Host a CMP or SCMP certification exam: Checklist for IABC chapters and regions

Any IABC chapter, region, or individual can apply to host a GCCC certification exam by following the steps below. There is no minimum number of test takers required to schedule an exam.

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STEP 1: Review general requirements and responsibilities of host

- ☐ Select a date at least four months in advance to secure proctor(s) and to assure the receipt of payment and completed applications no less than two weeks prior to the exam date.
- ☐ Select an exam date and location that works for you.
- ☐ Find a suitable room with internet accessibility (i.e. computer lab, conference room, large office) to host the exam. The GCCC can reimburse chapters for the cost of room hire.

STEP 2: Apply to be considered as an exam host by **completing this form**.

- ☐ You will need to provide the details of one exam administrator or contact person to communicate with the certification program manager throughout the process **at least four months** in advance of the exam date.

STEP 3: Identify and complete proctor training

- ☐ Identify one or two proctors to supervise the exam.
- ☐ The proctor(s) must complete the **certification exam proctor training** prior to the exam.
- ☐ Sign and send the proctor training agreement to the certification program manager.

STEP 4: Contact exam takers one week prior to hosting the exam

- ☐ Email the certification program manager for the contact details of those who have registered for the exam.
- ☐ Email test takers reminding them to bring government-issued photo ID and their *Admission to Test* form with them on the day of the exam.

STEP 5: Proctor instructions on the day of the exam

- ☐ Arrive at least 30 minutes before the start of the exam to ensure the room is set up as it should be (desks, power supply, internet accessibility etc.).
- ☐ Check test takers' *Admission to Test* form against a government-issued photo ID.
- ☐ Confirm and collect test takers' *Admission to Test* form, scan or photograph them, and email them to the certification program manager.
- ☐ Review instructions aloud with test takers.
- ☐ Provide printed login credentials to test takers. Test takers have one opportunity to log in to take the exam. If any issues arise during the exam, contact Prolydian at support+gccc@prolydian.com or (850) 999 – 4391.

For more information, visit **https://gcccouncil.org/**.