



# National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211  
Phone 800.875.4404; Fax 913.498.1243  
**Office Hours:** M-F 7:30am - 7:00pm CST  
Saturday 9:00am - 3:00pm CST

TE-0223.1

## Independent Site Proctor

### APPLICANT FORM

- Date Application Received \_\_\_\_\_
- Date Passed Exam \_\_\_\_\_
- Date Approved \_\_\_\_\_

For which test site(s) would you like to apply to proctor? \_\_\_\_\_

## 1 PROCTOR APPLICANT INFORMATION (Please print in ink)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth (mo/day/yr) \_\_\_\_\_ Address \_\_\_\_\_

Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Preferred Method of Contact  Phone  Email

## 2 CURRENT EMPLOYER

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you OR have you ever instructed courses related to any NCCT certification exam? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where/when \_\_\_\_\_

Have you ever been an NCCT proctor? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list here \_\_\_\_\_

## 3 CONFLICT OF INTEREST

In serving as a proctor for NCCT, you **MUST DISCLOSE ANY POSSIBLE CONFLICT OF INTEREST** - whether now or later. Please answer the following questions.

- Yes  No Are you in any position such that you might have an interest in whether candidates pass or fail an NCCT exam?
- Yes  No Do you have reason to believe anyone from your institution will pressure you to disclose exam content or allow test misconduct?
- Yes  No Have you ever given review sessions for NCCT exams?
- Yes  No Do you plan to take an NCCT exam (of any type) in the future?
- Yes  No Does anyone you know plan to take an NCCT exam in the future?
- Yes  No Would there be any reason for NCCT to question the results of any exam that you proctor?

If you answered YES to any of the questions above, please provide details here \_\_\_\_\_

**NOTE: If NCCT determines that a proctor has a conflict of interest that he/she has failed to disclose, all exams given by that proctor may be declared null and void. In addition, proctors may be subject to legal action for falsifying this contractual document and for recovery of costs for any re-administration of exams (including any damages). If in doubt about a possible conflict of interest, contact NCCT before signing.**

## 4 PROCTOR AFFIDAVIT

In serving as a proctor for NCCT, you **MUST DISCLOSE ANY POSSIBLE CONFLICT OF INTEREST** – whether now or later. Please answer the following questions.

To be approved, every proctor candidate is required to submit this affidavit. Your signature also verifies, under penalty of perjury, that you (personally) completed this application and fully understand and agree to all the contents herein; that all information you provided in this application is true and complete; and that you have read the statement of understanding (below) and agree to all terms as a condition of hire.

### I UNDERSTAND THAT:

- I cannot have any interest in the results of the exams I proctor at any time; I certify that no conflict of interest exists. (Note: If you don't know what this means, call NCCT BEFORE signing.)
- Any conflict of interest, or possible conflict of interest, must be reported to NCCT as soon as it is known, even after hire.
- I must keep all NCCT business, exam, and candidate information confidential.
- I must personally monitor all NCCT examinees during the full testing sessions.
- I cannot conduct or provide review sessions for any NCCT certification exam.
- My proctor ID and password cannot be shared with anyone else for any reason.
- I am required to read and comply with the most current version of the NCCT Proctor Handbook.
- My compliance with NCCT testing policy is subject to audit and/or third party verification at any time, without notice.
- NCCT has the right to file civil or criminal action against me for any unauthorized use of its test content.
- Acting as an NCCT proctor means I will never be eligible to sit for any NCCT exam that I have proctored.

Signature of Proctor Candidate \_\_\_\_\_ Date \_\_\_\_\_

Name of Proctor Candidate (print or type) \_\_\_\_\_

<b>Please return the following items to NCCT by regular mail, fax, or email.</b>	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Copy of your government-issued photo ID
<b>Mail to:</b>	NCCT Proctor Services 7007 College Boulevard, Suite 385 Overland Park, KS 66211
<b>Fax to:</b>	913-535-1429
<b>Email to:</b>	proctoringservices@ncctinc.com

When approved, you will be sent to the NCCT website ([www.ncctinc.com](http://www.ncctinc.com)) to take an online Proctor Exam over policy and procedure. It is an open-book exam and you must score 100%. You can take it as many times as you wish. Once you have scored 100%, we are automatically notified and we will re-contact you.

**Questions?** Call NCCT Proctoring Services at 866.896.0898.