Request Form for Hosting International SOCRA Certification Exam

EXAM DATE REQUESTED	EXAM TIME REQUESTED	EXAM REGISTRATION DEADLINE
		(8 WEEKS PRIOR TO EXAM DATE)

LOCATION REQUESTED (CITY/STATE)	HOSTED BY

ROOM NAME	ROOM CAPACITY (2 PER 6 FT. TABLE MAX)

FACILITY NAME

ADDRESS

CITY	STATE

FACILITY PHONE	ROOM NAME

WEB ADDRESS (FOR FACILITY)

PREFERRED HOTEL	PHONE NUMBER

ADDRESS

PREFERRED AIRPORT

PARKING/OTHER TRANSPORTATION INFORMATION

ON-SITE CONTACT NAME (PRINTED)*

PHONE	EMAIL

PLEASE NOTE:

This form is for groups hosting the SOCRA certification exam, not for individual applicants. A minimum of 15 attendees is required to schedule an exam. SOCRA recommends selection of an exam date at least six months out since the deadline for registration is eight weeks prior to the exam. Choosing a date further out will allow for sufficient time for recruitment of the required 10 attendees. SOCRA will advertise this exam on the website and in the SOCRA Source journal once it has been confirmed by the SOCRA office.

You will need to arrange for a quiet space, appropriate for an exam setting. The room should be set 2 per 6-foot classroom style for a minimum of 25 attendees, with one table in the front of the room for the facilitator.

*On-site contact must be available the day of exam.

Local onsite requester agrees to wire transfer funds in US Dollars for facilitator's travel expenses, including business class airfare (if more than 6 hours flying time) and food and lodging expenses for two days, before exam date is scheduled

I AGREE TO THE CONDITIONS STATED ABOVE.

SIGNATURE

PRINTED NAME	DATE

TITLE	COMPANY

PHONE	EMAIL

(FOR SOCRA OFFICE USE ONLY)

EXAM FACILITATOR:

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Room Layout

Head table for facilitator

2 per 6 ft 24" deep tables
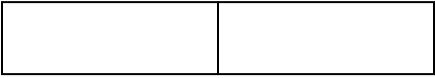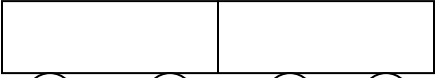
SOCRA Certification Examination Requires absolute quiet setting Requires full lighting (for reading text)