



# ALABAMA FIRE COLLEGE Proctor Application Form (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 Alabama Fire College Proctor Application Form

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

PROCTOR INFORMATION						
Last Name		First		Middle Initial		
Title/Job Description						
Employer(s)						
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 or Home Phone	( ) -	
Secondary Email				Cell Phone	( ) -	
Date Completed Training Powerpoint						
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 – fax: 205.391.3757; or by email at <a href="mailto:certification@alabamafirecollege.org">certification@alabamafirecollege.org</a> .						