



CPSDJ-CPSME CERTIFICATION

NEW HORIZONS IN DJING

CERTIFICATION APPLICATION

Certification Application Packet

**Computerized Performance
System Disc Jockey (CPSDJ)**

- and -

**Computerized Performance
System Master Entertainer (CPSME)
Examinations**



Benefits of Certification

- Improve your professional qualifications
- Increase your basic skills and knowledge
- Increased value of service
- Raise your professional self-esteem
- Obtain industry credit

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For more information:
Visit our Web site: www.cpsdj.com
e-mail: djsummit@gmail.com

FAQ

Applying for the CPSDJ or CPSME Certification Exam?

These frequently asked questions will assist you in submitting your application.

Q. What software program is the certification associated with?

A. The certification program is not based on software applications. Software is considered a tool, one of many tools, incorporated into an individual's Computerized Performance System (CPS). The certification program's main objective is to remain product-independent, focused on general education of fundamental terms.

Q. Do you offer exclusive deals with vendors?

A. No! You will find one word "not" utilized anywhere within this program: "exclusive". It was unanimously agreed, among the directors and advisors, this program will not consider exclusive arrangements with advertisers or supporters. An exclusive for one would mean exclusion for another and would jeopardize a fair and balanced educational platform.

Q. What are the credentials of this program's developers?

A. All directors and advisors of this program have extended educational backgrounds; the majority are college graduates; from a doctor, college instructor, certified teacher, developers for major DJ industry software and hardware manufacturers, computer DJing pioneers and credentialed hospitality representatives. You may have read articles authored by them, or featuring them, in such prestigious industry periodicals as EQ, Spin, Mobile Beat or DJ Times Magazines. Many of them have presented seminars, demonstrations or participated on panels within the majority of industry related trade shows, conventions and conferences.

Q. How do I study for the exam?

A. Each applicant will receive, after processing of application, a complete **Study Guide** demonstrating each aspect of the examination. It includes examples of questions designed to measure your general knowledge. Some questions test recognizing distinctions between main and secondary points and making simple deductions from a series of facts. Others ask you to complete portions of a sentence, make selections from multiple choice or true and false answers. This Study Guide also references additional study and review materials and gives you access into the Learning Forum.

Are you wondering how often you can take the Exam?

These frequently asked questions will assist in understanding the CPSDJ/CPSME time limit regulations.

Q. How many parts are involved in the exam?

A. The certification exam is one continuous exam divided into three categories - General Knowledge - Distinctions - Practical Application.

Q. How long does the examination take?

A. The allotted time to complete the exam is two hours.

Q. What happens if I do not pass the examination?

A. Based on your examination results you will receive a recommended course of study. There are many variations to the exam and even though each may have different questions they are all similar, with three main categories of study. You may submit a reexamination date within a six-month period. You are allowed three attempts. If you are unable to pass the exam in three attempts you are required to re-apply after a twelve month period.

Q. Is it mandatory I attend the Computer DJ Summit?

A. No! The Computer DJ Summit is an extension of the educational program and the only such event completely dedicated towards CPS DJing. To give individuals the opportunity to participate, network, and keep current with new trends and solid advice, all individuals registered for the CPSDJ or CPSME exam will receive a complementary admission pass.

Q. What methods of payment are accepted?

A. Personal and company checks, money orders or a bank draft. Do not send cash.

Q. How do I submit the fees and application?

A. Mail application and all requested backup documents, along with applicable fees payable to CPSDJ/CPSME Certification, to 1200 Hwy. 74 S. Suite 6 #188 - Peachtree City, Georgia USA 30269. Applications may be sent certified with receipt signature by USPS or other carrier offering this service.

Q. If I take and pass the exam what title am I granted?

A. Certified **CPSDJ** (*Computerized Performance System Disc Jockey*) for a period of two years. Individuals may apply for Certified **CPSME** (*Computerized Performance System Master Entertainer*) status after completion of first recertification program.

