

# Proctor Application/Agreement

## Appendix A

*This agreement must be fully completed and executed by all individuals authorized to act in the capacity of an authorized Proctor for the National Federation of Professional Trainers (NFPT). Incomplete forms will not be processed.*

### **PROCTOR BIOGRAPHICAL INFORMATION**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVIDENCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ PRIMARY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK EMAIL: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

### **EMPLOYMENT INFORMATION**

CURRENT EMPLOYER: \_\_\_\_\_ POSITION: \_\_\_\_\_ START DATE: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVIDENCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

### **PROCTOR TRAINING AGREEMENT**

As indicated by my signature, I understand the policies and procedures as described to me in this *NFPT Proctor Training Manual*. I understand that it is my responsibility to ensure proper management, security and delivery of the NFPT – CPT Exam in accordance with the training that I have received from this manual. The information that I have provided NFPT Certification is true and accurate to the best of my knowledge. I understand my role as an NFPT Exam Proctor and the consequences for non-compliance as described herein.

x \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Email this completed application, teaching license/qualification documents, and driver's license or government ID to [HRdept@nfpt.com](mailto:HRdept@nfpt.com) or fax to 765-471-7369. Please call 800-729-6378 with any questions.**

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### UNDERSTANDING AND AGREEMENT

By signing below, I hereby acknowledge, understand, affirm and agree to the following, without exception, that based on representations made, I am being afforded access to confidential, proprietary and Trade Secret Information and that I will not disclose or provide such information in whole or part to anyone directly or indirectly. Further, I understand that reproducing, copying, or attempting to reproduce or copy any examination (test) material by any means, in whole or in part, is a serious breach of examination security and will be thoroughly investigated by NFPT and reported to the proper certifying and law enforcement authorities.

I also fully understand and agree that should I fail to adhere to published NFPT policies, procedures, and security protocols, etc. that I am and agree to be individually and personally financially responsible for any examination materials compromised, as well as any and all other costs associated with such security breach and/or examination content compromise to include, but not limited to, investigation costs, attorney fees, court costs, etc.

Your signature below reflects your understanding and willingness to abide by all established NFPT Test Administration Policies and Procedures, Test Administration Directives, Security Protocols, etc., in addition to the below specified:

### Duties and Responsibilities

1. I hereby CERTIFY and AFFIRM that I am of Good Moral Character, as such I have not been the subject of any judicial or administrative decisions involving offenses or violations of moral turpitude, among which includes Fraud, Larceny, deceit, etc.
2. I hereby CERTIFY and AFFIRM that I am the person identified herein and all of the information provided or which will be provided is true and correct.
3. I have been fully informed, and am aware of my responsibility, duties, expectations and requirements to become and remain an authorized NFPT Certified Proctor. As such, I understand and agree that it is my direct and personal responsibility to:
  - a. Read, comprehend and adhere to all of the Proctor responsibilities and requirements as set forth within NFPT's most current Exam Proctor Training Manual prior to administering any examination(s)/test(s).
  - b. I agree to maintain the security and confidentiality of any NFPT examination(s), exam content, exam questions and options, etc. at all times before, during and after exam administration(s).
  - c. I do not provide any training, instruction, classes, or am engaged in any activity which directly or indirectly is focused on assisting any candidate achieving a passing score on the NFPT examination.
  - d. I am not permitted to read any exam questions, or discuss the content of any examination(s) administered with anyone, other than an individual authorized by NFPT.
  - e. It is my responsibility to keep informed and be knowledgeable of all NFPT test administration policies and procedures, Test Administration Directives, security protocols and requirements etc. published and updated by NFPT. I am also acknowledging that I am aware that such policies and procedures, protocols, etc. are published and posted at [www.nfpt.com/proctors](http://www.nfpt.com/proctors).
  - f. I will comply with any and all procedures relating to the handling and reporting of any breach of test security and/or potential examination compromise.
  - g. I will accurately check each candidate's government issued photo identification in addition to ensuring that other candidate eligibility testing requirements are adhered to as indicated within the NFPT Exam Proctor Training Manual for each examination administered.
  - h. I will not offer or provide any hints, suggestions, definitions or clues to the answer of any exam question.
  - i. **I will not Proctor, or have any involvement with any examination administered to any individual to whom I am related, have or had a relationship with, are friends with, have direct or indirect supervisory authority over, etc.**
  - j. I will, without exception, immediately inform NFPT in writing of any instances where I am arrested or charged with any criminal act. Further, I will provide NFPT with the facts and circumstances surrounding any such arrest or criminal charge(s).

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- k. I will actively monitor the candidate(s) during the exam delivery (administration) for the purpose of ensuring the security of the examination being administered, as well as ensuring that the Candidate(s) are:
- i. not talking or communicating with one another or any outside party during the course of the exam administration.
  - ii. not accessing items and materials, other than those specifically listed within the authorized materials section.
  - iii. not bringing in, or are in POSSESSION of, any electronic equipment/resources into the exam room such as study manuals, paper, pens, notes, dictionaries, iPod's, Blackberries, lap-tops, phones, Bluetooth ear pieces, wristwatch, camera or any other electronic devices, etc. during the exam administration.
  - iv. not copying, by hand or electronically, any examination material.
  - v. completing the answer sheet completely prior to permitting them to test.

4. I will, without reservation, cooperate with any investigation deemed appropriate and necessary by NFPT. Further, I agree to cooperate with any such investigation by making myself available upon request, providing any requested information and/or documents and by truthfully and fully answering questions.

5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Indiana and the parties agree to submit to the jurisdiction of the courts of the State of Indiana with respect to any disputes relating thereto.

### NON-DISCLOSURE AND CONFIDENTIALITY

I, the herein identified and below signed individual, acknowledge and agree that as an NFPT Certified Proctor authorized to deliver confidential and secure NFPT client examinations, I understand my responsibilities as a Proctor are critical to the security and maintaining the credibility of NFPT client secure examinations. Further, I am aware, I am being afforded access to both NFPT confidential and/or proprietary information, as well as examination information and content which is confidential, copyrighted, and is considered to be a Trade Secret, as such, I hereby agree and state that I will not disclose or provide to any person or entity, directly or indirectly any such information, in any form pertaining to examination content, test administration practices, the preparation, testing and/or grading services provided by NFPT or its affiliates.

I understand that all NFPT and NFPT's Client business practices, documents, test questions or confidential information received from NFPT shall remain the exclusive property of NFPT and shall be returned immediately upon request to NFPT.

I understand that breach of this agreement, intentional, unintentional, through negligence, by error and/or omission, may be grounds for civil proceedings should NFPT pursue legal remedies relating to any such exam security breach and/or examination content breach. Minimally, I understand that should I fail to follow the standards set forth by the NFPT Exam Proctor Training Manual and related protocols, my privilege as a Proctor will be revoked and I am individually and personally responsible for any such failure.

By signing below, I acknowledge that I have read this agreement, understand the information contained herein and will abide by provisions as stated within this document, as well as other written exam delivery policies and procedures maintained by NFPT.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject up to and including revocation of my NFPT Certification, as well as other penalties as may be prescribed by law.

SIGNATURE (proctor): \_\_\_\_\_ PRINT NAME (proctor): \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

SIGNATURE (witness): \_\_\_\_\_ PRINT NAME (witness): \_\_\_\_\_

WITNESS EMAIL: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

### Return by one of the following methods:

FAX: 765-471-7369

EMAIL: [HRdept@nfpt.com](mailto:HRdept@nfpt.com)