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