

# CPT APPLICATION



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## Reviewer Form

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Application Number

Reviewer Name

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## Reviewer's Summary Assessment

### Directions

- Insert the application tracking number and your name in the header.
- Review each standard.
- Evaluate the candidate's response to each question and indicate with a yes or no whether it adequately answered the question.
- Determine if the candidate had met the Standard with a yes or no in the section entitled: Overall the evidence satisfied the Standard.
- In those situations where you believe the applicant does not meet the standard, add a comment. This comment and that of your co-reviewer will be sent to the candidate as feedback with which to improve his or her application.
- Complete the Reviewer's Statement below.
- Return the completed Review Form electronically to [certification@ispi.org](mailto:certification@ispi.org).

### Reviewer's Statement

Check the appropriate statement.

I have reviewed the body of work contained in this application and believe this candidate as qualified for the CPT designation.

I have reviewed this application and do not believe that this applicant presently meets the Standards for selection for the CPT designation. I have annotated my comments for each Standard to assist the Director of Certification in providing constructive feedback to the candidate.

Reviewer's Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

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**STANDARD 1: FOCUS ON RESULTS OR OUTCOMES**

Competent practitioners are focused on results throughout their assignments. They are not predisposed to a set of solutions. They apply their knowledge of what is required for performance at all levels.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Did the applicant describe what he or she did to ensure clients and stakeholders were focused on results?			
2. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?  			

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**STANDARD 2: TAKE A SYSTEMIC VIEW**

Competent practitioners take a systemic view of their work. This requires them to identify the subsystems that make up the total organization. They look for and recognize that a change in one area will affect other areas. They consider how the dynamics in the society, marketplace, workforce, workplace, work, and workers affect desired outcomes.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Did the applicant describe what he or she did to facilitate clients and stakeholders taking a systemic view?			
2. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			

Comments: (required if evidence did *not* satisfy)

What does the candidate need to work on or clarify to satisfy this Standard?

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**STANDARD 3: ADD VALUE**

Competent practitioners *add value* by using their expertise to facilitate the process in ways that result in better decisions, higher quality work by their team, and a higher quality end product.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Did the applicant describe what he or she did to add value?			
2. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			

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**STANDARD 4: WORK IN PARTNERSHIP WITH CLIENTS AND STAKEHOLDERS**

Competent practitioners *collaborate* with clients and stakeholders. This means that you incorporate the appropriate stakeholders, experts, and specialists as part of the team, involving them as necessary.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Did the applicant describe the people he or she collaborated with and their role?			
2. Did the applicant describe how those with whom he or she collaborated influenced the project?			
3. Did the applicant describe how he or she collaborated with others and how he or she used the knowledge, capabilities, and influence of those partners?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy). What does the candidate need to work on or clarify to satisfy this Standard?   			

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**STANDARD 5: DETERMINE NEED OR OPPORTUNITY**

Competent practitioners design and conduct investigations to find out the difference between the current and the desired performances (the performance gap).

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Was the scope of the project defined?			
2. Was the rationale for the levels (society, marketplace, workforce, workplace, work, and worker) that were investigated explained?  Requires inclusion of at least 3 of the above levels in each project..			
3. Was the strategy for including people or items explained (data sampling)?			
4. Were the methods for gathering and analyzing data described?			
5. Did the methods support the purpose of the investigation?			
6. Was the gap or unmet opportunity described?			
7. Was the goal of the project defined in measureable terms?			
8. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			



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**STANDARD 6: DETERMINE CAUSE**

Competent practitioners design and conduct investigations to find out *why* a gap exists between the current and desired performances. They look for the underlying causes.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Were the methods used to discover the causes described?			
2. Were the causes listed and described?			
3. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			

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**STANDARD 7: DESIGN SOLUTIONS INCLUDING IMPLEMENTATION AND EVALUATION**

Competent practitioners design solutions and the plan to implement them.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Was the design of the solutions described as they related to the outputs of Standards 5 and 6?			
2. Was the plan for implementation described?			
3. Was the plan for evaluating the solutions described?			
4. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			

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**STANDARD 8: ENSURE SOLUTIONS' CONFORMITY AND FEASIBILITY**

Competent practitioners oversee the development of the solutions. They *may* develop some or all of the solutions or be a member of the development team about the creation of some or all of the elements of the solution.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Was the method for ensuring conformity to the design specifications described?			
2. Were the methods for ensuring feasibility, workability, adoption, or success of the solutions during development described?			
3. Did the applicant describe how the solution(s) complied with the design specification?			
4. Did the applicant describe when and how either elements or the solution as a whole was tested to ensure workability, feasibility, and success?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			

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**STANDARD 9: IMPLEMENT THE SOLUTION**

Competent practitioners develop strategies that allow clients to sustain change.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Were the strategies for sustaining the change described?			
2. Were the methods for tracking new behaviors or changes described?			
3. Were the methods for reinforcing and sustaining new behaviors or changes described?			
4. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?   			

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**STANDARD 10: EVALUATE THE RESULTS AND IMPACT**

Competent practitioners help clients measure the impact of the solutions.

The following is evidenced in the attached documentation.	Project 1 Yes/No	Project 2 Yes/No	Project 3 Yes/No
1. Was the method for measuring impact described??			
2. Was the impact measured consistent with the goal defined in Standard 5?			
3. Was the method for integrating ongoing evaluation to sustain results or support continuous improvement described?			
4. Did the description or artifacts demonstrate the standard was achieved?			
<b>Overall, the evidence <i>satisfied</i> the Standard.</b>			
Comments: (required if evidence did <i>not</i> satisfy) What does the candidate need to work on or clarify to satisfy this Standard?			

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## NOTES