



CPP Data Extraction Request

CPP's dedicated researchers and experienced consultants can help you convert the wealth of assessment data at your disposal into critical insight that can drive your most important business decisions. Our team has the knowledge and experience you need to define, design, and deliver data driven solutions. Complete the following form, and fax or mail to:

CPP Research Services
 1055 Joaquin Road 2nd Floor
 Mountain View, CA 94043
 Fax: 650.240.1303

For further information contact CPP's Customer Service at 1.800.624.1765.

Requestor's name	CPP customer name*:
CPP account number:	Customer's SkillsOne® login: Customer's SkillsOne® password:
CPP customer's mailing address:	
CPP customer's phone number:	
Requestor's e-mail address:	
Please provide a description of the data extraction you require:	
Please indicate your preference for format of the data file (check one): <input type="checkbox"/> Comma Delimited Text File (Excel and Access compatible, .csv) <input type="checkbox"/> SPSS Data file (Statistical Package for the Social Sciences, .sav)	How were the assessments completed? <input type="checkbox"/> On the SkillsOne® website <input type="checkbox"/> On paper answer sheets
Acknowledgement of CPP's Intellectual Property: CPP's customer agrees that CPP is the sole and exclusive owner (or licensee) of all instruments on the SkillsOne® website and all of the intellectual property embodied in those instruments (including but not limited to all copyrights—and renewals, extensions and/or continuations thereof—trademarks, service marks and logos used in connection with the SkillsOne® instruments) and the data associated with the administrations of those instruments, particularly those data derived from the SkillsOne® website. Nothing contained in this agreement is intended to or shall be construed as granting Licensee any proprietary or intellectual property right, or any right, title to or interest in the SkillsOne® instrument or any associated data. Customer agrees that it will not use data provided pursuant to this request for any purpose other than the analysis of that data to aid in customer's customer will not publish SkillsOne® instrument items or scoring in any form. Violation of this acknowledgement will be a violation of United States copyright law.	
Limitation of Liability: Customer understands and agrees CPP's liability to customer, regardless of legal theory shall be limited to direct damages and shall not in any circumstance exceed the return of the amount of fees paid to CPP under this agreement. Under no circumstances shall CPP be liable for special, indirect, incidental, or consequential damages incurred by customer. CPP cannot and shall not be liable to customer under any legal theory for customer's decisions based on information provided in the services or deliverables nor for any negative impact on business processes from recommended organizational development strategies.	
<i>Customer's Signature:</i>	
<i>Date:</i>	
<i>Special Notes or Requirements:</i>	

*This is the CPP customer who is qualified to purchase assessments (on SkillsOne.com or prepaid answer sheets).



Data Extraction FAQs

Who may request data extractions?

Customers who use SkillsOne® accounts or who use pre-paid paper answer sheets that were scored through the Scoring Center may request data extractions.

What data is available?

Data is available for all CPP assessments administered on SkillsOne.com from January 2002 through present. Data for pre-paid paper answer sheets is available for three years.

How long does it take for customers to receive data?

Data extractions are typically sent via email to customers 1-2 weeks after CPP receives a completed data extraction request form.

What if a customer requires data by a specific date?

In order to receive data by a certain date, customers must have clients complete assessments and generate reports by the Friday before the week data is to be extracted. *If no report is generated, data and scores cannot be provided. It is also necessary to contact CPP to see if there are resources available to meet your requested due date.*

What will the data look like?

Customers will receive *all* data from their SkillsOne account (or paper answer sheet batch) in one of two formats: Comma Delimited Text (Excel and Access compatible) or SPSS (Statistical Package for the Social Sciences) .sav. The data file includes demographic information (e.g., name, gender, age, and ethnicity), item responses, and scores. However, scores are only provided for those clients who have had reports printed from SkillsOne.com or by the DC scoring center. Customers will also receive a data guide for each instrument that describes the variables included in the data file. The data is sent via email, but a CD is available if requested. If only a subset of data is desired it can be provided for an additional handling fee.

How does a customer order a data extraction?

A customer requests a data extraction by faxing the request form to CPP Research Department at 650-240-1303. The data extraction will not be processed until the request form is received and fully completed.

How much does it cost?

There is a charge of currently \$250 for each time data is extracted per instrument. For example, if a customer requests Strong Interest Inventory® and MBTI® Form M data to be extracted in June and December, the cost would be \$1,000 (2 instruments extracted at 2 different times). If the customer requires only certain cases rather than all cases in their SkillsOne account (or paper answer sheet batch), there is an additional fee.

Other questions? Call CPP's Customer Service at 1-800-624-1765 or email custserv@cpp.com

