



Agreement for Authorized Test Administrators/Proctors

Test Administrators/Proctors have a serious responsibility to do their part in maintaining the integrity of the Equipment & Engine Training Council's EETC Technician Certification testing. Therefore, the following rules define your responsibility as an Authorized EETC Test Administrator/Proctor:

1. Only authorized persons can administer/proctor the tests. No other person can administer the tests in the absence of the authorized administrator.
2. The test site must meet the guidelines as set forth in the "Guide To Test Administration".
3. The Authorized EETC Test Administrator is responsible for all test booklets and answer sheets. Each test and answer sheet must be returned to the EETC Certification Center within 24 hours after the date of the test. All tests are numbered to maintain proper inventory control. Scratch sheets and/or note sheets used by the technician during the test must be collected and destroyed after the test is completed.
4. In circumstances where the administrator plans to offer testing at service schools or update seminars, he/she must contact the EETC Certification Center well in advance to request the number of tests he/she will need.
5. The Authorized Test Administrator will follow the guidelines for administering the test. You will receive these guidelines when the test booklets are mailed to you.
DO NOT WRITE IN TEST BOOKLETS! DO NOT MAKE COPIES OF THE TESTS!
6. When you receive the tests, carefully review the detailed instructions for administering the tests. It is very important that you have a complete understanding of the process to answer questions for the test takers. Do not hesitate to contact the EETC if you have any questions.
7. You will need to supply each test taker with a number 2 lead pencil to mark their answer sheets. The use of pens or markers is not acceptable due to the scoring machine's capability.

I AGREE TO THE RULES AND REGULATIONS AS OUTLINED ON THIS FORM FOR ADMINISTERING THE EETC TECHNICIAN CERTIFICATION TESTS.

(Please print or type. Fax the completed form to EETC at 262-567-6200)

Name: _____ Title: _____

Signature: _____ Date: _____

Company/ School: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____