

CAN-CISEC Proctor Information



Examination Proctors:

The following individuals are eligible to proctor CAN-CISEC examinations:

- CISEC and CAN-CISEC registrants,
- CISEC, Inc. staff members, Toronto and Region Conservation Authority (TRCA), and
- Others, granted approval by CISEC, Inc.

Proctor Applicants:

CISEC, Inc. expects those seeking to proctor CISEC and CAN-CISEC examinations meet the following criteria:

- They are a current CISEC or CAN-CISEC registrant,
- They do not have a work relationship (employee, supervisor, etc.) or close personal relationship with the individual wanting to sit for the exam.

EXCEPTION - Other individuals may apply to proctor an examination without being a CISEC or CAN-CISEC registrant but must gain approval from CISEC, Inc.

Proctor Responsibilities:

The proctor is responsible for the following:

- Receiving and maintaining control of exam materials,
- Conducting the examination in accordance with instructions for proctors, and
- Returning all exam materials to TRCA promptly after the examination is complete.

Necessary Information for Proctoring an Examination:

Individual seeking to take the examination shall provide:

- Proof of approval from CISEC, Inc. to sit for the examination,
- Name,
- Address,
- Phone numbers,
- Email address, and
- Registration form and payment (refer to following pages).

Individual seeking to take the examination shall provide the following information on the proctor:

- Name,
- Address,
- Phone numbers,
- Email address, and
- Date, time, and location where administration of the examination will take place.

Please be aware that a proctor will be required to sign a contract with CISEC, Inc. Once all the above information and signed contract are submitted to and approved by CISEC, Inc., proctoring of the examination can take place.



CANADA

THESE FORMS CAN BE FILLED OUT USING YOUR COMPUTER

CAN-CISEC
9520 Pine Valley Drive
Woodbridge Ontario L4L 1A6
Ph: (289) 268-3917
Email: can-cisec@trca.on.ca
www.cisecinc.org

CANADIAN PROCTOR AND RETAKE CERTIFICATION EXAMINATION PAYMENT FORM

Use a separate form for each applicant

Form with fields for First Name, Middle Initial, Last Name, Company or Agency, Mailing Address, City, Province, Postal Code, Country, Office Phone, Fax Phone, Home or Cell Phone, E-Mail Address.

NON-REFUNDABLE CERTIFICATION EXAMINATION ADMINISTRATIVE FEE***

[] Certification Administrative Fee*** CA\$250

Applicants cannot sit for the examination until approved by CISEC, Inc. Before the review process will begin, full payment, completed application, and three completed reference forms must be submitted at least 21 days before the examination.

[] Certification Examination Retake Fee (CISEC, Inc. approval required)*** CA\$100

(Unless advised otherwise by CISEC, Inc., retake tests do not require another application form or references)

Table for fee calculation: Enter Certification Fee, Applicable Taxes, Total.

Form with fields for Proctor Name, Address, City, Postal Code, E-Mail, Test Date, Test Time, Proctor Province, Proctor Phone.

Date of Purchase: Signature:

Administrative fees must be paid in full before any evaluation of an applicant's qualification material will occur.

Payment Information:

[] P.O. Number: [] Cheque No. (make cheques payable to Toronto and Region Conservation Authority)

[] VISA [] MasterCard Expiration Date:

Exact Billing Name on Credit Card:

Authorized Signature

Date

*** All fees are subject to change without notification.

Please send payment forms and accompanying material to:

Amanda Slaght, c/o Toronto and Region Conservation Authority, 9520 Pine Valley Drive, Woodbridge Ontario L4L 1A6

or by email to aslaght@trca.on.ca