

EXAM ADMINISTRATION PERSONNEL AGREEMENT FORM

All personnel involved with handling a NABCEP Associate Exam must complete this form!

Provider Institution Name:

- Exam ADMINISTRATOR is the only person who can download the Exam Booklet, upload candidate information, and manage the online myNABCEP account.
Exam PROCTOR is physically present during the administration of the exam.

!NO INSTRUCTORS OF A REGISTERED COURSE MAY USE THIS FORM!

By signing below I confirm that:

- I have read the NABCEP Associate Exam Administration Manual and I agree to adhere to the policies, procedures, standards of administration, and rules of confidentiality...
I agree to maintain the security and confidentiality of the exams...
I am not an Instructor for any course that qualifies candidates to be eligible for any NABCEP Associate Exam.

My involvement with the NABCEP Associate Examination will be in the following capacity (check all that apply)

Exam Administrator (only one per institution) Exam Proctor Printer / Courier / Shipper
Other, please explain

Name: Title:

Daytime Phone ( ) Email:

Signature: Date:

Authorization of above responsibilities is provided by (Exam Administrator or Program Administrator):

Name: Title:
Signature: Date: