



National Center for Competency Testing

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Office Hours: M-F 7:30am - 7:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0223.3
Proctor

APPLICANT FORM

- Date Application Received _____
- Date Passed Exam _____
- Date Approved _____

Proctor Type: **Employee** **Non-Employee**

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 _____

Address _____ Date of Birth (mo/day/yr) _____

Apt # _____ City _____ State _____ Zip _____

Email _____ Phone _____ - _____ - _____ Preferred Method of Contact Phone Email

Job Title: _____ **Who referred you to NCCT?** _____

Your connection to your referral? _____

2 **REFERENCES** *(please list the names and contact information for two (2) character references)*

1 Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ - _____ - _____ Email _____

2 Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ - _____ - _____ Email _____

3 **PROCTOR AGREEMENT**

As an NCCT certification exam proctor, candidates rely on you to ensure a fair and consistent exam administration. It is your responsibility to conduct exam administration in a way that is consistent and fair to all candidates and prevents anyone from gaining our credential through dishonest means. Employers and the public count on you to ensure that those practicing in the healthcare field with an NCCT certification have gained that seal of approval honestly.

In order to be considered as an NCCT proctor, you must agree to the following:

1. I am 18 years of age or older and have earned a high school diploma or equivalent.
2. I have thoroughly read and understand the Proctor Agreement.
3. I will attest that no Conflicts of Interest exist.

Prior to being allowed to administer an NCCT certification exam, you must:

1. Thoroughly read and understand the Proctor Handbook.
2. Review and comply with all applicable NCCT policies, including, but not limited to, those related to security, candidate misconduct, and any other policies issued by NCCT.
3. Complete all required proctor training.
 - a. Successfully complete the proctor exam.

Conflicts of Interest

To be eligible to serve as a proctor for NCCT, you must disclose any real or potential conflicts of interest. You agree to notify NCCT of any circumstance that would cause you to be ineligible to serve as an NCCT proctor either now or in the future. By signing the Proctor Agreement, you attest that the statements below are true and you agree to avoid conflicts between your role as an NCCT proctor and your personal and professional life.

1. I am not an owner, supervisor, program director, externship coordinator or part of the management team within any department, institution, or organization whose students sit for NCCT exams.
2. I am not an instructor, director, or coordinator in the particular program being tested.
3. I am not in a position that would cause me to have an interest in whether individuals or groups of candidates pass or fail an NCCT exam.
4. I am not related by birth or marriage to, nor do I live in the same household as, any candidate or anyone who meets the descriptions above.
5. I will not administer an exam for myself, any family member, or close friend.
6. I have never provided tutoring or review sessions for NCCT exams.

Proctor Agreement and Conflict of Interest Attestation

To be approved, proctor candidates are required to submit the Proctor Agreement. Your signature verifies, under penalty of perjury, that you fully understand and agree to all the contents herein; and that you have read the statement of understanding and agree to all terms and conditions.

1. I agree to maintain the confidentiality of all exam content, including, but not limited to, exam questions and answers, proctor passwords, and all log sheet information. All such information will remain confidential and is the property of NCCT. I will not disclose such information to anyone unless NCCT determines disclosure is required by law.
2. I agree I will not use or disclose any information obtained as a proctor for personal gain, such as providing training, coaching, or consulting services related to NCCT exams or exam proctoring procedures. I cannot conduct, provide or participate in any review or tutoring sessions for any NCCT exam.
3. I will not assist candidates in any way in answering exam questions.
4. I will adhere to all ADA accommodations that have been authorized by NCCT in advance of the exam.
5. I will not use or disclose any candidate's personally identifiable information to any third party for any reason. This information includes, but is not limited to, the candidate's name, contact information, score information, and government identification numbers.
6. I will maintain a high level of professionalism when representing NCCT.
7. I do not have any Conflicts of Interest. Any conflict of interest, or possible conflict of interest, must be reported to NCCT as soon as it is known, even if the conflict arises after I have been approved to proctor. (Note: If you are unsure what this means, contact NCCT before signing.)
8. I will read the most current version of the NCCT proctor Handbook and comply with all policies.
9. I understand that my compliance with NCCT testing policies and processes is subject to audit and/or third party verification at any time, without notice.
10. I will immediately report to NCCT if any concern of exam misconduct arises. These actions include, but are not limited to:
 - a. Providing falsified information, documentation, or statements as a means of creating a false identity, a false address, or the solicitation of someone to take an exam on another's behalf.
 - b. Tampering with the operation of an exam computer or attempting to use it for any function other than taking an NCCT certification exam.
 - c. Failing to adhere to any NCCT policies, procedures, rules, or instructions.
 - d. Disseminating exam content. This includes, but is not limited to, web postings, formal or informal exam preparation or discussion groups, chat rooms, reconstruction through memorization, study guides, or any other method.
 - e. Seeking and/or obtaining unauthorized access to exam content, including, but not limited to, gaining access to content on social networking sites, forums, or brain dump sites.
 - f. Giving, receiving, or obtaining unauthorized assistance, such as collusion with a candidate or proctor or accessing printed materials containing exam content during the exam.
 - g. Removing any exam content or materials from the testing session.
 - h. Causing a disturbance of any kind during the testing session.
11. Acting as an NCCT proctor means I will never be eligible to sit for any NCCT exam.
12. NCCT has the right to file civil or criminal action against me for any unauthorized use of its exam content.

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.

National Center for Competency Testing (NCCT) certification exams are proprietary and federally copyrighted property of NCCT. This Proctor Agreement is a legal agreement entered into between you and NCCT as of the date of your acceptance. Any attempt to copy, record, reproduce, distribute, or disclose exam content by any means is whole or in part can result in civil and criminal penalties.

By accepting the terms and conditions outlined in this Agreement, you acknowledge that you have read and are bound by the terms and conditions of this Agreement and will strictly adhere to all policies applicable to administering an NCCT exam as an NCCT proctor.

This agreement will continue until terminated by either party by giving notice to the other party of its intent to terminate. Each party reserves the right to immediately terminate this Agreement at any time with written notification. Regardless of termination, the sections of this Agreement that, by their nature, are intended to survive termination will survive termination indefinitely. If you are found to be in violation of this agreement, your proctor privileges will be revoked immediately.

By signing below, I hereby represent to NCCT that I have read, I understand and I will fully comply with, and attest to, all of the terms of this agreement.

Test Site Name: _____

Print Name: _____

Email Address: _____

Signature: _____

Date: ____/____/____

Please return the following items to NCCT by email or fax.	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Copy of your government-issued photo ID
	Email to: <i>program.eligibility@ncctinc.com</i> Fax to: 913-498-1243

When approved, you will be sent to the NCCT website (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 800.875.4404