



Trade Masters Online

251 W Chicago Ave
Las Vegas, NV 89102
1-800-877-1792

ContactUs@TradeMastersOnline.com

Test Administration

It is against federal law to proctor or administer a test to anyone whom:

- a) currently works for you
- b) will work for you
- c) is employed by you
- d) is employed by the same company as you
- e) may benefit you or your company if they pass a test
- f) will receive any payment or compensation from work resulting in passing the test

You and anyone at your company cannot be a proctor if your company is a:

- a) contracting company
- b) service company
- c) manufacturer
- d) maintenance company
- e) management company
- f) possible conflict of interest (call for special situations)

For example the following may not be proctors; service managers testing their technicians; bosses testing employees; office staff testing other employees or individuals who will perform a service back to the same company; colleagues testing each other; anyone with the same boss, employer, or manager

There is up to a \$10,000 fine per incident for violating proctor protocols and a bounty reward for anyone turning in a company or individual.

You are not permitted to offer online testing with this application. Please call 1-800-877-1792 x3 for online testing applications and for other questions.

This entire application must be filled out completely by each individual who will be administering tests.

Signature

I agree to the above statements and will follow the requirements set forth.

Signature: _____ Date: _____

Name (written): _____

Company Name: _____ Position: _____



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Proctoring Institution Relationship

As a testing proctor you agree to hold Trade Masters Online LLC free from any liabilities between you and your clients.

You understand that Trade Masters Online LLC is only providing material and permitting use of the testing software and any interactions between you and your clients are your own.

You understand that while on any website owned and operated by Trade Masters Online LLC you are to follow all rules, laws and protocols set forth by Trade Masters Online LLC and EPA.

You agree to keep all protocols, rules, regulations and practices used in educational testing settings.

You understand that any proof of your institution, or individuals, violating any of the outlined instructions can result in removal of proctoring status and applicable fines.

You understand that violating rules and regulations may lead to criminal investigations of both company and individuals.

Trade Masters Online LLC reserves the right to remove proctor status for individuals or institutions at any time and for any reason.

Your company must not advertise, allude or suggest to being employed by, an agent of, or a representative of Trade Masters Online LLC or EPA, or any of their properties, intellectual or physical.

You understand that all test questions are copywritten as intellectual property and are not to be distributed, stored or modified. Study material must not be in the form of practice questions that resemble official EPA questions. Proctors are to protect the integrity of the test questions and keep them secret and safe.

Signature

I agree to the above statements and will follow the requirements set forth.

Signature: _____ Date: _____

Name (written): _____

Company Name: _____ Phone: _____

Company Street Address: _____ Unit/Suite: _____

City: _____ State: _____ Postal Code: _____ Email: _____



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Proctor Application

Applicant Personal Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Position Applied for: _____

Are you an educator or teacher? YES NO If yes, what do you teach? _____

Will you be administering the test to anyone working for you or anyone employed by the same company as you? YES NO What is your relationship to those you will be issuing the test to? _____

Are you the age of 18 or older? YES NO

Your Company Information

Company Name: _____

Address: _____
Street Address Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Supervisor name and phone number: _____

Are you legally employed by this company? YES NO

Relevant Experience

Companies : _____ Phone: _____
Address: _____ Supervisor: _____
Job Titles: _____ : _____ : _____
Responsibilities: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to acceptance, I understand that false or misleading information in my application may result in my release, fines and possible criminal investigation of myself, my employer and my clients.

I agree to follow all proctoring regulations and to keep all test questions secret. I agree to not share or copy any of the test questions or student information with anyone other than Trade Masters Online LLC, including my employer. I agree to be physically and mentally present during all testing sessions and quickly provide feedback when needed. I agree to not allow or encourage cheating to any degree. I promise to do my best to keep the integrity of the test questions and testing procedure.

I agree to immediately end any testing session that does not follow all testing regulations. I agree to verify the correct identity of each student before they begin their test.

I will not be compensated or paid differently whether an applicant passes or fails a test.

Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

Company
and
position: _____



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Testing Protocols and Rules

Initial each item. _____

All tests must be conducted in real-time by a **live, active person** whom remains in the same room as the applicants. *Initial* _____

As a proctor I understand that I am responsible to end a testing session immediately if any rules are broken. I understand that I have the permission to judge, in the moment, if an applicant and a situation needs to be stopped, postponed and investigated. *Initial* _____

The proctor must have **continuous monitoring** of the applicant's device screen. *Initial* _____

The applicant must be on a **clean desk** with no ambient noise. Applicants must be separated by at least 5 lineal feet between other applicants. *Initial* _____

The proctors will have no influence on the questions appearing or answers chosen by test takers. *Initial* _____

If any protocols or rules are broken during the testing process, including but not limited to, interruptions from outsiders, non-approved device use, or noise, then the test must immediately stop, and scores become void. There will be **zero-tolerance for interruptions** during testing. Applicant to proctor ratio must remain conservative and allow adequate concentration on each applicant and not show too great of a burden on the proctor. *Initial* _____

To avoid bias of proctors trying to help their applicants pass; Proctors must not receive any benefit from the outcome of a test. *Initial* _____

Before beginning the test, technicians must show an **official photo identification** to the proctor. Acceptable identification must include a **US government issued driver's license, passport or work ID. Non-US citizens** are permitted to use a photo employee ID or foreign government issued photo identification. A current credit card, ATM card, or government/bank/utility issued mail with matching names may be accepted. The proctor will enter the student's name according to the presented ID. **Minors** are permitted to use a birth certificate or school ID. *Initial* _____

If malicious activities are encountered during tests or found at a later date, any certifications must be withdrawn, certification cards must be returned and further legal may action may occur. All incidents are to be reported to Trade Masters Online LLC immediately. *Initial* _____

