

## FOA Direct Certification Application

**Application for Certification** \_\_\_\_\_ (Certification you are applying for)

**Application for Recertification should enter Certification #** \_\_\_\_\_.

Contact FOA – [info@foa.org](mailto:info@foa.org) - if you do not know your Certification number.

**Payment:** Application/examination fee is paid when taking the exam online using credit card or PayPal. No payment is required with this application.

With this FOA certification application, please submit:

Your resume (CV) showing at least 2 years current applicable experience. Please include your job title, start/end dates, name of supervisor, company name and address including the company website.

Fiber U Certificate of Completion from the “Basic Fiber Optics” or “Premises Cabling” self-study course or equivalent where applicable.

Page 2 and 3, the Proctor Application

**Please TYPE information to ensure legibility.**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

email \_\_\_\_\_

### **Certification Terms and Conditions: (See <https://www.foa.org/Certs.htm#Cond>)**

As the applicant, I certify that the information I have provided on this application is complete and accurate to the best of my knowledge. I understand that any certification granted by The FOA does not constitute licensure to practice or provide services when required by any relevant law. I understand The FOA certification does not in any way imply that The FOA assumes responsibility or liability for my actions, and I hereby indemnify The FOA from any liability resulting from my actions.

By signing this application, I agree that as a candidate for FOA certification I am required to keep secure and not disclose the contents of the examination. I understand that revealing the contents of the examination to anyone including an instructor or educator or by writing down any of the questions or information is considered a violation of the confidentiality agreement to which I hereby agree. If I violate the confidentiality agreement, my examination will be voided and any certifications awarded to me will be withdrawn.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application for Proctoring An FOA Certification Test

**Please TYPE information to ensure legibility.**

Proctor Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Location where the exam will be proctored: \_\_\_\_\_

Date exam to be given: \_\_\_\_\_

**PLEASE ALLOW 7 DAYS NOTICE TO SCHEDULE YOUR EXAM!**

NOTE: *If for some reason, you or the applicant cannot meet at the designated time or place, the exam should not be administered. Contact the FOA office – [staff@thefoa.org](mailto:staff@thefoa.org) - to reschedule giving the exam.*

**Please email the Proctor Agreement (Pg 3) to your Proctor prior to the appointed test date.**

*Applicant:*

*I certify that I have provided the Proctor with Proctor Agreement*

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

*Proctor:*

*I certify that I have reviewed and agree to the Proctor Responsibilities outlined on the Proctor Agreement. Failure to do so will void the exam results from the applicant.*

Proctor signature \_\_\_\_\_ Date \_\_\_\_\_

## **Guidelines for Proctors Administrating FOA Exams:**

**PLEASE NOTE: this is your official document for the FOA Test Date. Please bring it with you and follow the instructions:**

### **Before the exam date:**

The link to the exam will be sent to you a few days before the appointed test date.

NOTE: If the file is opened before appointed test date, the test is voided.

Before the appointed time for the test, be sure that the computer to be used is operational, the room is set up for the test, lighting is adequate, noise is kept to a minimum

### **On the test date:**

Remain on-site throughout the test-taking session

Before the candidate open the testing program, confirm that the test taker understands and is following all directions for completing the exam.

Ensure that candidate neither gives nor receives assistance in answering questions on the examination. No books, electronic devices or learning aides are allowed.

Ensure the applicant does not save, copy or print or take a digital picture of the screen of the text questions

When the applicant completes the exam, make sure to close the browser window and quit the browser immediately.

Make sure the information on accessing the exam remains confidential – please delete the email you received from the FOA

The candidate will receive a message immediately when the test is completed with the test score. If the candidate passed, they will get an emailed certificate.

***If you have any questions, contact the FOA (staff@thefoa.org).***