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Technology  
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## MECP Proctor Approval Guidelines

### Library/School/3<sup>rd</sup> Party Testing Center (Non-Prometric)

- Candidate and proposed proctor must both complete the proctor request form here: [https://cea.formstack.com/forms/mecp\\_proctor\\_authentication](https://cea.formstack.com/forms/mecp_proctor_authentication)
- Prospective proctors must provide an email address with a professional email domain such as .gov, .edu, or company domain. Email addresses with personal domains (such as @gmail or @hotmail) will not be approved.
- Exam scheduling is done directly through the proctor at the testing center, not through MECP.
- Any fees a testing center may charge for proctoring the exam must be paid directly to the facility. MECP does not accept or process such fees.
- There is no requirement for Library/School/3<sup>rd</sup> Party Testing Center (non-Prometric) proctors to be MECP certified.

### Private Proctors

- Proctor applicant must complete the proctor request form here: [https://cea.formstack.com/forms/mecp\\_proctor\\_authentication](https://cea.formstack.com/forms/mecp_proctor_authentication)
- Exam scheduling is done directly through the proctor, not through MECP.
- Any proctor fees must be paid directly to the proctor. MECP does not accept or process such fees.
- Proctor MUST be currently certified at the same level or higher of the MECP exam being administered, with a minimum of being Advanced Installation Technician certified.
- MECP certified proctors must have at least one year remaining of their current certification in order to administer exams of the same certification level.
- Any proctor employed by the same company as the exam-taker must be pre-authorized in writing by MECP, and must request permission by emailing [MECP@MECP.com](mailto:MECP@MECP.com).

*There is no determination that any proctor request will be approved, regardless of meeting any stated qualifications. It is in the interest of CTA to protect the content of the exams and the delivery security and formality of the process. CTA and MECP staff reserve the right to investigate any information regarding suspect proctoring privileges or exam delivery procedures and may revoke license for proctoring at their discretion.*