



**Administration Options:  
Myers-Briggs Type Indicator® (MBTI®) Assessment**

As experts in type training and consulting, OKA is frequently asked for advice about the different ways to administer the Myers Briggs Type Indicator® (MBTI®) assessment. Here’s a comparison of four options - all are for MBTI Form M, which is what we primarily use with our own clients.

**Template Scoring**

This is a paper-pencil version of the MBTI Form M assessment that participants complete and the certified practitioner hand scores before an MBTI session, using printed scoring templates. For this path, you will need:

- Reusable MBTI Item Booklets – Approx. \$5 each
- MBTI Answer Sheets for Template Scoring (Bubble Sheets) – Approx. \$1.50 each
- Templates (to score the answer sheet) – Approx. \$80-90
- Report Form (To present results to the participant) – Options range from \$0.40-\$1.50 each

You can purchase these materials from CPP (<https://www.cpp.com/products/mbti/index.aspx>). OKA also sells its own Report Form at <http://www.typpetalk.com/oka-store-training-handouts.htm>.

Benefits	Downsides
<ul style="list-style-type: none"> <li>• This is the least expensive option over the long term. After an initial investment for the templates and booklets, it costs only about \$4-5 per administration if you reuse each booklet at least 5 times.</li> <li>• Allows you to create preference groups for exercises in advance. Provides the most information about participant results, because you can see the raw data.</li> </ul>	<ul style="list-style-type: none"> <li>• Can be cumbersome to complete the pre-work process with clients because of mailing and return of printed assessments.</li> <li>• Hand scoring and report preparation can take time, especially for large groups.</li> </ul>

**Online “SkillsOne”**

This is CPP’s online instrument administration website located at [www.skillsone.com](http://www.skillsone.com). Certified practitioners can establish an account and then are able to administer the MBTI to both individuals and groups. For this path, you will need:

- Set up a SkillsOne account - \$200-300 set-up fee, plus annual maintenance fee
- Online MBTI Administration – Approximately \$10 for each administration and MBTI Report

Benefits	Downsides
<ul style="list-style-type: none"> <li>• Online administration is convenient for most client groups</li> <li>• Requires minimal labor for the Administrator (just set up batch, send instructions, and then download/print reports).</li> <li>• Allows you to create preference groups for exercises in advance, because you will have their results.</li> </ul>	<ul style="list-style-type: none"> <li>• Not good for groups that do not have easy online access for pre-work.</li> <li>• Cost to establish account can be prohibitive if your volume will be low; more expensive than template scoring.</li> </ul>

### **Self-Scorable**

This is a paper-pencil version of the MBTI Form M assessment that participants complete and then score themselves during a workshop/coaching session. For this path, you will need:

- Self-Scorable MBTI Booklet with Items, Answers and Report – Approx. \$10 each

You can purchase this product from CPP (<https://www.cpp.com/products/mbti/index.aspx>).

<b>Benefits</b>	<b>Downsides</b>
<ul style="list-style-type: none"><li>• Cost-effective if you are administering only a few assessments.</li><li>• Good if you have no way to administer pre-work in advance with a group.</li><li>• Self-contained booklet means no instrument prep work other than purchasing booklets.</li></ul>	<ul style="list-style-type: none"><li>• Takes time out of your session to administer assessments.</li><li>• You will have no information about participant results in advance, making it impossible to pre-form preference groups for interactive experiments.</li></ul>

### **MBTI Complete**

This is the online “self-serve” version of the MBTI that anyone can visit to take the MBTI, walk through an on-screen debriefing process, and then get individual results. Because the debriefing process is built into the system, *anyone* can take the MBTI Complete. For this path you will need:

- Online administration of the MBTI Complete - You can either have individuals pay for and complete on their own at [www.mbticomplete.com](http://www.mbticomplete.com), or you can control the process through your SkillsOne account mentioned above - Approximately \$50-60 each

<b>Benefits</b>	<b>Downsides</b>
<ul style="list-style-type: none"><li>• Effective if you wish to have a client go through a self-guided version of MBTI feedback before you meet with them.</li><li>• Good when you want to allow someone to take the MBTI, but will not be interacting with them again (e.g., good resource to provide if someone asks: “Can my spouse take this?” but you do not wish to take that request on yourself as a practitioner).</li></ul>	<ul style="list-style-type: none"><li>• MBTI Complete does NOT include preference strength scores – only letter preferences overall.</li><li>• You will have no control over the initial debriefing process, as the client completes that on his/her own.</li><li>• The most costly of the options.</li></ul>

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