The EIPA Written Test is a proctored examination. In order to serve as a proctor, you must be approved by the EIPA Diagnostic Center.

- To be an approved written test proctor you will be required to:
  - Maintain password security and security of the test
  - Monitor student(s) while test taking (allow for up to 4 hours)
  - Ensure that test takers do not use any materials, people or internet resources while taking the test
  - Proctor a minimum of 2 tests per calendar year (We do not approve proctors to administer the test only once.)
  - Sign a confidentiality agreement accepting responsibility for maintaining the confidentiality and security of the EIPA written test materials.
  - Submit a current resume
  - Solicit a letter of recommendation from a professional with supervisory responsibility for your position.
  - **Becoming a written test proctor means you understand that you are giving up your option to ever take the EIPA written test.**

- For Your Information: This is not an application for administering the EIPA Performance test.

(PLEASE TYPE OR PRINT – ALL FIELDS ARE REQUIRED)

1. NAME: _____________________________________________________________________

   BUSINESS ADDRESS:_________________________________________________________

   CITY/STATE/ZIP: _____________________________________________________________

   BUSINESS PHONE: ___________________________________________________________

   EMAIL:______________________________________________________________________

   WORK TITLE: ________________________________________________________________

2. SCHOOL DISTRICT/AGENCY AFFILIATION: _______________________________________

   SCHOOL DISTRICT/AGENCY ADDRESS: _________________________________________

   ___________________________________________
3. SUPERVISOR’S NAME: ________________________________________________________

SUPERVISOR’S TITLE: ________________________________________________________

ADDRESS:___________________________________________________________________

PHONE NUMBER:_____________________________________________________________

E-MAIL:______________________________________________________________________

4. Why are you an appropriate EIPA Written Test Proctor?

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

6. Testing site and address: ____________________________________________________

Type of internet connection: _____________________________________________________

How will the testing environment be made secure? ________________________________

Signature and date: __________________________________________________________

Supervisor’s signature and date: ______________________________________________

Send your application form, the notarized Confidentiality Agreement, a current resume
and solicit a letter of recommendation from a supervisor or another appropriate
individual to:

Boys Town National Research Hospital
EIPA Diagnostic Center – Lied Learning and Technology Center
Attn: Deborah Tamer
555 N 30th Street
Omaha NE 68131
Fax: 531-355-5028
deborah.tamer@boystown.org