



SEI-Approved Proctor and Testing Center Application

1. Information about the proctor

First	Last	Title	Rank (if applicable)
Email Address		Home/Cell Phone number	Fax
Street Address	City	State	Zip Code
Organization Name		Phone	Dates Employed
Manager's Name and Phone		POC Email Address	

2. Information about the organization hosting the testing center

Organization Name		Division, Department, or Branch	
Testing Site: Street Address	Testing Site: City	State/Country	Zip Code
Site Point of Contact (other than the candidate proctor)		Site Point of Contact Email Address	
Site Point of Contact Phone Number	Site Point of Contact Fax Number	Testing Room Location and Phone	
Site Description (Number of PCs, size of room, number of exits, etc.)			

3. 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 <http://www.sei.cmu.edu/partners/resources/forms/upload/copcform.pdf>

The Code of Professional Conduct is available at
<http://www.sei.cmu.edu/library/abstracts/reports/04sr009.cfm>

4. 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, mail, or fax this form and associated documentation to one of the following :

Postal Service:

Software Engineering Institute
Carnegie Mellon University
Attn: Certification Program
Room 2300a
4500 Fifth Avenue
Pittsburgh, PA 15213

FAX: 412-268-5758

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.