# Request Form for Hosting International SOCRA Certification Exam

**PLEASE NOTE:**
This form is for groups hosting the SOCRA certification exam, not for individual applicants. A minimum of 15 attendees is required to schedule an exam. SOCRA recommends selection of an exam date at least six months out since the deadline for registration is eight weeks prior to the exam. Choosing a date further out will allow for sufficient time for recruitment of the required 10 attendees. SOCRA will advertise this exam on the website and in the SOCRA Source journal once it has been confirmed by the SOCRA office.
You will need to arrange for a quiet space, appropriate for an exam setting. The room should be set 2 per 6-foot classroom style for a minimum of 25 attendees, with one table in the front of the room for the facilitator.
*On-site contact must be available the day of exam.

Local onsite requester agrees to wire transfer funds in US Dollars for facilitator’s travel expenses, including business class airfare (if more than 6 hours flying time) and food and lodging expenses for two days, before exam date is scheduled.

I AGREE TO THE CONDITIONS STATED ABOVE.

<table>
<thead>
<tr>
<th>EXAM DATE REQUESTED</th>
<th>EXAM TIME REQUESTED</th>
<th>EXAM REGISTRATION DEADLINE</th>
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<tbody>
<tr>
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<td>(8 WEEKS PRIOR TO EXAM DATE)</td>
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**LOCATION REQUESTED (CITY/STATE) HOSTED BY**

**ROOM NAME**

**ROOM CAPACITY (2 PER 6 FT. TABLE MAX)**

**FACILITY NAME**

**ADDRESS**

**CITY**

**STATE**

**FACILITY PHONE**

**ROOM NAME**

**WEB ADDRESS (FOR FACILITY)**

**PREFERRED HOTEL**

**PHONE NUMBER**

**ADDRESS**

**PREFERRED AIRPORT**

**PARKING/OTHER TRANSPORTATION INFORMATION**

**ON-SITE CONTACT NAME (PRINTED)***

**PHONE**

**EMAIL**

**SIGNATURE**

**PRINTED NAME**

**DATE**

**TITLE**

**COMPANY**

**PHONE**

**EMAIL**

**(FOR SOCRA OFFICE USE ONLY)**

**EXAM FACILITATOR:**

SOCRA - 530 West Butler Avenue, Suite 109 Chalfont, PA 18914 USA
Phone (800) 762-7292 or (215) 822-8644 | Fax (215) 822-8633 | E-mail office@socra.org | www.SoCRA.org

Exam Hosting Request Form International v.140626
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Room Layout

Head table for facilitator

2 per 6 ft 24” deep tables

SOCRA Certification Examination
Requires absolute quiet setting
Requires full lighting (for reading text)