

# Appraisal Institute Education Network Special Proctor Application and Agreement

Please use this form to schedule a proctor session. The completed Proctor Application and Agreement must be received by the Education Delivery Services department six (6) weeks prior to the scheduled examination date for challenges and three (3) weeks prior to the scheduled examination date for re-exams and online exams.

**Please check one: This is a**  **Re-Exam**       **Challenge Exam**       **Online Exam**

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Course Name	Exam Date and Time	Exam Location
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Proctor's Name and Designation for this Session

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Student's Name

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**Ship Examinations To: (no P.O. Boxes please)**

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Company Name	Name of Recipient
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Address	City/State/Zip
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Phone	Fax
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**Proctor Agreement**

I certify that I have read and understand the Appraisal Institute's Proctor Guidelines. I agree to administer the examination(s) I am proctoring for the student listed above in accordance with these Guidelines.

**For chapter staff:** *By signing this form, I agree that I am not currently pursuing an appraisal education with the Appraisal Institute. If I decide to do so in the future, I will agree to sign a verification form that I have seen an Appraisal Institute exam, and will agree to take a different version of said exam.*

I further certify that I have not received a published disciplinary action from the Appraisal Institute and that the students I agreed to proctor are not related to me, are not employed by me (nor am I employed by him/her) nor do we work in the same office.

I understand that if I am found to be in violation of this agreement, this may be considered a violation of the Appraisal Institute's Code of Professional Ethics.

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Submitted By

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Signature

**Return to:**

**E-mail:** [education@appraisalinstitute.org](mailto:education@appraisalinstitute.org)

**Fax:** 312-335-4161

**Phone:** 312-335-4207

**Mail to:** Appraisal Institute, Education Delivery  
200 W. Madison St., Suite 1500, Chicago, IL 60606