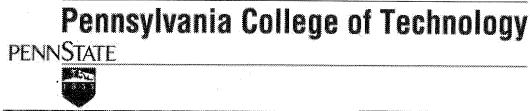
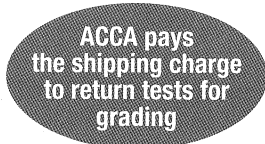


Proctor Registration Form

ACCA/PCT Section 608 Refrigerant Transition and Recovery Certification



RETURN THE COMPLETED FORM TO:

Air Conditioning Contractors of America • 2800 Shirlington Road, Suite 300 • Arlington, VA 22206
(703) 575-4477 • Fax: (703) 575-8107

PROCTOR REGISTRATION AGREEMENT

Name _____
Company _____
Street Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-Mail 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/PCT, 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):

- _____ 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.)
- _____ Not reproduce any test materials.
- _____ Read, become thoroughly familiar with, and follow the procedures and policies of the certification program.
- _____ Mail all tests and answer sheets to PCT on the first business day following the test date using PCT's postage paid label.
- _____ Conduct the examination in a non-communicative and non-sharing atmosphere among examinees with continuous surveillance.
- _____ Photo identify each examinee prior to the exam.
- _____ Not assign or transfer proctor responsibility to another person.
- _____ Permit inspection by ACCA or PCT of the testing and/or testing site.
- _____ Comply with all parts of this agreement or terminate future orders and agreements between said parties.

Signature: _____ Date: _____

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