Q. Blanket certification for entire company?

A. The CPSDJ/CPSME Certification is only awarded on an individual basis. Companies or agencies booking and/or employing multiple disc jockeys are not permitted to utilize, in promotion, the certification titles or images, unless all individuals are actively certified.

Q. How will I know if my application has been received and approved?

A. You will be notified by e-mail, mail or phone when the certification department has reviewed and processed the application.

NOTE: Due to large number of applications that may arrive at one time, the certification department will not be able to confirm receipt of each application as we receive it. Send certified mail for receipt if needed.

Do you have questions about refund and withdrawal policies?

These frequently asked questions will assist you in answering those questions.

If I apply for the examination and decide to not take it, what happens to my fee?

Applicants withdrawing up to five days after our receipt of application may receive a full refund of examination fee paid. Applicants who have accessed the members only e-ticket Learning Center or attended Computer DJ Summit will receive refund less applicable fees for participation. Examination fees are not transferable.

What if I give miss-leading or false information?

The certification director verifies all details including contacting references. Applicants submitting false information in the application process, or if discovered after-the-fact, forfeit paid fees.

What happens if I do not pass the examination?

You are allowed three attempts. If you are unable to pass the exam in three attempts you are required to re-apply after a twelve month period. The processing fee is non-refundable.

HOW TO APPLY

- ◆ Complete Sections 1-5 as thoroughly and accurately as possible.
- ◆ Have your **three** vendors and **two** client references complete and return the attached Verification Form.
- ◆ Sign and return your completed application. Include an updated resume, copy of state issued ID, the appropriate fee, a brief description of services you offer, examination preference, certification agreement, signed agreement of terms.
- ◆ Registration form if attending the sponsored Computer DJ Summit.

Because individual Disc Jockey backgrounds vary widely you may apply for certification under one of three different plans. Check the plan that is most applicable to you and be sure to read each eligibility requirements carefully. You must satisfy all requirements to be accepted under the plan you select.

At least a 2-year business degree from an accredited institution or successful completion of an Entertainment Business Degree, Associate Degree, Bachelor Program or an comprehensive business degree or trade certification with an emphasis on the entertainment, computer hardware or software media.

Current employment as a disc jockey, general manager, owner/operator, corporate executive, mobile, club disc jockey or any relevant position⁹ (see below) in an entertainment or music related company, with at least two (2) years of full or part time experience in one or more such positions.

- 9 Either you operate your own business as a dba, play a larger role in someone else's business, subcontract your service, or have technical hands-on experience utilizing a C.P.S.

Plan C enables you to take the apprentice certification test up to two times so you can monitor your progress and knowledge against an industry proven standard. You will not need to wait to see if you meet the benchmark of industry knowledge. You can prove it, and pursue a strong professional development regimen. This plan will allow individuals who are in qualifying positions to pursue their certification even if they are lacking in education or required work experience.

PERSONAL AND PROFESSIONAL DATA (Correspondence will be sent to your personal address unless otherwise indicated)

Name (Mr./Ms./Mrs.)		Social Security or Business Licenses #	
Home Mailing Address			
City/State or Province		Postal Code/Country	
Business Phone ()		Home Phone ()	
Fax Number ()		web-site	

FOR OFFICE USE ONLY	
e-ticket #	
Log-In Name	
Passcode	
A/D	Date

DJ/ARTIST NAME	When did you begin? (month/year)	CPS Details (hardware, computer, soundcard, Provide photograph)
Company Name (If a nightclub DJ enter club information)		
Mailing Address		
City/State or Province	Postal Code/Country	
Professional Affiliations (music pools, networking groups, associations, community programs)		Audio/Video Mixing Software Name
Computer Operating System		File Format I Use To Mix Music
JOB POSITION (if you have other non-DJing job)	When did you begin? (month/year)	
Company/Organization		
Mailing Address		
City/State or Province	Postal Code/Country	
Community Events (belong to health-club, organized sports, hobby)		

The CPSDJ/CPSME Certification program supports the intent of the Americans with Disabilities Act (ADA). If you require special assistance during the certification examination, check the box below. Submit appropriate documentation substantiating your disability with this application. Call our office if you have any questions prior scheduling a local or attending the Computer DJing Summit for an examination.

