



International Association for Radio, Telecommunications and Electromagnetics, Inc.
840 Queen Street • New Bern, NC 28560 • 1-800-89-NARTE • Fax 1-252-672-0111 • www.narte.org

Authorized Examination Proctor Application Package

---FORMS MAY BE PHOTOCOPIED---

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iNARTE VISION STATEMENT

iNARTE shall be recognized as the premier independent certification organization which provides standards of excellence attainable to technical professionals in Telecommunications, EMC/EMI, Product Safety and related areas.

About iNARTE Authorized Examination Proctors

NARTE was established by industry leaders in 1982 in response to the FCC's deregulation and encouragement of industry certified personnel. As an objective third party certification body, NARTE developed an evaluation process based not only on examination, but real world skills and work experience.

In recent years NARTE has become iNARTE and has added many new disciplines and international emphasis to our Certification Programs

To become an iNARTE Authorized Examination Proctor you must complete the application forms provided in this package, read and sign the "iNARTE Authorized Testing Center and/or Individual Proctor Responsibilities, Procedures and Rules" at the end of this package and return them to: iNARTE, 840 Queen Street, New Bern, NC 28560, or fax to: 1-252-672-0111.

You may also include photos or diagrams of the secure testing location being used.



**Application for status as an
EXAMINATION PROCTOR**
for the INTERNATIONAL ASSOCIATION FOR RADIO,
TELECOMMUNICATIONS AND ELECTROMAGNETICS, INC.
840 Queen Street, New Bern, NC 28560 Phone 252-672-0200 Fax 252-672-0111

Office Use Only	
Record _____	Cert No. _____
Cert Date _____	Auth Level: _____

Please complete both sides of form, sign and submit with the Responsibilities, Procedures and Rules form.

Contact Information

Name: _____

iNARTE Certificate Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Fax Number: _____ Email Address: _____

Fees

You may charge an examination administration fee to cover expenses in administration and proctoring of the Telecommunications and EMC examinations. Fees charged by other Testing Centers predominantly range from zero to \$150. Telecommunications exams are generally 4 hours, EMC, ESD and PS Exams are 8 hours. The fee you will charge is: 4 Hour Exam: \$_____ 8 Hour Exam: \$_____

iNARTE will reimburse the college/proctor at the rate of \$15 per candidate per sitting for FCC examinations. FCC examination fee checks shall be made payable to:

IMPORTANT: You *may not* require individuals to undertake any preparatory courses or purchase study materials in order to examine at your location. You *may not* charge for the proctoring of examinations administered for FCC licensure.

Training

Do you provide any preparatory courses or training? Yes No

If Yes, please provide course description(s) (attach additional pages if necessary):

Preparatory/training information contact: _____

Preparatory/training information phone: _____

Testing Schedule

The opportunity to examine should be offered quarterly at minimum, and, under special provisions, on request. If you are able to offer more frequent examinations, please indicate. **(Exam stocks are available if you choose to accept walk in's).**

Quarterly by Appointment Other _____

Testing Location

Please provide at least one photograph of the interior of the testing location.

A suitable testing location provides the examinee with a suitable work area that is quiet, comfortable and properly illuminated. The testing location should also allow proper monitoring of the examinee(s), and appropriate spacing between examinees.

Please identify how your site meets these requirements below:

(Attach additional pages if necessary)

Suitable Work Stations _____

Comfort & Illumination _____

Quiet, Uninterrupted Room/Area _____

Testing Location Capacity _____

Monitoring _____

Additional information: _____

Note: Once designated as an accredited exam proctor, your testing location and/or exam session(s) may be inspected by iNARTE without notice.

Complete Application Package

- A signed **iNARTE Authorized Testing Center Responsibilities, Procedures & Rules** document.
- This application form, completed and signed.
- At least one photograph of the testing location (must be the interior testing area).

Signature of Requestor

Date



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iNARTE Authorized Testing Center and/or Individual Proctor Responsibilities, Procedures and Rules

General: Maintaining the integrity of the examination and the examination process is essential in conducting a testing environment for candidates interested in FCC licensure and/or iNARTE certification. iNARTE's accreditation as a Commercial Operator License Examination Manager by the Federal Communications Commission is based on an unassailable record of integrity and an operational code of ethics beyond reproach. As an Authorized Testing Center we expect the same integrity. Examination security is a must. Where instructional courses are offered, question pools may be used as a teaching tool, BUT teaching from an examination that is to be given for credit is strictly forbidden. Action(s) that could be construed by an outsider or an insider, to be inappropriate, must be avoided at all times.

Responsibilities: As an Authorized Testing Center you are responsible for:

1. Management integrity of the testing program.
2. Accurate accounting of finances as applicable to the FCC/iNARTE examination program.
3. The proper and accurate preparation of application forms for FCC element examinations that are done on a "walk-in" basis. Applications for iNARTE certification will be submitted to the headquarters in advance of testing.
4. Providing a suitable testing area and an uninterrupted environment during the examination administration.
5. Insuring examination security before, during and after the examination.
6. The proctors must agree to excuse themselves from administering an examination to a member of their immediate or extended family, an employee that they supervise directly or indirectly or a person with whom they have an intimate relationship. (An intimate relationship could be one in which the parties are dating but not married, for example.)
7. Insuring that no candidate for FCC licensure takes the same dated examination more than once.
8. Prompt return of completed examination and SCANTRON answer sheets to iNARTE Headquarters for scoring.
9. Advising iNARTE Headquarters at least two weeks in advance of number and type of examination elements required.

