



ACES Damage Prevention Certification Administrator Sponsor Application "Submit 1 Per Applicant"

(Applicant's Sponsor) Name of Business or Company: _____

Name (Please Print): First _____ MI _____ Last _____

Business Address: _____

City _____, State: _____, Zip _____

Contact Phone Number: _____

Email Address: _____

Section A: Employee(s) Registration Information as a Certified Administrator

1. Applicant for CDPS Program must have experience in Utility Construction, Maintenance or Line Locating
2. Employee must follow ACES testing guidelines
3. Company must agree to maintain maximum security of the examinations, Skills Documentation forms and keep tests under lock and key when not in use.

Print Applicant Name Here

For Administration of

Years of Experience in Applicable Field

CDPS Program

CSEP Program

By signing this document you are stating that all information set forth in this form is declared to be a true representation as to the facts, made for the purposes of obtaining testing materials and registering employee(s) as ACES Certification Administrators and any willful misrepresentation in this application may result in immediate cancellation of Certification Program.

"Sponsor" Representative Print Name

Signature

"Applicant" Print Name

Signature

ACES Int'l

Phone: (757) 499-2850 Fax: (757) 474-2338



Program Guidelines for Certification Administrator and Sponsors

1. As an **ACES** Certified Administrator, **you must prohibit items from the test area which you feel may compromise the integrity of the examinations or distract examinees.** No notes, study aids or recordings are allowed. Please note that no student may use a CD player, radio or other device while an examination session is being conducted. Monitors (**Certification Administrators**) are **never to leave the room while an examination session is being conducted.** You are encouraged to walk around the exam room while the exam is being taken by students to look for possible irregularities and correct these irregularities as necessary
2. You must retain the **ACES Int'l** examination booklets for further examinees, and the examination booklets must be kept in a **secure place (locked drawer or safe)** when examinations are not being conducted. When transporting examinations, a locking briefcase is required and **ACES Int'l** examinations should never be left unattended or “out in the open”. Count the number of examinations before and after each test session and report any inconsistencies immediately to **ACES Int'l**. **YOU MUST READ TO THE STUDENTS THE INSTRUCTIONS FOUND ON PAGE 3 OF THE EXAMS BEFORE ALLOWING THEM TO BEGIN THE WRITTEN EXAMINATION.**
3. Each **ACES Int'l** exam has a series number (i.e. 072207 for example) which must appear on the answer sheet under “**SPECIAL CODES**”. This allows **ACES Int'l** to determine which version of the examination the student has attempted and to set up preprogrammed computer answer keys accordingly.
4. The “**IDENTIFICATION NUMBER**” on the answer sheet is for the social security number of the examinee. No “-” (hyphen) is necessary between the numbers of an examinee’s social security number. At the present time ACES Int'l requires only the **last four (4) numbers of an individual's Social Security Number:** (Example 0481)
5. Exams should be done in **No. 2 pencil only.** Be sure to caution examinees about stray marks on the answer sheets. One sheet of blank scratch paper may be given to the examinees and should be collected and returned to **ACES** with all other required documentation and forms. Calculators (non-programmable only) may be used by the examinees, but the Certified Administrator should check to ensure that no stored formulas are in the calculator’s memory prior to administering the examinations.
6. Each **ACES Int'l** Member Training Institution has its own special identification computer code which must be entered on each examinee’s answer sheet under the title “**GRADE OR EDUC**” on the right hand side of the information blocks. The special identification computer code for your school is **12**. Please write this number down and be sure to instruct examinees to place this number in the appropriate place on the answer sheet.
7. **Instruct all students not to write in the examination booklets! Also, Certification Administrators are not to mark on the examination Answer Sheets as to do so will prevent these Answer Sheets from being optically scanned by ACES Int'l.**
8. Certified Administrators must immediately terminate any exam session upon failure of the examinee to comply with any instructions. No unauthorized examination aids, no obtaining answers from other examinees, no taking an exam for another person, no printing calculators, no books, no reference materials, no radios or cameras are allowed in the exam session. An examinee has up to two hours to complete the **ACES Int'l** examination, although the test monitor may allow a longer period.
9. **No examinee is allowed to leave the room during the written examination session.**
10. Exam results are required by **ACES Int'l** to be given to the examinee within 10 business days following the examination. This means that **ACES Int'l** must receive the testing materials within 5 business days of administering the test.

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11. **For in-house Company Training:** When examinations are needed for retesting of employees. A Purchase Order (PO) at the rate of \$100 per certification exam is to be made out and sent to **ACES Int'l. Int'l** Certified Administrators must get the fees, answer sheets, scratch paper, information sheets and Skill Testing Documentation sheets in the mail the same day of the examination, or the very next day to ensure compliance. Please be aware that it is vital to the program that this information be returned to **ACES Int'l** as soon as possible. Certification Administrators must Include your email address to receive electronic exam results from **ACES Int'l**. **The emailed results sent to by ACES Int'l must NOT be shared with students... but you may note whether or not a student passed or failed the exam and may pass on the PASS or FAIL results ONLY with the students.**

Acceptance of Terms:

I have read all of these instructions thoroughly and agree to them. The institution I am administering these examinations for and I agree to maintain maximum security of the examinations, Skills Documentation forms and to immediately send the fees, answer sheets, scratch paper, information sheets and Skill Testing Documentation sheets to **ACES Int'l** in Virginia Beach, Virginia for processing at the conclusion of the exam session. I understand and agree to the fact that there is to be no tampering with an **ACES Int'l** exam sheet during or after the exam session. (Signature required)

Signed: _____ Date: _____

Maintain a copy of this form for your records and fax it to **ACES** at (757) 474-2338 or mail a signed copy of all applications and guidelines to:

ACES Int'l
5381 Chatham Lake Drive
Virginia Beach, Virginia 23464
Phone: (757) 499-2850
Fax: (757) 474-2338

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