 ☐ I would like to request special examination assistance or a test modification during the scheduled examination due to a disability. With this application, I am including descriptive documentation of my disability in order to granted special accommodations.

Auxiliary aids and services can only be offered that do not fundamentally alter the measurement of skills or knowledge the examination is intended to test - Americans with Disabilities Act, Public Law 101-334 6309(b)(3)

Please complete Sections 3-5 on attached pages.

SECTION 3 — FEES/PAYMENT

The CPSDJ certification program fee is U.S. \$225 for individuals meeting the requirement in Section 1 for individuals in the U.S./Canada; \$450 for individuals and companies outside the U.S./Canada. If for some reason, you do not meet the requirements, your program fee will be returned in full. If for any reason you do not complete your initial certification within six months after acceptance into the program, your program fee is forfeited.

This fee includes:

- ♦ CPSDJ Certification Binder and Examination Study Guide.
- ♦ Access to Advanced Networking Forums and FAQ Learning Center Database.
- ♦ All examination materials.
- ♦ Customized Client Verification Program and web-page.
- ♦ One-VIP PASS to this year's Computer DJ Summit.
- ♦ Certificate, Official ID and the CPSDJ Designation for candidates **who successfully pass the certification exam.**

- ☐ At this time I'm an active member of the CPSDJ/CPSME Learning Center and Online forum YES ☐ NO ☐
- ☐ My check or money order is enclosed, made payable in U.S. funds to: **CPSDJ/CPSME Certification**
- ☐ New Candidates Only — This is my first application for certification — Not to be used for Recertification Candidates
Individualized registration forms are mailed to all eligible candidates prior to each scheduled DJ Summit examination

SECTION 4 — THE CPSDJ/CPSME EXAMINATION

If you plan to take your exam during the Computer DJ Summit or scheduled group exam location, please provide the location and date below. Note that there may be specific requirements to attend and special group scheduling may be cancelled. Please refer to our web site (www.cpsdj.com) for an updated list of sponsored examination locations.

EXAMINATION SITE REGISTRATION	
LOCATION	DATE OF EXAM

If you plan to take your examination locally through a proctor, please provide the necessary information below. A proctor is the person who will administer your examination. A proctor may be an educator, an authorized industry representative or executive, or a member of the clergy. (Relatives cannot be accepted as proctors.) Please obtain consent from this individual before submitting his/her name. Your examination will be mailed certified mail immediately to your proctor once your application is approved. Once your proctor receives the exam you have 25 days to take the exam. If you need more time to study write in this area "I Will Call When Ready."

PROCTOR INFORMATION	
Name (Mr./Ms./Mrs.)	Title
Organization	Business Phone ()
Address	Business Fax ()
City/State or Province	Postal Code/Country
e-mail	

SECTION 5 — CPSDJ/CPSME CERTIFICATION AGREEMENT

Please read the following Certification Agreement and sign and date it at the bottom in agreement. We must have your signature below, with all requested information, to process your application.

The information I have provided is accurate. I understand that acceptance into the CPSDJ or CPSME Certification Program is based on this application, any support materials I have enclosed, and a favorable recommendation from my references. I give the certification directors permission to thoroughly investigate my submitted information, education, and professional development activities. I release from liability all persons and companies supplying such information. I indemnify all persons I have listed in this application against any liability which might result from such an investigation. If I am accepted as a CPSDJ/CPSME candidate, I will have six months to complete my examination. If I do not complete my examination within the required time I will have to re-apply and submit all fees. I agree to hold the CPSDJ/CPSME certification and its certification directors harmless from any and all legal liability as a result of my personal and/or business actions and in the event this application is rejected on the basis of the information furnished by me or third persons which would, make me ineligible for certification.

