



CTM CERTIFICATION APPLICATION PROFESSIONAL EXPERIENCE: STEP INSTRUCTIONS

ELIGIBILITY REQUIREMENTS

To sit for this examination, candidates must provide evidence of compensated employment involving ongoing threat assessment and management work focused on individuals who may pose a risk of targeted violence.

Review the minimum qualifying experience description on the certification website

(www.atapworldwide.org/page/certificationexam), then use the table below to determine your required experience duration.

ATAP Membership in Good Standing	Required Professional Experience
24 months or more	A minimum of three years of professional experience conducting Behavioral Threat Assessment and Management (BTAM).
Fewer than 24 months	A minimum of five years of professional experience conducting Behavioral Threat Assessment and Management (BTAM).

KEY DEFINITIONS

Threat Assessment (TA): A fact-based method of assessment or investigation focused on an individual's patterns of thinking and behavior to determine whether, and to what extent, they are moving toward an attack on an identifiable target.

Threat Management (TM): Managing a subject's behavior through behaviorally based interventions and strategies designed to disrupt or prevent an act of targeted violence.

Behavioral Threat Assessment and Management (BTAM): Behavioral Threat Assessment and Management is the integrated practice combining TA and TM. The CTM program certifies this practice specifically.

Risk Impression: A cursory, generally unstructured reaction to a reported behavior or communication of concern based only on immediately available information, without application of a BTAM methodology.

Triage Assessment: Conducted quickly upon intake and based only on facts immediately available at the time a case is first received. While still reliant on empirically-based, practice-supported methodology to estimate a preliminary level of concern, it is not the same as a Full Assessment.

Full Assessment: A thorough analysis of the totality of case facts and behaviors that can feasibly be gathered under the circumstances. Structured professional judgment (SPJ) is applied to evaluate relevant risk factors and identify mitigation strategies. SPJ refers to an organized and disciplined reasoning process grounded in research and experience. The use of a formal SPJ instrument or tool may be involved but is not required.

Cases assessed on multiple occasions over time in response to evolving facts still constitute a single full assessment.



Have you reviewed the Minimum Qualifying Experience description? If not, visit the certification website (www.atapworldwide.org/page/certificationexam) before proceeding.

INSTRUCTIONS FOR COMPLETING THIS STEP

This step asks you to describe your direct, personal experience with BTAM. A resume alone is not sufficient. The Certification Committee requires you to provide specific details about each role in which you performed BTAM work.

- For each role in which you performed BTAM work, complete a Role section below using the same position title as it appears in your resume or CV.
- Provide a detailed description of your job duties and the methodology used in your BTAM work, including the specific activities you performed and the analytical thought processes applied in assessing behavioral information. Applications lacking sufficient detail may not advance and, if not corrected during resubmission and review, may result in disqualification.
- Do not copy language from your resume, this form, or the certification website.
- Do not refer the committee to your CV or resume in place of completing the Role sections.
- Do not include any identifying information about cases or subjects.
- Conclusory statements (e.g., “I conducted threat assessments”) are not sufficient.

Case Count: Provide an estimate of the total number of unique TAM cases you have worked on during each professional experience. Repeated reviews of the same individual or case should be counted as a single case.

APPLICANT ACKNOWLEDGEMENT

By completing the Role sections below, I confirm that I understand the requirement to describe the direct relationship between my work and BTAM as defined by ATAP. I understand that conclusory statements and references to my resume alone are not sufficient, and that my descriptions must be specific, detailed, and free of identifying information about cases or subjects.

PROFESSIONAL EXPERIENCE ROLES

Complete one section for each role in which you performed BTAM work. You may complete up to eight Role sections. Roles must match your attached resume or CV.

Role #1

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

Estimated # of Triage Assessments (Role #2)	
Estimated # of Full Assessments (Role #2)	

Role #2

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

Estimated # of Triage Assessments (Role #2)	
Estimated # of Full Assessments (Role #2)	

Role #3

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

Estimated # of Triage Assessments (Role #3)	
Estimated # of Full Assessments (Role #3)	

Role #4

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

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Estimated # of Triage Assessments (Role #4)	
Estimated # of Full Assessments (Role #4)	

Role #5

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

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Estimated # of Triage Assessments (Role #5)	
Estimated # of Full Assessments (Role #5)	

Role #6

Position title must match your résumé or CV exactly.

Employer	
Position Title	
Dates Held (MM/YY – MM/YY)	

Details of your BTAM activity in this role:

Describe your specific duties and methodology, including the activities and thought processes you used to gather and evaluate behavioral information. Do not copy language from your resume or this form. Do not include any identifying information about cases or subjects.

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Estimated # of Triage Assessments (Role #6)	
Estimated # of Full Assessments (Role #6)	

QUESTIONS?

Questions about eligibility requirements or this application step should be directed to the ATAP Certification Program. Contact information is available at: www.atapworldwide.org/page/certificationexam .
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