

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



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. Hours of operation are M-F, 8-5 CST.

PROCTOR INFORMATION						
Last Name		First Name		Middle Name		
Title/Job Description				Date Employed at AFC		
Proctor Criteria AFC Certification Policy #705.01	<ul style="list-style-type: none"> Proctors should limit administering tests for agencies with which they have or have had any previous affiliation (work/volunteer/board member, etc.) Proctors must not be part of the instructional team for the course of the test that is being administered. To eliminate conflict of interest issues, proctors should NOT be any of the following: <ul style="list-style-type: none"> Of the same department; In the Individual's chain of command; Relative(s); Friend(s); Neighbor(s); Classmate(s) 					
Agency Affiliations	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.					
Home Address <small>(test shipments will only be shipped here)</small>	City			State		Zip
Email			Work/Home Phone	() -		
Secondary Email			Cell Phone	() -		
Completed Proctor Training PPT (Req Annually)						
Shadowed Experienced Proctor (2 test administrations) (Initial Only)	Date of Training (1)			Date of Training (2)		
	Experienced Proctor Signature			Experienced Proctor Signature		
Completed Initial Orientation w/ Certification Staff or Regional Coordinator	Date of Orientation			Certification Staff Signature		
<p>By my signature, 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 skills, paper- or computer-based certification exam. As an authorized 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 Certification Policy Manual. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the integrity, security, handling and administering of the State of Alabama AFC certification exam(s).</p>						
Proctor Signature				Date		
Please sign and submit this form and return to the Alabama Fire College – Certification Unit at certification@alabamafirecollege.org						