I agree to accept the certification directors decision as to my eligibility for this CPSDJ/CPSME certification.

I understand that my individual examination results and test scores will be considered confidential unless authorized by me and will not be released to others except pursuant to legal process. I understand that any material misstatement in connection with this application will automatically void it. I also understand that examinations, answers and applications are maintained for a three-year period.

Physical copies of submitted materials and certification records are retained at the offices of the CPSDJ/CPSME Certification Program for ninety (90) days after completion of the certification program then discarded. Records will be stored electronically and may be generated upon written request by the original applicant. To obtain original records prior the 90 day limit, contact our department at the address listed below.

Signature: _____ **Date:** _____

Return to: CPSDJ/CPSME Certification Department
1200 Hwy 74 S. Suite 6 #188
Peachtree City, GA 30269



Certification Department
 1200 Hwy 74 S. Suite 6 #188
 Peachtree City, GA 30269
 Tel 727.817.1671 x110

CPSDJ RECOMMENDATION AND CLIENT VERIFICATION FORM

Computerized Performance System Disc Jockey Certification

Applicant photocopy this document as needed

PLEASE TYPE OR PRINT CLEARLY

The Computerized Performance System Disc Jockey Certification (CPSDJ) designation recognizes those individuals who have completed an extensive examination and have demonstrated exemplary professionalism as CPS DJs in real world settings. Those who earn the CPSDJ Certification are seen as highly competent, respected professionals who are knowledgeable in their position.

Your cooperation is needed so that I may submit my application to take the CPSDJ Certification examination. Please complete the information below as verification from an individual who has witnessed my abilities, or utilized my services in a local setting.

(Note: CPSDJ Certification Department will not accept verification statements from relatives of potential certification candidates.)

I am submitting a: ☐ **Client Verification** (two required) ☐ **Vendor Recommendation** (three required)

I Please give a client/vendor service rating to reflect your overall experience with my service:

(Circle selection below 1 representing poor - 10 representing superb)

1 2 3 4 5 6 7 8 9 10

I verify that (applicants name)	
has during this event (name or type of event)	
completed the service of (the applicant supplied this service)	
location of event (month hall name, house, ect...)	Date of event (month/day/year)
Additional comments: (please print)	

Based on my personal experience with this applicant:

☐ I attest that the above information is true and understand that any false information or misrepresentation provided may affect the consideration of stated CPSDJ applicant. I recommend this individual for the CPSDJ certification program based on my observations and personal experience as a professional disc jockey, emcee, company owner. I will, if requested, answer any questions regarding my personal opinions of the stated CPSDJ applicant.

☐ I do not recommend this person for acceptance as a CPSDJ certification candidate.

Your Name (Mr./Ms./Mrs.):		
Company (if vendor):		Type of business (if vendor):
Address:		City:
State or Province:	Country:	Zip/Postal Code:
Day Telephone: ()	Evening Telephone: ()	
Signature: _____		Date: _____
FOR OFFICE USE ONLY verified: _____ logged: _____		

Plan C

Individuals applying for the CPSDJ Certification Program under Plan C must complete, sign, and return this agreement form.

Through Plan C you can begin your learning experience and working towards your CPSDJ designation while demonstrating your commitment to professional development, as the first step of your career. Plan C enables you to take the CPSDJ certification exam up to two times so you can monitor your progress and knowledge against industry standards. You will not have to wait to meet the required benchmark of CPS knowledge. You can prove it, and pursue a solid professional development regimen. This will allow applicants who are in qualifying positions to pursue their CPSDJ certification even if they have limited professional experience.

A Plan C applicant who is in a qualifying position:

1. May take the CPSDJ examination up to 2 times
2. May sit for the examination once during the Computer DJ Summit BEFORE meeting the basic experience requirement.
3. May sit for the examination BEFORE completing education requirements.
4. Will be required to submit documentation of business license or employment at the time the experience requirement is met.
5. Will be required to complete a specific number of points by completing requirements as outlined by the Eligibility Chart (see page 7).
6. These will be in addition to educational programs that a candidate is presently completing.

