



CHAE

Certified Hospitality
Accountant Executive



CHTP

Certified Hospitality
Technology Professional

Proctor Guidelines and Agreement Form

Guidelines

A proctor will:

1. Be someone from the following titles, but not limited to: an HFTP designee, general manager, human resources specialist, director, professor in academia, industry colleague or similar title.
2. Verify that the applicant approved for testing, is the actual exam applicant with a form of identification, such as a driver's license or the like, used for verification.
3. Be sent the username and password for any online exam(s) prior to the exam date of the applicant.
4. Review the following HFTP web site link for any online exam applicant, which also include the Guide to Online Exams.
Web link: <http://www.hftp.org/Pages/Certification/CertOnlineExams.aspx>
5. Not be an immediate relative of the candidate.
6. Protect the security and confidentiality of the examination and the confidentiality of the identity of the examination candidates.
7. Not discuss the content of the examination with any candidate before, during, or after the exam administration. You may only clarify logistical instructions.
8. Administer the examination according to the instructions only provided by the HFTP Certification Administrator.
9. Refrain from distracting activities during the examination.
10. Collect all examination materials and return them immediately after the completion of the exam via the means provided by the HFTP Certification Administrator.
11. Never comment or make any type of assessment of any candidate's performance on the examination.
12. Not discuss the examination with anyone else, except the HFTP Certification Administrator or a member of the HFTP Certification Advisory Council.

Agreement

I have read and agree to adhere to the Proctor Guidelines as outlined above. I understand that I am responsible for the security of the examination materials and the confidentiality of the identity of the examination candidates. I agree to conduct the examination in accordance with the procedures outlined in the instructions, and report any irregularities that may occur during the exam administration.

Signature of Proctor: _____ Printed Name of Proctor: _____

Phone: _____ E-mail: _____

Exam Location: _____ Exam Date: _____

HFTP Exam Applicant Name: _____

Please notify the Certification Department immediately if you are unable to proctor the exam. Thank you for your support!

Please return this form to the HFTP office via E-mail: certification@hftp.org; Fax: 512-249-1533 or
Mail: HFTP Certification Administrator | 11709 Boulder Lane | Ste 110 | Austin TX, 78726