The test must be completed in one sitting. Tests cannot be stopped and restarted once they begin. Applicants must end their test before leaving their seats for any reason. *Initial* _____

Not following any instructions from the proctor, testing rules, regulations, or general common-sense testing procedures must immediately void the test. *Initial* _____

There will be no refunds provided by Trade Masters Online LLC or EPA. *Initial* _____

Any intrusions, communication, cell phone alerts, device alerts, device messages, talking, outsiders or loud noises must cause the test to immediately become void and end. *Initial* _____

Only EPA608.com is permitted to be open on the computer. Any alerts, messages, or other functions on the testing device during testing must cause the test to immediately become void and end. *Initial* _____

No conversing or any other form of communication is permitted once an examination begins (except to the proctor). It is acceptable for others to be present **while initiating the test** and then leave when the test begins (generally for language barriers). *Initial* _____

You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. Copying or communicating content is a violation of Trade Masters Online security policy. Either one may result in the disqualification of examination results, may lead to legal action and must be reported to your Licensing Authority/Sponsor. *Initial* _____

Electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, cameras, recorders) are NOT permitted in the testing room. *Initial* _____

NO personal items should be brought to the testing room including phones. *Initial* _____

Test takers must present **valid**, unexpired and acceptable ID(s) in order to take the test. *Initial* _____

Trade Masters Online requires all proctors and test takers to conduct themselves in a professional and courteous manner at all times. Exhibiting abusive behavior towards a proctor or candidate must be reported to your Licensing Authority/Sponsor and may result in criminal prosecution, banning from taking further exams and removal from the system. *Initial* _____

Beginning any exam is an agreement to these terms as well as any unmentioned, standard testing protocol. *Initial* _____

The desk space must be free from clutter. There cannot be any other objects on the table except a device to take the test on. Clutter, posters, or other objects within view of the testing area must be covered or removed. *Initial* _____

Periodically (about **every 15 minutes**) the proctor must walk the room and view each applicant's screen. *Initial* _____

The proctor, Trade Masters Online LLC, and EPA hold all rights to cancel test scores according to their own discernment. Cancelling a test score is done by calling Trade Masters Online LLC.

Initial _____

No obscene, loud, racist, offensive, rude, sexist, discriminatory, profane language or abusive conduct will be tolerated and may result in banning from using Trade Masters Online LLC services. *Initial* _____

Violating any rules or terms written, implied or accepted as common sense may require the applicant to be asked to leave without completing the examination, without refund.

Initial _____

The **two provided PT charts** are the only notes applicants are allowed to have during the exam.

Initial _____

Applicants **under the age of 18** are required to have a legal guardian with them during the examination. The guardian must share their identification papers and remain present during the examination. *Initial* _____

Applicants will be given all applicable rules and requirements before their test. Individual companies may add to these minimum requirements as they see fit for their circumstances and situations but cannot take away from these minimums. *Initial* _____

Special Needs: professional registered assistants such as interpreters, vocalists, etc. are permitted to aid an applicant during testing. *Initial* _____



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EPA608.com Testing Website Tips

To ensure you have a great testing experience, here are some tips and troubleshooting information.

- Before taking your test, make sure you are in an environment where you will not be disturbed.
- Your answers are saved as you submit each one, not at the end of the test. This means you will not lose any work.
- The test has a time limit; you will see a countdown timer at the top of each page. If you run out of time, the test must be finished automatically and any answers on the current page will also be submitted for you so you must not lose any work.
- Avoid using the browser back button as this must not work. If the test is set to allow you to go back to Previous questions, use the "Previous" button which must be under your Questions.

HOW TO AVOID BEING LOGGED OUT OF A TEST:

1. Stay connected to the Internet during your Test.
2. Do not click away from the Test until you have submitted your answers and finished the Test.

TROUBLESHOOTING:

- If your Test page freezes, click refresh on your web browser and the test will load on the last question you were on.
- If your computer or web browser has a problem or they are closed, using the same web browser, re-open your web browser, go to the *Start Link* for the Test and you will be taken back to the last question you were on, and you will be able to resume your Test.



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Example of Applicant Instructions

1. **Have a clean desk.**

NOT ACCEPTABLE FOR PROCTORING



Unpermitted items on desks include books, calendars, paper, sticky notes and writing utensils. All of these would need to be cleared off before an exam begins, which adds to the amount of time it takes to get into an exam.

ACCEPTABLE FOR PROCTORING



The desk should only contain your computer and permitted resources.

2. **Have an isolated and clean testing room** with adequate space for all test takers.
3. **Verify test taker identity.** A driver's license, school ID, birth certificate, military ID, passport or other official Photo ID is acceptable.
4. **Close all programs on the device** except Google Chrome.
5. **Have the two TP charts ready.** You can download and print these charts at [EPA608.com](https://www.epa608.com) under [Start Test](#).



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Example Steps for Administering the Exam

1. Direct the applicant to close all programs on their device. Look at their screen to verify no recording software is running and verify any other programs are closed.
2. Have the applicant go to EPA608.com, click [Start Test](#)
3. The proctor will type a test code and then the student's name as it appears on their ID.
4. Watch and listen to the applicant take their test. Periodic checks must occur about every 15 minutes. Any cheating or suspicious activity should be investigated immediately. Any suspect individuals must be reported to Trade Masters Online LLC. Include applicant's name and the offense. If any suspicious activities occur, ask the applicant to show the area. If a rule is broken advise the student to immediately end the test.
5. When the applicant is finished, their score will be emailed to them within 5 minutes.
6. **Retests** require using a new test code (full test cost) and entering the student name and address exactly each time. If a student has a previous certification card from an institution other than Trade Masters Online please call the EPA group at 1-800-877-1792 x3 so they can link the accounts together.