



SEI-Approved Proctor and Testing Center Application

Information About the Proctor

| | | | |
|---------------------------------|------------------------|--------------------------------|-----------------|
| | | | |
| First Name | Last Name | | |
| | | | |
| Title | Rank (if applicable) | | |
| | | | |
| Email Address | Home/Cell Phone Number | Fax Number (if applicable) | |
| | | | |
| Street Address | City | State | Zip/Postal Code |
| | | | |
| Organization Name | Phone Number | Dates Employed | |
| | | | |
| Manager's Name and Phone Number | | Point of Contact Email Address | |
| | | | |

Information About the Organization Hosting the Testing Center

| | | | |
|--|-------------------------------------|---------------|-----------------|
| | | | |
| Organization Name | Division, Department, or Branch | | |
| | | | |
| Testing Site Street Address | Testing Site City | State/Country | Zip/Postal Code |
| | | | |
| Site Point of Contact (other than the candidate proctor) | Site Point of Contact Email Address | | |
| | | | |
| Site Point of Contact Phone Number and Fax Number | Testing Room Location and Phone | | |
| | | | |

Site Description (Number of PCs, size of room, number of exits, etc.)

Documentation

A candidate proctor must provide the following documentation with this application to the SEI:

- 1. Copy of a government-issued photo identification (Passport, Driver’s License, etc.)
- 2. A signed individual SEI Code of Professional Conduct Commitment Form at sei.cmu.edu/education-outreach/credentials/upload/06_Code_of_Professional_Conduct.pdf

The SEI Code of Professional Conduct is available at resources.sei.cmu.edu/asset_files/SpecialReport/2004_003_001_14282.pdf

Statement of Agreement

I certify that all of the information included in my Proctor/Testing Center Application packet is true, complete, and accurate. I understand that all components of my application packet are subject to verification, and I give my permission for any person or entity to provide Carnegie Mellon with information relevant to such verification. I understand that all components of my application packet become the property of the Software Engineering Institute and that they will not be returned to me or duplicated for me. I understand that SEI reserves the right to reject, suspend, or revoke an individual as a proctor or organization as a test site at its own discretion. I agree to abide by the SEI Code of Professional Conduct and to apply all SEI proctoring processes and procedures.

| | |
|--|--|
| | |
|--|--|

Name (Print)

Date

| |
|--|
| |
|--|

Signature

Email or mail this form and associated documentation to:

Software Engineering Institute
 Carnegie Mellon University
 Attn: SEI Certification Program
 4500 Fifth Avenue Pittsburgh, PA 15213-2612
 Phone: +1 412-268-5800
 Email: certification-info@sei.cmu.edu

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other Federal, state, or local laws or executive orders. In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or in violation of Federal, state or local laws or executive orders.