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The Constructor Certification Commission requires that all Examination Site Administrators and Proctors receive specific training relative to their responsibilities administrating the certification examinations   . The training materials to be reviewed by the administrator and proctors consist of two three-slides per page power-point presentations. One is an overview of the Constructor Certification Commission certification process and the other focuses on the responsibilities of the administrators and proctors. These are sent with the examination materials. The administrator is to view both presentations and acknowledge they have read and understand the material by their signature on this document and to complete the Constructor Certification Training Session Participant Evaluation Form (Document No. 37) which has also been included with the examination materials.

In addition, using the above mentioned power point presentation on administrator and proctor responsibilities; it is the administrator's responsibility to train the proctor(s) on their specific duties. Following the review of the administrator training materials and the training of the proctors, the administrator will complete this form, incorporating the proctor's signatures, sign and date it and transmit it when returning the examination materials to the Commission Certification Manager for filing. Proctors should also complete the Participant Evaluation Form.

The following individuals completed the needed training to effectively proctor the certification examinations and by their signature below acknowledge that they understand the material presented and their responsibilities.

_____ _____

_____

_____

_____

By my signature below I certify that I have completed the administrator training presentations, provided the needed training to the examination proctor(s) and attest to their signatures.

Administrator Printed Name _____

Administrator Signature _____

Date and Location of Training _____

Last Revised: 02/27/2022