Satellite and Exam Proctoring Policy

The Southwestern Section Certification Chair and/or Administrative Assistant are the only individuals authorized to coordinate with agencies for providing satellite certification programs and Exam Proctoring for the Southwestern Section. Any request for a satellite program or Exam Proctoring SHALL be referred and routed through the Southwestern Section office for processing.

**Satellite Certification Course Policy:**

⇒ 10 or more students per class are required for the Southwestern Section to accommodate any entity with a Satellite Certification Course.

⇒ Requesting agency shall provide a suitable location to accommodate all students where class can be held with table and chairs for each participant.

⇒ Requesting agency shall provide video, audio and power.

**Exam Proctoring Policy:**

⇒ Entities more than 50 miles from the nearest available must have a minimum of 5 people needing exams proctored for the Southwestern Section to send a Proctor.

⇒ If the minimum number of individuals needing exams proctored is not met, the entity will have to send those individuals to the Exam Proctors location.

APPROVED 11/9/2018