Procedures: For the coordination and administration of examinations:

1. Candidates interested in Certification and/or FCC licensure will normally make application for testing through the iNARTE Headquarters. Applications sent to the Headquarters will be processed as follows:

- a. The quarterly testing period or a specified date for test administration will be coordinated with the applicable testing center.
- b. Candidates will be advised as to the confirmed testing center location, and provided specifics as to Proctor, building, room number, date and time of test.
- c. Testing Center contact will be provided the applicable examination(s) and SCANTRON answer sheets, a minimum of 3 days prior to the scheduled examination date.
- d. Tests will be administered on the date and time specified. Completed examinations and their respective answer sheets will be mailed back to iNARTE Headquarters within two working days following the examination.
- e. For each exam session, an administration procedures form (to be provided by iNARTE) must be signed by the exam proctor and returned to iNARTE Headquarters.
- f. iNARTE will grade the examination and advise the candidate of score within ten working days of receipt of the examination from the testing center.
- g. For certification applicants, iNARTE will process the application (when complete) through the iNARTE Certification Review Committee for certification determination.
- h. For candidates for FCC licensure, iNARTE will issue a Proof of Passing Certificate (PPC), and either file for the FCC License on the applicant's behalf; or give follow-on instructions to completing the licensing process, if so requested.

2. Candidates for FCC Licensure may, at certain testing locations, be offered the opportunity for "walk-in" testing. Where the candidate has not made previous application to iNARTE Headquarters, the following procedures apply.

- a. Candidate must complete a iNARTE application form at the testing location.
- b. Testing fee will be collected by the testing center proctor and mailed to iNARTE Headquarters with the examination, completed SCANTRON and the candidate's application form.
- c. Examination for the particular element(s) will be administered to the candidate. Testing centers authorized to give walk-in testing will be provided with "on hand" examinations.
- d. **NO CANDIDATE WILL BE GIVEN THE SAME EXAMINATION TWICE.**

Rules: It is mandatory that Authorized Testing Centers and Individual Proctors understand and abide by the following rules:

1. Exam security is essential. Examinations will be stored in a secure place i.e. safe, or locked cabinet, etc. and their integrity maintained throughout the examination process.
2. Where courses of instruction are offered, no current examination will be used as a crutch or teaching guide.
3. Where courses of instruction are offered, rates for those courses must be separate from the iNARTE FCC Examination fee. Testing Centers must offer testing services separate from any courses of instruction. The examinee must not be obliged to purchase instruction or study materials of any kind in order to schedule an examination.
4. The proctor must not administer an examination to a member of their immediate or extended family, an employee that they supervise directly or indirectly or a person with whom they have an intimate relationship. (An intimate relationship could be one in which the parties are dating but not married, for example.)
5. Should a candidate fail the examination, retake will require a second examination fee and a SEPARATE AND DISTINCT NEW EXAMINATION. **Administering the same examination twice to a candidate who has failed the first time is prohibited.**
6. Any candidate who is caught cheating will have the examination confiscated and the examination session terminated.
7. Any exam suspected of compromise will be returned to iNARTE Headquarters. A new test will be randomly generated and provided to the testing center.
8. When advertising services, the Testing Center or Individual Proctors must identify themselves as an iNARTE authorized entity, operating under iNARTE's authority as an FCC COLE Manager (Commercial Operator License Examination Manager).

Termination of This Agreement

This agreement to proctor examinations may be withdrawn by iNARTE at any time for cause. Such cause can include but not be limited to:

- a. Making a materially false statement in or if he/she has deliberately failed to disclose a material fact requested in connection with, his/her application to be a proctor.
- b. Misconduct such as dishonesty, fraud, deceit, or misrepresentation, sabotage, espionage, or disclosure of any restricted information in conjunction with the proctoring process,
- c. Engaging in any other conduct that adversely reflects on his/her fitness to uphold the integrity of the iNARTE examination process,
- d. Failure to maintain an objective relationship with the examinee as described in Rule 4.

I recognize that if termination of this agreement is proposed, I will have a right to appeal any findings before the agreement is terminated and I further recognize that iNARTE will publish the fact that the agreement has been terminated. After public notification of termination, iNARTE staff will respond "Yes" to any individual asking if this agreement has been terminated. Consistent with iNARTE policies for confidentiality, iNARTE will not provide the specific reasons for the termination unless otherwise agreed upon you in writing in advance. Prior to public notification of the suspension, iNARTE staff will answer "No" to any individual asking if the accredited organization is or has been terminated.

I _____ have read and understand the preceding, and agree to accept these responsibilities and abide by the stated procedures and rules.

Signature

Date

Print Name

Print Title