

American Institute of Constructors

Constructor Certification Commission Document No. 26

Examination Site Agreement Form

Instructions:

- x Please fill out this form to the CCC National Office at the location listed at the end of the document.

Section One: Verify Contact Information

ORGANIZATION CONTACT :

(Name and address of person to receive general information on the certification program.)

CONTACT NAME	_____
ORGANIZATION NAME	_____
ADDRESS	_____
PHONE FAX	_____
EMAIL	_____

EXAMINATION ADMINISTRATOR

(Name and address of person to receive test materials and information)

ADMINISTRATOR NAME	_____
ORGANIZATION	_____
ADDRESS	_____
PHONE FAX	_____
EMAIL	_____

Step Two: Obligations

Please review this information carefully, as it describes what will be expected of your organization as an examination site.

- x Your organization will be a Certification Examination site for a period of one full year, with yearly renewals until either you or the Commission elects to terminate your participation.
- x You agree and can provide at least one examination site administrator for each examination, and at least one proctor for each 30 students for the examination at your location.
- x You agree and can secure and quiet examination sites for the examination dates.

- x You guarantee that you will make every reasonable effort to ensure that at least two applicants will apply to take the examination the first time your site will administer the examination(s).
- x You agree to host the examination even in the case that none of your students or employees from your organization taking the exam during a particular session.
- x You acknowledge and understand that the Commission cannot provide financial compensation for yourself or your proctors.
- x You agree that, should there be circumstances in which you will not be able to meet any of the obligations listed above, you will inform the Commission in writing within 45 days of the next scheduled exam.
- x You agree to inform the Commission of any changes