



C-NRPP Administrative Office
 4 Donald McClintock
 Winnipeg, MB R2G 3N3

info@c-nrpp.ca
 cell: 204-798-9649
 Toll Free: 1-855-722-6777

Proficiency Exam Order Form and Security Agreement
Complete, sign, and return completed form to the C-NRPP Administrative Office
Please allow at least two weeks prior to date of first scheduled exam.

Exam Materials:

- This order form is for a single exam however, one measurement and mitigation exams can be ordered at the same time provided that both exams are written within five calendar days.
- Unused exams must be returned in good condition and with seals intact (eg. date or time receipt stamps, scribbling, etc. will render a booklet unusable and result in an exam fee.)
- Payment must be made before the exams will be shipped PayPal invoice will be emailed once the order form has been received
- Exam cost is \$200 for the first Measurement and/or Mitigation Exam; \$55 for additional exams.
- Exam cost is \$125 for the first CRNCH Exam; \$25 for additional exams or \$75 for Online CRNCH Exam.

Exams must be returned *immediately* after the last schedule exam, not to be more than five days from the first exam.

Please provide all of the information below:

Type of Exam "measurement" or "mitigation" or "CRNCH"	Date of Exam(s)	Exam Location (City and Province)	Online (✓) CRNCH only

Exams are tracked by identification code to specific test sites and may only be used as specified.

Please type or print carefully the following information: (Provide names of additional Examinees on the bottom of form or additional page)

Examinee's Name: _____ Examinee's Phone: _____

Name of Course/Instructor: _____

<i>Exams are to be Couriered to Proctor:</i>	<i>Entity Responsible for Payment</i>
Proctor Name: Address (no P.O. Box) with Postal Code: Phone: () _____ Email: _____ Exams must arrive on or before the end of business on (date): ____/____/____	Name: Address: Phone: () _____ Email: _____ Authorized Signature: _____ Print Name: _____ Date Signed: _____



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Proctor Security Agreement Canadian – National Radon Proficiency Program (C-NRPP)

The C-NRPP Radon Measurement and/or Mitigation Exams, and the items comprising them, remain at all times the property of the *Canadian - National Radon Proficiency Program (C-NRPP)*. For your own protection and for that of other agencies using this material, it is essential that its confidential nature be safeguarded. As part of the responsibility of administering this test for C-NRPP, you are asked to agree to the following conditions:

1. Examination must be kept under lock and key until examination time.
2. Under no circumstances may you copy or retain questions in your file.
3. Under no circumstances shall any questions included in this examination be released to any other agency, or made available for any purpose whatsoever.
4. All instructions included with examination materials must be read and followed.
5. Proctors may ***not*** be an instructor of the course for which the exam is administered, nor may a proctor be an immediate supervisor or employer, immediate relative, or friend of an examinee
6. Proctors must agree to abide by this security agreement and the instructions provided with the exam materials. Proctor agreement will be included with the exam materials and must be returned with completed exam packages.
7. Candidates are prohibited from copying examination items.
8. No one is to leave the examining room without returning all examination materials.
9. All examination materials are to be returned to C-NRPP immediately after the last examination has been held, unless other arrangements have been made by way of prior written approval by the *Canadian - National Radon Proficiency Program (C-NRPP)*.
10. Any unusual conditions are to be reported on the Exam Reporting Form.
11. If any deviation from this agreement or the instructions occurs which necessitates that the exam be re-written, a fee of \$1000 will be assessed.

I, the designated Proctor, hereby agree to honor the above conditions in all respects.

Signature

Date

Name clearly printed or typed

Title

Please complete this form and return to the C-NRPP Office.