

The Fiber Optic Association, Inc.
23811 Washington Ave. C110, #379, Murrieta, CA 92562 USA
Tel: 1-760-451-3655 Fax: 1-781-207-2421
Email: info@foa.org http://www.foa.org

FOA Direct Specialist Certification

“Work to Cert”

Application for certification _____ (Certification you are applying for)

Cost: Application/examination fee is \$100US, nonrefundable, paid when taking the exam online using PayPal or credit card. No payment is required with this application. Certification is valid for 3 years before renewal is required.

With your FOA specialist certification application, please submit:

- Your resume showing at least 2 years applicable experience including details of fiber optic projects
- Your Fiber U Certificate of Completion where applicable
- The Proctor Application – page 2 and 3 of this application

Name _____ Title _____

Company (if applicable) _____

Street _____

City _____ State _____ Zip _____

Phone _____ email _____

Certification Terms and Conditions:

I certify that the information I have provided on this application is complete and accurate to the best of my knowledge. I authorize The FOA to verify the information by contacting any of the employers or institutions noted on my resume. I understand that The FOA may reject any application that contains false information.

I understand that any certification granted by The FOA does not constitute licensure to practice or provide services when required by any relevant law. I understand The FOA certification does not in any way imply that The FOA assumes responsibility or liability for my actions, and I hereby indemnify The FOA from any liability resulting from my actions.

Signature _____ Date _____

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Application for Proctoring An FOA Certification Test

Proctor Name _____	Title _____
Company _____	
Street _____	
City _____	State _____ Zip _____
Phone _____	Email _____
Relationship to applicant _____	
Location where the exam will be proctored: _____	
Date exam to be given: _____	
PLEASE ALLOW 7 DAYS NOTICE TO SCHEDULE YOUR EXAM!	
NOTE: <i>If for some reason, you or the applicant cannot meet at the designated time or place, the exam should not be administered. Contact the FOA office – staff@thefoa.org - to reschedule giving the exam.</i>	
Please email the Proctor Agreement (Pg 3) to your Proctor prior to the appointed test date.	
<i>Applicant:</i>	
<i>I certify that I have provided the Proctor with Proctor Agreement</i>	
Applicant's signature _____	Date _____
<i>Proctor:</i>	
<i>I certify that I have reviewed and agree to the Proctor Responsibilities outlined on the Proctor Agreement. Failure to do so will void the exam results from the applicant.</i>	
Proctor signature _____	Date _____

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Guidelines for Proctors Administrating FOA Exams:

PLEASE NOTE: this is your official document for the FOA Test Date. Please bring it with you and follow the instructions:

Before the exam date:

The link to the exam will be sent to you a few days before the appointed test date.

NOTE: If the file is opened before appointed test date, the test is voided.

Before the appointed time for the test, be sure that the computer to be used is operational, the room is set up for the test, lighting is adequate, noise is kept to a minimum

On the test date:

Remain on-site throughout the test-taking session

Before the candidate open the testing program, confirm that the test taker understands and is following all directions for completing the exam.

Ensure that candidate neither gives nor receives assistance in answering questions on the examination. No books, electronic devices or learning aides are allowed.

Ensure the applicant does not save, copy or print or take a digital picture of the screen of the text questions

When the applicant completes the exam, make sure to close the browser window and quit the browser immediately.

Make sure the information on accessing the exam remains confidential – please delete the email you received from the FOA

The candidate will receive a message immediately when the test is completed with the test score. If the candidate passed, they will get an emailed certificate.

If you have any questions, contact the FOA (staff@thefoa.org).