

PCI Personnel Certification
Proctored Exam Request Packet
Level I | Level II | Level III
CFA | CCA | GFRC



PROCTORED EXAM REQUEST PACKET

This program allows you to prepare for one or more certification exams by self-study; you can then schedule the exam(s) at a time and place convenient for you. You are responsible for obtaining the most up-to-date study manual(s) that is/are relevant to the certification you are seeking.

- Level I and Level II exams test the material contained in the latest edition of TM-101.
- Level III exams test the material contained in the latest edition of TM-103.
- GFRC exams test the material contained in the latest editions of MNL-128 and MNL-130.
- CFA and CCA exams test the material contained in the latest editions of MNL-127 and MNL-132.

Training manuals can be purchased online at <http://www.pci.org/bookstore> or by calling (312) 583-6775.

IMPORTANT NOTICE

You may take a proctored exam for any recertification exam.

Proctored exams are available for initial certifications for Levels I & II only. All other initial certifications require attending a PCI Quality Control School first, except that the PCI Glass Fiber Reinforced Concrete (GFRC) Personnel Certification Program is only available as a Proctored Exam.

PCI Quality Control Schools are listed online at <http://www.pci.org/schools>

Knowledge of basic math and algebra is a prerequisite of quality certification and training. These subjects will not be taught in any PCI Quality Control school or text. Free online tutorials and refreshers on basic algebra are available here: <https://www.youtube.com/channel/UCBuMwIP7kHkNxdPAqtFSJTw>.

IF YOU HAVE QUESTIONS ABOUT THE PROCTORED EXAM PROGRAM, PLEASE CONTACT PCI VIA EMAIL AT QUALITYPROGRAMS@PCI.ORG OR (312) 428-4944

PROCTORED EXAM REQUEST PACKET

INTRODUCTION

This information packet is designed to answer most questions about the proctored exam program and contains the following:

Examinee forms

- ***Request for Proctored Examinations form***

You must complete this form, identifying the proctor's name and contact information, and an exam date. Remember that your exam date must be at least two weeks after the date you submit your exam request packet to PCI.

- ***Individual Certification Application (ICA) form***

A completed ICA form for each examinee listed on the *Request for Proctored Examinations* form must accompany your proctored exam request.

Agreement to Administer (proctor form)

- **Impartiality and nondisclosure**

Proctors abide by PCI's impartiality and nondisclosure policies regarding exam administration. Any known conflict of interest between the proctor and the examinee must be declared to PCI.

- **Agreement signature page**

Every proctor must be registered as a proctor with PCI and must sign the agreement as a condition of registration with PCI. Proctors must agree to abide by PCI's impartiality and nondisclosure policies before requests are approved and exams are sent.

For detailed information about the Proctored Exam and Personnel Certification Program, please review the supplemental document *Proctored Exam and Personnel Certification Program Information* at http://www.pci.org/Personnel_Certification_Programs/

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PROCTORED EXAM REQUEST PACKET

OVERVIEW OF PROCESS

REQUESTING A PROCTORED EXAM

1) Select a proctor and confirm exam date and location.

- The exam date must be at least two weeks in the future. Additional information on proctor selection can be found in the supplemental document *Proctored Exam and Personnel Certification Program Information*.

2) Complete a *Request for Proctored Examinations* form.

3) Complete an *Individual Certification Application* form for each examinee.

- Enclose a completed *Individual Certification Application* form for each certification candidate with each examination request.

4) Have the selected proctor complete the *Agreement to Administer* form.

- It is the requesting party's responsibility to include the proctor's *Agreement to Administer* form with each exam request submitted to PCI.
- The proctor must hold a professional engineer's license and cannot be employed by the same company as any examinee, nor may the proctor be related to any examinee.

5) Submit the *Request for Proctored Examinations* form, *Individual Certification Application* form(s), and the *Agreement to Administer* form to PCI for processing.

- Remember to submit all completed forms to PCI at least two weeks before your scheduled exam date.
- If PCI approves the exam request, PCI will then process payment and ship the exam(s) directly to the proctor using a trackable carrier, such as FedEx.

REQUEST FOR PROCTORED EXAMINATIONS

COMPANY PROFILE

COMPANY NAME

COMPANY ADDRESS

COMPANY CITY/STATE/ZIP

COMPANY PHONE

COMPANY FAX

COMPANY CONTACT

EXAMINEES/LEVEL OF CERTIFICATION

For each examinee listed below, a completed *Individual Certification Application* form must accompany this request, along with proof of ACI Grade I certification (if available and applicable). If there are more than five examinees, please photocopy this page.

NAME
LEVEL 1 LEVEL II LEVEL III CFA CCA GFRC

NAME
LEVEL 1 LEVEL II LEVEL III CFA CCA GFRC

NAME
LEVEL 1 LEVEL II LEVEL III CFA CCA GFRC

NAME
LEVEL 1 LEVEL II LEVEL III CFA CCA GFRC

NAME
LEVEL 1 LEVEL II LEVEL III CFA CCA GFRC

EXAMINATION DATE

The examination date must be at least two weeks after the request is submitted.