Plan C requirement : a candidate must hold a qualifying position at the time of application.

Please check one:

- _____ Owner/Operator Disc Jockey Company
- _____ Music Industry Related Experience
- _____ General Disc Jockey Employment (*Experience working as sub-contractor, general employment, office staff responsibility for marketing, set-up, assisting, human resources, repair, music programming, or engineering*)
- _____ Enrolled in media arts college or related industry educational program full or part-time

Plan C does not have an education requirement, but a degree or completion of study will reduce the length of time you are required to spend in a qualifying position.

I (_____ do) - (_____ do not) - currently hold a computer, business, music, broadcasting related 2 or 4 year degree.

I (_____ will) - (_____ will not) - complete a computer, business, music, broadcasting related 2 or 4 year degree before acquiring the years of experience requirement.

Signature: _____ **Date:** _____

Plan C Eligibility Chart

This chart will help you determine the number of professional development points needed to be eligible, Subtract the number of months you have been in a qualifying position from 12 months if you have a computer, business, music, broadcasting related 2 or 4 year degree ;24 months if you do not have the degree.

Example: 12 months (to quality) - 4 months (in position) = 8 months

24 months (to qualify) - 4 months (in position) = 20 months

Once the number of months have been determined, divide that figure by two. The result is the number of points a candidate will need (see point chart below)

Example: 8 months $\div$ 2 = 4 points (to meet requirements within 90 days of CPSDJ examination)

20 months $\div$ 2 = 10 points (to meet requirements within 90 days of CPSDJ examination)

Below is a list of suggested activities that will assist you in earning the required points. Please be aware that these must be completed in addition to those earned in successful completion of examination.

Activity	Points	Specifics	Verification
Completion of graduate or undergraduate computer or business course (can be dependent or independent of your present course of study)	3 points per course	Must pass course	Copy of transcript reflecting a passing grade
Completion of a learning course offered by an accredited music industry program	2 points per course	Must pass course	Copy of transcript reflecting completion
Completion of a 1 or 2-day development seminar/workshop	1 point per seminar	Minimum of 15 contact hours ❖	Completed participation form
Attendance of a CPSDJ/CPSME supported/sponsored professional development seminar/workshop	1 point per seminar/workshop	Minimum of 2 contact hours ❖	Completed participation form
Attendance of a supported multi-day disc jockey or music industry Tradeshow, Convention	3 points per event	Minimum of 8 contact hours ❖	Completed participation form
Attendance of Computer DJ Summit	5 points per event	Minimum of 10 contact hours ❖	Completed participation form

❖ Must be an event sponsored by CPSDJ/CPSME Certification Program; affiliated professional association; an accredited institution or an industry-related organization.

Statement of Understanding:

I understand that if accepted under Plan C I will be allowed to complete the examination, and if successful, will not receive or use the CPSDJ designation until I have met the experience and point requirements as determined above. I understand that my required Plan C points will begin accumulating from the start date of my current qualifying DJ industry position. I also agree to submit verification of above Activity completion. If I do not provide the necessary documentation, I will be placed on inactive status and there will be a reinstatement fee. I will submit supporting point documentation after all points have been accumulated.

Furthermore, if I do not successfully complete all of the stated Plan C program requirements within 180 days of successfully completing the Certification Examination and still wish to achieve my professional designation, will be required to reapply to the program under Plan A or Plan B and complete all of the requirements.

Signature: _____ Date: _____

Print Name: _____

FAQ

Continued from page 2

These frequently asked questions will assist you in submitting your application.

Q. What are the exam options?

- A.** You can take the certification exam either during a scheduled group testing or on your own through an approved proctor.

Group testing takes place during sponsored events, such as the Computer DJ Summit, in group sessions where candidates enrolled in the certification program meet to take their exams. By referring to our website at www.cpsdj.com you may view an updated schedule of the next group testing.

