



FMC Examination Proctor Application

To administer the Food Managers Certification (FMC) Food Manager Examination you must apply to receive the Food Managers Certification (FMC) Approved Proctor designation by completing this application. FMC keeps all Proctor applications on file permanently.

- Please type or print the information requested below, confirm your acceptance of the Proctor Code of Conduct Agreement, then forward this application to us via e-mail, or mail.
- Incomplete applications will not be processed.
- Please allow three business days for processing.

Email: info@foodmanagerscertification.com.

Please put the words "Proctor Application" and your state in the subject line.

Applicants must meet the following minimum requirements:

1. Have passed the Food Managers Certification (FMC) Proctor Exam within the past three (3) years.
2. Must take and pass the Food Managers Certification (FMC) Proctor Exam.
3. Must be at least 19 years of age.

Applicant Information

Name Title

Company

Address Suite/Floor #

Postal Code City/Town/Locality

State/Province/Region Country



Email Address

Contact Phone Number (Including Area Code)

Fax Number (Including Area Code)

Birthdate (dd/mm/yyyy)
(You must be at least 19 years of age to proctor exams.)

_____ On behalf of myself and my company, I consent to the inclusion and use of my name (including my company's name and trademark) and contact information on a listing of Food Managers Certification (FMC) proctors available to proctor exams. Should I choose to revoke this consent, I must do so in writing addressed to info@foodmanagerscertification.com and allow ninety (90) days for the information to be removed. This list will be available on FoodManagersCertification.com and may be provided to potential exam takers.

Resume and References

Please provide an up to date resume.

Please provide contact information for three (3) individuals you have known for a minimum of one (1) year that we may contact:

Name	Phone	Email
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Name	Phone	Email
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Name	Phone	Email
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Proctor Code of Conduct Agreement

The Proctor Code of Conduct terms outlined in this agreement are intended to ensure a professional, consistent and fair delivery of the Food Managers Certification (FMC) examination including compliance with the policies and procedures related to the FMC Examination. Please read the following terms carefully. **By**

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(903) 813-4188 :: (903) 893-3717
www.DSBWorldWide.com :: www.EduClasses.org :: www.FoodManagersCertification.com



accepting these terms, you, and/or as applicable, your company agree to follow all terms listed herein as an Approved FMC Examination Proctor.

Ethics

- I agree to act in an ethical manner at all times. Any instances of impropriety or misconduct in regards to FMC policies or examination administration will result in immediate revocation of FMC Proctoring certification and examination administrative responsibilities.
- I attest I will perform my duties in an ethical manner by treating all candidates with respect, honesty and fairness while upholding the integrity of FMC and their affiliates.
- I will in no way make any claim guarantying passing the FMC examination, nor will I work with any person or organization who makes such claims.

Security

- I agree to maintain security and confidentiality of all FMC intellectual property, including examination content and processes.
- I agree to report any breaches of security that may have occurred at any time during the examination process to allow FMC the opportunity to investigate any reported allegations.

Exam Administration

- I have read the FMC Examination Administration Manual, including examination policies and procedures and agree to abide by them. Violation of the Examination Administration Manual or the policies there in will result in my suspension as a Proctor.
- I agree to administer the examination in accordance with local regulatory authorities' guidelines, as well as those outlined by FMC policy.

General

- I understand that as an FMC Approved Proctor, I act as a 3rd party independent contractor and as such am not restricted by other employment affiliations.
- I understand communications between FMC and myself may be via email, U.S postal service, or phone.
- I understand that FMC reserves the right to audit any examination session administered by the Proctor without advance notice to assure guidelines outlined in the Examination Administration Manual and policies are being followed.
- I authorize FMC to contact any individuals listed as a reference that the proctor has known for a minimum of one year for purposes of establishing qualifications to approve proctoring of the FMC examination.
- I am aware that my status in regards to being approved or unapproved may be shared with FMC affiliates, transferees and assignees.



- I agree to only use my legally recognized name as presented on the agreement application when acting as an FMC Approved Proctor. No alias name of any kind may be used.
- I understand I must recertify every three years by retaking the Proctor training and assessment, as well as renewing all contracts and agreements required to continue as an Approved FMC Proctor.
- I agree to hold FMC and affiliates harmless for liability due to actions taken by myself as the Proctor or others who are under my direct control as the Proctor during the proctored examination.
- I understand I am required to carry and maintain business liability and other insurances in sufficient amounts to cover my obligations as an Approved FMC Proctor and evidence of insurance must be provided upon request.

Trademark & Copyright

- I understand that I may not use any trademark or copyrighted content of FMC or any other DSB brands or trademarks without the explicit written permission from FMC.
- I agree that the exclusive property of FMC includes all confidential documentation, examination items and processes, and shall remain so.

Proctor Restrictions

- I understand that I am not permitted to administer an examination to any person that may result in a conflict of interest.
- I understand I am restricted from viewing, revealing or duplicating the examination without prior express written permission from FMC.

Proctor Violations

- I understand that any violation of agreements or guidelines of the Examination Administration Manual may result in the following penalties; warning with probation, suspension of Proctor credentials, civil or criminal action as deemed appropriate by FMC.
- I understand that FMC regularly analyzes data collected from examinations to identify irregularities that could be possible cheating or security breaches and any such irregularities are investigated by FMC. If FMC finds me to be potentially involved with a case of cheating or security breach, I will be found in breach of contract and face suspension of Proctor credentials and civil or criminal action as deemed appropriate by FMC.
- I am aware that FMC reserves the right to, without notice, to notify third parties including government, health regulatory authorities, law enforcement agencies, educational institutions and examination candidates of actions taken by FMC against myself for penalties occurred and releases FMC from any legal action.

Confidentiality

