



North American Technician Excellence

Proctor Application - Instruction Page

Filling In the Form

- **Section 1:** The form **MUST** be filled out in its entirety or NATE cannot process.
- Proctor **MUST** fill out top of form.
- Provide a street mailing address appropriate for UPS, Federal Express, etc., packages (no P.O. boxes). Remember, the proctor is the only authorized agent to open the testing materials packets.
- Proctor **MUST** have email in order to receive confirmation from NATE.
- Proctors must develop a proctor ID number in order to give or place an exam order. Proctor ID's are nine numbers in a form of a social but not your social. If you don't provide one for us, NATE will make one up for you.
- A password is no more than six letters or numbers but together, once again if you don't give us one, NATE will make one up for you.
- Any proctor employed by a NATE Testing Organization, **MUST** limit proctoring to only those persons in which there is no supervisory contact, recent training, or familial relationship.

Employer Information

- **Section 2:** Fill out employer address and any other additional information.
- Proctor must be approved by NATE prior to test session.
- Testing Organization must be approved by NATE prior to test session.
- Be sure that each testing organization supplies their employee to proctor the NATE exam.
- Proctor is responsible for returning all tests to VGI within 2 business days after the test session.

Agreement

- **Section 3:** Please read and sign the following agreement.
- This agreement states that you have read and will follow the NATE Testing Org and Proctor guide.

General Information

- Return application to the address listed on the bottom of the Proctor Application.
- For questions regarding this application, contact the NATE office.
- If you have decided to include a resume, be sure to submit it with this application.
- You will receive the proctor script with exams. It explains the step by step administration of the NATE test.
- You **MUST** order exams and schedule any tests a **MINIMUM** of 14 days prior to the test date or be charged (\$50) and shipping costs.
- **NEW!** You can give and schedule your test session online just visit us on www.natetesting.com
- As a proctor, you **MUST** provide physical space for the test session. If candidates have special space or egress needs, or if they need to have the test read to them, the proctor must arrange for it.
- Proctor **MUST** safeguard the integrity of the NATE exam by abiding by all security guidelines.
- NATE-approved Testing Organizations can be found at www.natex.org.
- Proctor must **NOT** be the employer or any co-worker who can hire or fire any candidate in the testing session.
- Proctor must **NOT** be a relative of any candidate in the testing session.
- Proctor must **NOT** receive direct financial gain from the outcome of the candidate's testing.
- The proctor will receive tests and materials from NATE/VGI Testing Services **approximately five (5) working days before** the test session. This will contain the proctor master pack plus all of the exam materials needed by the examinees.
- All conditions **MUST** meet and comply with the Americans with Disabilities Act (ADA).
- Proctor **MUST** verify each candidate with a picture ID.
- Proctor **MUST** instruct and orient the candidates on the test process.



North American Technician Excellence

Proctor Application

Please fax or mail Back Only

Proctor Information

First Name: _____ Middle Initial: _____ Last Name: _____
 Street Address: _____ City: _____
 State/Province: _____ Zip/Postal: _____
 Select Password: _____ Proctor ID# _____-_____-_____
 Phone: _____ Fax: _____ Email: _____

Employer Information

Company Name: _____ TO # _____
 Street Address: _____
 Address 2: _____
 City: _____ State/Province: _____ Zip/Postal: _____
 Phone: _____ Fax: _____

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that falsified information is grounds for revocation of NATE-approved proctor status.

I authorize the investigation, by NATE and/or its agents, of any information provided in this application. I authorize the references/information listed to release any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from providing information to NATE and/or its agents.

It is my intent to proctor NATE testing sessions to the best of my abilities. I agree to read and comply with all of the requirements, rules, and regulations listed in NATE's "Proctor Policies and Procedures Guide." I further state that I will comply with future revisions to said manual or will notify NATE in writing of any conflict I have with any revised procedures. While proctoring, I will comply with Americans with Disabilities Act and the Rehabilitation Act of 1990. I understand that failure to comply with any NATE policy, procedure, or requirement will result in the revocation of my status as a NATE-approved proctor, whether or not I notify NATE of any conflicts.

I have read and will follow the NATE Testing Organization and Proctor Guides.

Signature

Date

Proctor must be part of a Testing Organization FIRST before Becoming a Proctor.

Return to:

North American Technician Excellence, Inc.
 2111 Wilson Boulevard, Suite 510 Arlington, VA 22201
 Tel: (703) 276-7247 Fax: (703) 527-2316 www.natex.org

NATE Use Only:	Approved By:	Date:
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