DATE _____

PROPOSED PROCTOR

PROCTOR NAME

PROCTOR COMPANY

PROCTOR ADDRESS

PROCTOR CITY/STATE/ZIP

PROCTOR PHONE

PROCTOR FAX

NUMBER OF EXAMINATIONS TO BE PROCTORED

Examinees scheduled to proctor multiple exams will only be allowed to sit for one exam at a time. You must pass the Level I exam before a Level II exam can be administered. A non-programmable calculator may be used for the examinations.

LEVEL I _____ CFA _____

LEVEL II _____ CCA _____

LEVEL III _____ GFRC _____

FEES AND PAYMENT

Please include appropriate exam fee(s). Checks payable to PCI; payment via credit card (AMEX, Visa, or Mastercard) is also accepted.

Prices listed are per exam administered.

Member fee: \$175

Government agency: \$250

Nonmember fee: \$350

CC# _____

CVV# _____ Exp: _____

Card Zip Code _____

NAME ON CARD _____

INDIVIDUAL CERTIFICATION APPLICATION

APPLICANT PROFILE

NAME _____

HOME ADDRESS _____ P.O. BOX ADDRESS _____

CITY/STATE/ZIP _____

EMAIL (REQUIRED) _____

EMPLOYER (AS PRINTED ON REQUEST FORM) _____

EMPLOYER ADDRESS _____ P.O. BOX ADDRESS _____

EMPLOYER CITY/STATE/ZIP _____

EXPERIENCE QUALIFICATIONS

PLANT / ERECTOR EXPERIENCE

YEARS _____ MONTHS _____ DATES _____

PLEASE DESCRIBE EXPERIENCE _____

EXPERIENCE IN A RELATED FIELD

YEARS _____ MONTHS _____ DATES _____

PLEASE DESCRIBE EXPERIENCE _____

EDUCATION EXPERIENCE (IF RELEVANT FOR QUALIFICATION)

OTHER RELEVANT EXPERIENCE

ACI CERTIFICATION

ACI CERTIFICATION NUMBER _____

ACI EXPIRATION DATE _____

SPECIAL NEEDS

REQUEST INTERPRETER OR TRANSLATOR _____

LANGUAGE TO INTERPRET _____

REQUEST FOR ACCOMMODATIONS _____

ENDORSEMENT

I certify that the above information, including work and educational experience, is true, and have read and understood the Personnel Certification Requirements, and policies regarding confidentiality and the PCI certification mark/logo usage included in this Proctored Exam Request Packet and its supplementary Program Information document. I also understand that it is my responsibility to ensure that the applicant has the necessary mathematical skills to apply formulas appropriately to solve problems.

ENDORSER NAME (PRINTED) _____

ENDORSER TITLE _____

ENDORSER SIGNATURE _____

APPLICATION AGREEMENT

The applicant agrees to not partake in fraudulent test-taking practices, and the applicant has read, understood, and agrees to the processes and policies described in this Proctored Exam Request Packet and its supplementary Program Information document.

APPLICANT TITLE _____

APPLICANT SIGNATURE _____

OFFICE USE ONLY

Reviewed by: _____ Date: _____

CHECK ALL THAT APPLY.

- ACI Grade I
- EXPERIENCE Level I, CFA OR GFRC
- EXPERIENCE Level II, OR CCA
- EXPERIENCE Level III

PROCTOR AGREEMENT TO ADMINISTER

AGREEMENT TO ADMINISTER PCI PERSONNEL CERTIFICATION EXAMINATIONS

IMPARTIALITY

All PCI approved and registered proctors shall conduct examination administration activities in compliance with PCI Policies and Procedures, including other PCI requirements regarding impartiality. The proctor understands the importance of PCI's mission to provide impartial and highly transparent certification services. PCI ensures that its certification activities are objective and have no influence on impartiality. The following constitute potential threats to impartiality:

- Proctor has a personal relationship with the personnel of the organization or individual requesting PCI proctored examination(s).
- Proctor has been previously employed by the organization or individual requesting PCI proctored examination(s).
- Proctor has carried out PCI quality assurance activities for the organization or individual requesting PCI proctored examination(s).
- Proctor has provided training and/or consultancy for the organization or individual requesting PCI proctored examination(s).
- Proctor has a business or commercial relationship with the organization or individual requesting PCI proctored examination(s).

The proctor agrees to bring any vested interest to the attention of the PCI, including any prior or proposed employment or consulting involvement, including training for the organization or individual requesting PCI proctored examination(s), for which certification activities are to be performed.

- If applicable, PCI will review any Conflict of Interest Declaration made by the proctor and/or the organization or individual requesting PCI proctored examination(s). To declare such a potential conflict interest, contact PCI at QualityPrograms@pci.org.
- PCI will determine whether a conflict of interest does or does not exist, based on PCI's review of the information provided. PCI's decision will determine whether or not there is an existing conflict of interest, and may result in the proctor being found ineligible to perform the duties with the examinee(s).

