



GUIDELINES FOR WRITING EXAMINATION ITEMS

Items submittal can be very helpful when you don't have enough points to claim toward your certification renewal. As an active ICC certification holder, we'd like you to try to submit as many new items as possible. Keep the blank form included with these guidelines on hand to use for copying purposes as needed, and submit a new item *whenever you think of one!*

When composing your questions, please adhere to the following:

- 1- Save the Item Submittal Form enclosed and use it as an "*original*" from which you can make as many copies as you need for items submission.
- 2- Type or print clearly.
- 3- Avoid items that reference specific brand names or model numbers.
- 4- Avoid the type of questions using "NOT" and "ALL OF THE ABOVE".
- 5- Indicate the correct answer by placing an asterisk (*) next to the appropriate letter.
- 6- Be sure that the three wrong answers you have written are "good" wrong answers (i.e., are not obviously wrong).
- 7- Be sure to provide the name of a text or other documentation where confirmation of the correct answer can be found. If you are using online references, please list the name of the website. Points will not be approved if this information is missing.
- 8- This year we would like to request that items submitted focus on the following areas:
Sections IV & V.

Follow this link to the Examination Content Outline:
<http://www.aami.org/certification/download/content.pdf>

Mail your items to: **International Certification Commission**
1110 N. Glebe Rd., Suite 220
Arlington, VA 22201-4795

Keep those new items coming!

****Please do not return instructions and content outlines with this form****

