



Occupational Safety Training and Certification Alliance
550 N. McCarran Blvd. #312
Sparks, NV 89431
Phone: 800-856-1412
Fax: 775-473-9031

Registration for OSTCA Examinations

1. The student selects a proctor and makes arrangements to have his or her examination supervised according to the following guidelines:
 - a. Proctor: Examinations must be supervised by faculty members of accredited colleges or universities; school teachers, counselors or administrators; education or personnel officers in business, industry or the government; professional librarians; any duly elected local, state or federal official; any duly elected union representative; any industrial, business or government safety director.
 - b. Location: The examination must be administered in an educational or professional location such as a classroom, library, proctor's office or other suitable location.
2. The student and proctor must complete the "Application for Examination" section of this form and return it to the Training and Member Services Office no later than one month prior to the desired testing date.
3. The Student/Applicant is responsible for negotiating a fee and paying the Proctor.

Application for Examination (Please print)

Name: _____

Course: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day) _____ Phone (Evening) _____

Email: _____

Test Date: _____

Name of Proposed Proctor: _____

Proctor's Institution: _____

Proctor's Office Address: _____

City: _____ State: _____ Zip: _____

Will the examination be at the office address? _____ (All exams must be taken at approved locations)

PROCTOR MUST READ AND SIGN THE SECOND PAGE OF THIS FORM



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PLEASE READ CAREFULLY THE FOLLOWING INFORMATION

In order to ensure the integrity of the OSTCA Testing Program, certain procedures must be followed. Listed below are procedures under which the examination must be administered. Any deviation from these procedures may invalidate the examination.

1. The student must present photo identification to the proctor at the time of the examination.
2. The student must not have access to any books, notes or other materials unless specifically authorized by the examination.
3. The student is allowed only the time specified for completing the examination.
4. The proctor must personally observe the student throughout the examination period.
5. The person who agrees to proctor the examination may transfer this assignment to another professionally qualified person (as defined on the first page of this form) by obtaining authorization from Training Administrator of OSTCA.
6. No one may make a copy of any part of the examination.
7. If the examination is not taken within two weeks of the scheduled testing date, it is to be returned unopened to OSTCA.
8. Completed exams are to be returned in the envelope provided.

The Occupational Safety Training and Certification Alliance appreciates your rendering of this important certification service to the student. If, however, you cannot personally proctor the examination under the aforementioned procedures, please decline the student's request. If you accept this responsibility, please indicate this by signing below.

Signature: _____ Date: _____

Title: _____

Phone: _____ Office Fax: _____

Email: _____