



PROCTOR APPLICATION AND AGREEMENT

NOTE: This agreement must be **fully completed and executed**, by ALL individuals authorized to act in the capacity of an authorized Proctor for National Aerobics and Fitness Trainers Association (NAFTA.) Print clearly and legibly. Incomplete forms will not be processed!

PROCTOR BIOGRAPHICAL INFORMATION

Last Name: _____

First Name: _____

Middle Name: _____

D.O.B.: _____ S.S.N./ID #: _____

Residential Address: _____

City: _____ State/Providence: _____

Postal Code: _____ Home/Cell Phone #: _____

Work E-Mail: _____

Personal E-Mail: _____

Country Citizenship: () USA () Other, specify: _____

EMPLOYMENT INFORMATION

Current Employer: _____

Employer Address: _____

City: _____ State/Providence: _____

Postal Code: _____ Work Phone #: _____

Position: _____ Duties: _____

Start Date: _____

UNDERSTANDING AND AGREEMENT

By signing below, I hereby acknowledge, understand, affirm and agree to the following, without exception, that based on representations made, I am being afforded access to confidential, proprietary, and Trade Secret Information and that I will not disclose or provide such information in whole or part to anyone directly or indirectly. Further, I understand that reproducing, copying, or attempting to reproduce or copy any examination (test) material by any means, in whole or in part, is a serious breach of examination security and will be thoroughly investigated by NAFTA and reported to the proper certifying and law enforcement authorities.

I also fully understand and agree that, should I fail to adhere to published NAFTA policies, procedures, and security protocols, etc., I am, and agree to be, individually and personally financially responsible for any examination materials compromised, as well as for all other costs associated with such security breach and/or examination content compromise to include, but not limited to, investigation costs, attorney fees, court costs, etc.

My signature below reflects my understanding and willingness to abide by all established NAFTA Test Administration Policies and Procedures, Test Administration Directives, Security Protocols, etc., in addition to the below specified:

Duties and Responsibilities

1. I hereby CERTIFY and AFFIRM that I am of Good Moral Character, as such I have not been the subject of any judicial or administrative decisions involving offenses or violations of moral turpitude, among which includes Fraud, Larceny, deceit, etc.
2. I hereby CERTIFY and AFFIRM that I am the person identified herein and all of the information provided or which will be provided is true and correct.
3. I have been fully informed, and am aware of my responsibility, duties, expectations and requirements to become and remain an authorized NAFTA Certified Proctor. As such, I understand and agree that it is my direct and personal responsibility to:
 - a) Read, comprehend and adhere to all of the proctor responsibilities and requirements as set forth within NAFTA's most current Exam Delivery Manual prior to administering any examination(s)/test(s).
 - b) I agree to maintain the security and confidentiality of any NAFTA examination(s), exam content, exam questions and options, etc. at all times before, during and after exam administration(s).
 - c) I do not provide any training, instruction, classes, or am engaged in any activity which directly or indirectly is focused on assisting any candidate achieving a passing score on the NAFTA examination.
 - d) I am not permitted to read any exam questions, or discuss the content of any examination(s) administered with anyone, other than an individual specifically authorized by NAFTA.

- e) It is my responsibility to keep informed and be knowledgeable of all NAFTA test administration policies and procedures, Test Administration Directives, security protocols and requirements, etc. published and updated by NAFTA. I also acknowledge that I am aware that such policies and procedures, protocols, etc. are published and posted to the Proctor section of NAFTA's website.
- f) I will comply with all procedures relating to the handling and reporting of any breach of test security and/or potential examination compromise.
- g) I will accurately check each candidate's government issued photo identification in addition to ensuring that other candidate eligibility testing requirements are adhered to as indicated within the NAFTA testing system for each examination administered.
- h) I will not offer or provide any hints, suggestions, definitions, or clues to the answer of any examination question.
- i) I will not proctor, or have any involvement with any examination administered to any individual to whom I am related, have or had a relationship with, are friends with, have direct or indirect supervisory authority over, etc.
- j) I will, without exception, immediately inform NAFTA in writing of any instances where I am arrested or charged with any criminal act. Further, I will provide NAFTA with the facts and circumstances surrounding any such arrest or criminal charge(s).
- k) I will actively monitor the candidate(s) during the exam delivery (administration) to ensure the security of the examination being administered, as well as to ensure that the candidate(s) are:
- i. Not talking or communicating with one another or any outside party during the course of the test administration.
 - ii. Candidate(s) does not have access to any items and materials, other than those specifically listed within the authorized materials section.
 - iii. Ensure that the candidate does not bring or use a cell phone, pager, camera, or recording device of any kind into the test room.
 - iv. Ensure that the candidate does not bring in, or is in **POSSESSION** of any equipment/resources into the testing room such as paper, pens, notes, dictionaries, iPod's, Blackberries, lap-tops, Bluetooth ear pieces, wristwatch, camera, or any other electronic devices, etc. during the test administration.
 - v. Ensure that no one shall copy, by hand or electronically, any examination material.
 - vi. Ensure that each candidate signs their name on the NAFTA candidate roster prior to permitting them to test.

4. I will, without reservation, cooperate with any investigation deemed appropriate and necessary by NAFTA. Further, I agree to cooperate with any such investigation by making myself available upon request, providing any requested information and/or documents and by truthfully and fully answering questions.

5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Arizona and the parties agree to submit to the jurisdiction of the courts of the State of Arizona with respect to any disputes relating thereto.

NON-DISCLOSURE AND CONFIDENTIALITY

I, the herein identified and below signed individual, hereby acknowledge and agree that, as an NAFTA Certified Proctor authorized to deliver confidential and secure NAFTA client examinations, I understand my responsibilities as a Proctor are critical to the security and maintaining the credibility of NAFTA client secure examinations. Further, I am aware, I am being afforded access to both NAFTA confidential and/or proprietary information, as well as examination information and content which is confidential, copyrighted, and is considered to be a Trade Secret. As such, I hereby agree and state that I will not disclose or provide to any person or entity, directly or indirectly, any such information in any form pertaining to examination content, test administration practices, the preparation, testing and/or grading services provided by NAFTA or its affiliates.

I understand that all NAFTA and NAFTA’s Client business practices, documents, test questions, or confidential information received from NAFTA shall remain the exclusive property of NAFTA and shall be returned immediately upon request to NAFTA.

I understand that breach of this agreement, intentional, unintentional, through negligence, by error, and/or omission, may be grounds for civil proceedings should NAFTA pursue legal remedies relating to any such exam security breach and/or examination content breach. Minimally, I understand that should I fail to follow the standards set forth by the NAFTA Exam Delivery Manual and related protocols, my privilege as a Proctor will be revoked and I am individually and personally responsible for any such failure.

By signing below, I acknowledge that I have read this agreement, understand the information contained herein and will abide by provisions as stated within this document, as well as other written exam delivery policies and procedures maintained by NAFTA.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject up to and including revocation of my NAFTA Certification, as well as other penalties as may be prescribed by law.

Proctor Signature _____
Date Signed

Witness Signature

Witness Full Name Printed

Witness Address