



Arkansas Appraiser Licensing and Certification Board
 900 West Capitol Avenue, Suite 400
 Little Rock, AR 72201
 501-296-1843
 www.arkansas.gov/alcb

FORM ECIPA-210
 Education Application:
 Proctor

APPLICATION FOR PROCTOR

(Provide a separate application and attach a resume for each individual proctor.)

PROVIDER NAME _____

Name _____

Address _____

City, State, Zip _____

Email Address _____ Phone _____

OCCUPATION AND BACKGROUND

Please provide sufficient information to demonstrate that the above-named individual has the appropriate credentials and background to meet the qualifications criteria set out in the Board’s Rules.

CERTIFICATION

As a provider of distance education and in compliance with the Arkansas Appraiser Licensing Board Rules regarding an exam proctor’s qualifications, we herein certify that:

- (1) the above-named individual meets or exceeds the Board’s qualification criteria; and
- (2) the prescribed duties and expectations of an exam proctor have been discussed with the individual.

Signed this _____ day of _____, 20_____.

 Signature of Applicant

 Date

(See next page for Examination Proctor Qualifications and Duties.)

(e) Examination Proctor Qualifications

- i. The person shall not be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student.
- ii. The proctor may be selected from the following professions:
 - a. A university, college or community college professor or instructor.
 - b. A public and private school professional (superintendent, principal, guidance counselor, librarian, etc.)
 - c. An AQB certified instructor or an approved professional association's instructor.
- iii. Proctor(s) shall be approved, in advance, by the Arkansas Appraiser Licensing and Certification Board.

(f) Examination Proctor Duties

- i. The proctor shall be satisfied that the person taking the examination is the person registered for the course. This should be verified with a picture ID and another identification document (driver's license, student ID card, etc.).
- ii. The proctor shall be in the room while the student is taking the exam or within line of sight of the student. Assure that the student does all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource. If the exam calls for mathematical calculations, a non-programmable hand-held calculator may be used.
- iii. The proctor shall see that the student adheres to the time limit requirement specified for the examination. The examination must be completed in one sitting. If the examination is interrupted for any reason, the examination can be re-started only by notifying the Arkansas Appraiser Licensing Board that the examination was interrupted, the reason for the interruption and the ALCB, or its designee, must approve the request to resume.
- iv. Upon completion of the examination, the proctor shall submit a certificate indicating the verification of the identity of the student, that the examination was completed on the date assigned during the time permitted and that the student has done all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource while taking the examination, including access to Internet search engines or web pages other than that displaying the examination.