



8430 West Bryn Mawr Avenue
 Suite 1000
 Chicago, IL 60631 USA
 Tel: (773) 867-1777
 (800) 444-2742
 Fax: (773) 639-3000
 apics.org

Test Center Staff Acknowledgement of Requirements

Each Test Center Staff person (Test Center Managers, Room Managers, and Proctors) must sign and submit this document to the APICS Certification department prior to being authorized to proctor an APICS test event. A separate contract/confidentiality agreement must be submitted prior to actually proctoring an APICS test event.

I certify that I exhibit all of the following Requirements for Test Center Staff (check all):

- I possess good oral and written skills
- I possess the ability to speak and read English
- I am punctual
- I am physically able to lift and carry up to 50 lbs (~22 kg)
- I am aged 21 years or older
- I do not currently hold an APICS Certification
- I am not planning to take any APICS exam within a two year period following a test event
- I am not an employee of the organization pursuing testing or acting as Certification Administrator
- I am not a current or former trainer/instructor of APICS material
- I am not a relative, co-worker, friend, colleague, or classmate of any candidate for APICS exams
- I am willing and able to follow all required test event policies and procedures as documented in the Test Center Manager's Manual
- I am willing and able to sign a contract to acknowledge understanding of test event policies and procedures documented in the Test Center Manager's Manual and agree to adhere to standards of confidentiality
- I am willing and able to submit a Test Center Staff application acknowledging possession of the above requirements
- I am willing and able to provide an email address, telephone number and mailing address in order to receive APICS exam materials for each testing event

First/Given Name	
Last/Family Name	
Test Site (Center Code, City, Country)	
Home telephone number	
Mobile telephone number	
Email address	
Signature and Date	

Send completed form with signature to the APICS Certification Department

Scan and email: certification@apics.org Fax: (1) 773/639-3171
 or mail to the address listed at the top of this form, Attn: Certification

Revised 18 July 2001 sgc