Proctored exams require you to arrange for a proctor to administer the certification exam to you. An approved proctor may be an educator, an authorized industry representative/executive, or a member of the clergy. (Relatives cannot be accepted as proctors).

Q. Viewing My Examination Results?

- A.** A passing score is 75 percent or better. To guarantee all CPSDJ/CPSME Certification applicants privacy, absolutely no scores will be given over the phone or distributed.

You will be notified of either a passing or non-passing status. Individuals not passing will be mailed directly to you, a percentage breakdown of exam with a written assessment of sections to assist in reinforcement study prior re-examination.

©Copyrighted Notice

Q. What Are the Copyrighted© Terms of this program?

- A.** **C.P.S.D.J.©** Com-put-er-ized Per-form-ance Sys-tem Disc Jockey, (n) 1:an entertainer that utilizes a personal computer based system, that can be programmed to manipulate audio and/or video, symbols, perform complex and repetitive mixing procedures quickly, precisely and reliably, able to quickly store and retrieve large amounts of data during remote or live performances 2: entertains at events with pre-recorded or live music. Utilizes, music programming skills, emceeing ability, combining a mixture of hardware and software combinations.©2003 JAM Communications Inc.

C.P.S.

Computerized Performance System

C.P.S.D.J.© (CPSDJ)

CPSDJ - Computerized Performance System Disc Jockey©

C.P.S.M.E.© (CPSME)

Computerized Performance System Master Entertainer©

C.P.S.K.J.© (CPSKJ)

Computerized Performance System Karaoke Jock©

C.P.S.V.J.© (CPSVJ)

Computerized Performance System Video Jock©

C.P.S.A.P.© (CPSAP)

Computerized Performance System Approved Product©

C.D.J.S.© (CDJS)

Computer Disc Jockey Summit©

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Q. What is Recertification?

- A.** Every 2 years for CPSDJ and 3 years for CPSME certification the program will recertify you based on your continuing work experience, client satisfaction rating, and ongoing professional-development activities. Every time you fulfill the recertification requirements, you will receive updated documentation to reflect your years of industry service, signifying your continuing commitment to CPS DJing excellence. (recertification fees apply)

Q. Is studying necessary in order to obtain certification?

- A.** Even experienced computer disc jockeys will probably need to prepare before taking our certification exam. That's because we tend to become experts in what we use every day, and may not be fully versed in the scope of the material covered by our particular exam. A simple review may due the trick for some certification candidates; others will need weeks or months of preparation. You will find enough study material in the FAQ Learning Center to pass the CPSDJ examination.

Q. What are the goals of the CPSDJ/CPSME Certification effort?

- A.** The field of Computerized Performance System DJing, while being only a small part of the professional DJing field, is quite diverse. For this reason, CPSDJ/CPSME certification will initially focus on "core competency." As the program matures, certification may be extended to cover higher levels of competency and/or classifications or specializations.

Q. Can I receive certification under my company or artist name?

- A.** No. The certification is awarded to the individual who's name appears on the certification application.

Q. My certification is about to expire and I have not completed the renewal requirements, can I get an extension??

- A.** No. There is a thirty (30) day grace period from the expiration date of your certification. This is the only extension granted.

Q. What happens if I allow my certification to expire without meeting the renewal requirements?

- A.** You will lose active status and the ability to promote certification status. To re-activate you will be required to re-apply and/or exam.

Q. I have been DJing since the beginning of time. Do I have to take the examination to become certified?

- A.** Yes. You will qualify under Plan B Eligibility - Experience Emphasis and by passing the examination you will prove via third-party verification of your "core competency".

Q. How will I know if I support an industry event I will receive re-certification points or credits??

- A.** We are always looking for qualified events to endorse and offer participation of our member's. A major requirement is that the event has a learning platform not sales, with fundamental focus to benefit CPS disc jockeys. You can download the participation verification document located in the member's area of www.cpsdj.com. If you know of a planned event please notify us directly or look for the below image to recognize it as a qualified event:

