Request Form for Hosting SOCRA Certification Exam

EXAM DATE REQUESTED	EXAM TIME REQUESTED	EXAM REGISTRATION DEADLINE (6 WEEKS PRIOR TO EXAM DATE)

LOCATION REQUESTED (City/State)   **HOSTED BY**

ROOM NAME & LOCATION (Floor/Bldg)   **MAXIMUM ROOM CAPACITY (2 Per 6 FT. Table)**

FACILITY NAME

ADDRESS

CITY   **STATE**

FACILITY PHONE   **SECURITY PHONE NUMBER OF FACILITY**

WEB ADDRESS (For Facility)

PREFERRED HOTEL   **PHONE NUMBER**

ADDRESS

PREFERRED AIRPORT

PARKING/OTHER TRANSPORTATION INFORMATION

ON-SITE CONTACT NAME (Printed) *

PHONE & CELL   **EMAIL**

PLEASE NOTE:

This form is for groups hosting the SOCRA certification exam, not for individual applicants.

1. A minimum of fifteen (15) attendees is required to schedule an exam. SOCRA recommends selection of an exam date at least four (4) months out since the deadline for registration is six (6) weeks prior to the exam. Choosing a date further out will allow for sufficient time for recruitment of the required fifteen (15) attendees. SOCRA will advertise this exam on the website and in the SOCRA Source journal once it has been confirmed by the SOCRA office.
2. An appropriate quiet space and adequate lighting is required for the exam setting. The room should be set two (2) attendees per six (6)- foot table classroom style for a minimum of twenty-five (25) attendees, with one (1) table in the front of the room for the facilitator.

*The On-site coordinator is responsible for checking the room prior to the exam, assuring that the setup is correct.
*The On-site coordinator must be available the day of the exam.

I AGREE TO THE CONDITIONS STATED ABOVE.

SIGNATURE

PRINTED NAME   **DATE**

TITLE   **COMPANY**

PHONE   **EMAIL**

(FOR SOCRA OFFICE USE ONLY)

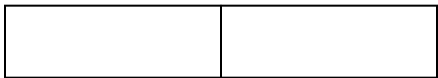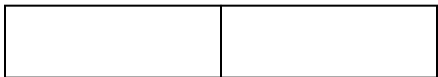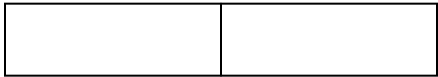EXAM FACILITATOR:

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Room Layout

Head table for facilitator

2 per 6 ft 24" deep tables
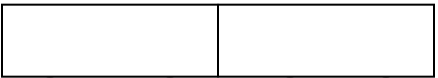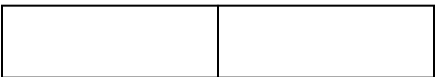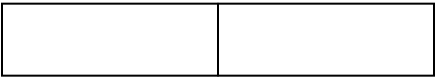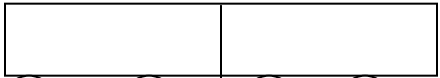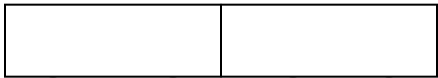
SOCRA CCRP Exam Room Requirements;
a quiet setting, full lighting
and no table clothes or water stations