

# ACCA PROCTOR REGISTRATION FORM

ACCA Section 608 Refrigerant Transition and Recovery Certification



Return the Completed Form To: [608test@acca.org](mailto:608test@acca.org) or 703-575-8107

Mail: 2800 Shirlington Road, Suite 300, Arlington, VA 22206

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**This entire agreement must be completed and signed by the exam proctor responsible for site testing before an order can be processed. Once you have become registered with ACCA, you are registered until you receive notice stating otherwise. Therefore, you only need to complete this registration form once.**

**As an Exam Proctor, I will (please initial and check each item):**

<input type="checkbox"/>	Store machine-readable answer booklets and test booklets in a locked cabinet or closet until testing begins. (Test booklets are not to be reviewed prior to the test.)
<input type="checkbox"/>	Not reproduce any test materials.
<input type="checkbox"/>	Read, become thoroughly familiar with, and follow the procedures and policies of the certification program.
<input type="checkbox"/>	Mail all tests and answer sheets to ACCA on the first business day following the test date using ACCA's postage paid label.
<input type="checkbox"/>	Conduct the examination in a non-communicative and non-sharing atmosphere among examinees with continuous surveillance.
<input type="checkbox"/>	Photo identify each examinee prior to the exam.
<input type="checkbox"/>	Not assign or transfer proctor responsibility to another person.
<input type="checkbox"/>	Permit inspection by ACCA or PCT of the testing and/or testing site.
<input type="checkbox"/>	Comply with all parts of this agreement or terminate future orders and agreements between said parties.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** ACCA retains ownership of testing materials. Test user is purchasing a testing service and not the actual testing materials.