CONFIDENTIALITY

All PCI approved and registered proctors shall conduct examination administration activities in compliance with PCI Policies and Procedures, including other PCI requirements regarding confidentiality. In consideration of the mutual covenants and conditions set forth herein, it is agreed as follows:

- Proctor desires to handle and process confidential proprietary information from PCI and the organization or individual requesting PCI proctored examination(s), including the examinee's answers to the examination questions.
- Proctor agrees to maintain the confidentiality of confidential proprietary information furnished in oral, visual, written, and/or tangible form and not disclose such information to any third party.
- Proctor agrees that such information shall be handled with the same degree of care that PCI applies to its own confidential information (but in no event less than reasonable care).
- Proctor agrees to take necessary and appropriate precautions to guard confidentiality of the information that is confidential and not to disclose it to outside parties, other than what is required in the performance of his/her assigned activities.
- Proctor agrees to prevent candidates from gaining access to unauthorized aids during the examination.
- Proctor agrees that confidential proprietary information is and shall at all times remain the property of PCI or the organization or individual requesting PCI proctored examination(s). No intellectual property rights are hereby granted or intended, including any licenses or rights, implied or otherwise.
- Proctor agrees to use the confidential proprietary information only to perform his/her duties in conducting certification activities of PCI personnel certification clients. Except as specifically provided herein, no other use of such information is permitted.
- Upon completion of the PCI proctor's use of confidential proprietary information, all confidential proprietary information transmitted to PCI's personnel certification clients in record bearing media or other tangible form shall be kept confidential. The obligations under this agreement to keep confidential and restrict use of confidential proprietary information shall survive such completion.

After the examinee receives his/her faxed-back score report (if applicable), all exam materials must be immediately shipped via a trackable carrier to the following address:

Precast/Prestressed Concrete Institute

Attn: QC Exams

200 W. Adams Street, Suite 2100

Chicago, IL 60606

(312) 428-4944

PROCTOR AGREEMENT TO ADMINISTER

AGREEMENT TO ADMINISTER PCI PERSONNEL CERTIFICATION EXAMINATIONS

AGREEMENT SIGNATURE PAGE

I hereby agree to serve as proctor and administer PCI personnel certification examinations. I will administer the examinations personally and examinees will take each exam in my presence and under my supervision. I understand that the last four digits of my social security number will serve as my proctor ID. (Full social security numbers are not required.)

- I will prevent examinees from gaining access to unauthorized aids during the examination(s).
- I will keep control of all examinations and answer sheets and will not release them to any outside individual.
- I will ensure the exams are secured at all times before, during, and after administering.
- I will not copy any section of any of the copyrighted examinations, nor will I allow any examinee to copy, photograph, or reproduce any portion of the examination.
- I will confirm the identity of the examinee prior to distributing the exam to them.
- I will return all examination materials that remain in my possession for 30 days, including any unused exams.
- I will immediately forward to PCI the tracking information for all returned exams.
- I will include a copy of each examinee's score report(s) with the exam materials being shipped back to PCI, as applicable.

ACKNOWLEDGED AND ACCEPTED

During the term of agreement between PCI and the proctor, by signing below the undersigned proctor confirms that he/she has read, understands, and agrees to:

- the terms of the proctor selection and examination processes, including all other applicable processes found in the PCI Proctored Exam Request Packet as well as the instructions listed on this page and any additional instructions given by PCI;
- the terms and policies covering impartiality and confidentiality that are discussed in the PCI Proctored Exam Request Packet and this Agreement to Administer PCI Personnel Certification Examinations;
- perform the proctor duties for PCI according to PCI Policies and Procedures Section 28 (PCI Quality Personnel Training and Certification Program) through review of the entire PCI Proctored Exam Request Packet prior to performing proctor duties to ensure that any revisions to the procedures and/or guidelines are noted and understood;
- acknowledge that the he/she is fluent, both in writing and orally, in the language of the examination;
- not partake in any fraudulent test taking;
- not discuss or disclose any information to outside parties concerning PCI, other than in the performance of the proctor's assigned activities;
- not administer any examination to any employee of his/her firm or to an individual to whom he/she is personally related;
- fulfill his/her duties as proctor to administer the PCI Personnel Certification Examination(s).

PRINT NAME

SIGNATURE

DATE

LAST FOUR DIGITS OF SOCIAL SECURITY #

PE REGISTRATION # AND STATE OF PE LIC. REGISTRATION

COMPANY NAME (IF APPLICABLE)

COMPANY ADDRESS (PCI USES FEDERAL EXPRESS; DO NOT PROVIDE A P.O. BOX)

COMPANY CITY/STATE/ZIP

COMPANY PHONE

COMPANY FAX

COMPANY EMAIL