twice and do not pass.

- You will need to re-register for another attempt at the full assessment.
- You will be given a new 30-day window.
- You must pass *ALL* five module assessments in the same 30-day window.
 - Any 'pass' for a module assessment will not roll over into the next 30-day window.

Can I skip questions on a module assessment?

A response to the first question is required before you can move on to the next question.

If I need to take the module assessment again, will I see the same questions?

The module assessment questions are pulled from a question bank, so module assessments may be similar, but they are not identical.

Are the assessments timed?

There is no time limit, but each module assessment needs to be **completed in one session** – if you start and log off, your place in the module assessment will not have been saved and you will need to start again.

What is the maximum number of attempts allowed for the full assessment before incurring an extra charge?

You will have two attempts to PASS the full five module assessment before an additional charge is incurred. Email info@cpyb.net for invoicing.

