



ALABAMA FIRE COLLEGE Proctor Application Form (Non-Traditional)

Thank you for your willingness to serve as proctor for the Alabama Fire College certification examination.

Please complete the following requirements to begin the process:

Step 1 (REQUIRED): Complete the Alabama Fire College Test Proctor Training

Step 2 (REQUIRED): Submit the Proctor Knowledge Test (certification@alabamafirecollege.org)

Step 3 (REQUIRED): Submit the Alabama Fire College Proctor Application Form

Should you have questions regarding this form, e-mail certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST.

CERTIFICATION EXAMINEE INFORMATION (complete for Per Individual Request Test Administrations)						
Last Name	First/Middle			Student ID		
Phone	Email					
Certification Exam						
PROCTOR INFORMATION						
Last Name	First			Middle Initial		
Title/Job Description						
Employer						
Agency Affiliations	AFC Policy 705.01 prohibits a proctor from administering tests for agencies with which they have/have had any affiliation. List all agencies with which you have had affiliation (work/volunteer/board member/etc. that may cause a conflict of interest in performing your duties as an AFC Proctor.					
Business Address	City	State	Zip			
Home Address	City	State	Zip			
Email	Work Phone		() -			
Secondary Email	Cell Phone		() -			
Relationship to Student						
Location of Exam						
NOTARY PUBLIC INFORMATION						
Name	Date					
Signature	Commission Expires					
By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College proctor of a written or online certification exam. As an authorized written/online exam proctor, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Alabama Fire College Test Proctor Training powerpoint. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the security, handling and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted bi- annually for renewal.						
Proctor Signature	Date					
Please sign and submit this application form and return to the Alabama Fire College – Certification Unit – 205.391.3757 or by email at certification@alabamafirecollege.org .						