



International Food Service Executives Association Certification Proctor Application

Instructions: Please submit completed form to:

Fax to IFSEA Headquarters

c/o Certification Proctor

(775) 825-6411

-or-

Mail to IFSEA Headquarters

c/o Certification Proctor

500 Ryland Street, Suite 200

Reno, NV 89502

Keep a copy for your records.

*Completed applications will be processed in 5 to 7 business days. At that time you will receive proctor instructions via email. Incomplete applications will not be processed.

Please Print

Name: _____

Street Address: _____

City: _____ State _____ Zip _____

Telephone: _____

Email: _____

Applicant you are Proctoring: _____

Date of Exam: _____ Location: _____

Would you like to be listed as a Proctor for future members? (please circle) YES NO
(If yes, you will not need to fill out this form again)

*Communication with proctors is administered through email. Please ensure you have submitted the best email to reach you.



IFSEA Proctor Agreement

Thank you for applying as a proctor for the IFSEA Certification Program. This test is regarded as one of the foodservice and hospitality industry's toughest programs.

Proctor's are an integral component of the IFSEA Certification Program. As a proctor, you will be charged with the duty of protecting the integrity of the program. This performance agreement is to ensure consistent, high quality delivery of all IFSEA Certification exams.

Proctor Qualifications: (please circle)

MCFE or CFE Designation

Non-Eligible to take the test (meaning you do not work in the foodservice or hospitality field)

Proctor Rules: (please initial)

_____ I agree to protect the integrity of the IFSEA Certification process

_____ I will not review, reveal, or duplicate any IFSEA Certification test, answer key, or tester's answer sheet

_____ I will not allow or assist testers with cheating, peeking, or talking during the test. I also understand that no items except for the test are allowed on the tester's desk at time of the exam.

_____ I will follow the exam instructions and rules set forth by IFSEA for the IFSEA Certification exams

_____ I understand that I am not allowed to grade the exam once the tester is finished

_____ I agree to keep all personal information regarding the tester private

_____ I understand that if I do not return to the test to IFSEA Headquarters, the test will not be processed

I hereby swear and affirm that I shall not disclose or provide to anyone, directly or indirectly, any information or documents pertaining to any IFSEA examination. It is understood that all documents or examination questions or confidential information received from IFSEA are and shall remain the exclusive property of IFSEA, and that all such documents or information shall be returned promptly to IFSEA.

Signature: _____ Date: _____