



Instructions and Agreement for Sponsors Scheduling Vibration Institute Certification Examinations
--

INSTRUCTIONS:

1. The enclosed "Application to Sponsor a Vibration Institute Certification Examination" (VI Form C-F-005) must be filled out completely by the sponsor and returned to the Vibration Institute at least 3 weeks (15 business days - domestic) and at least one month (30 days - international) before the examination date.
2. The certification examination proctor must be approved by the Vibration Institute prior to the exam shipping date. If additional proctor authorization time is required due to special circumstances, it must be approved by the Executive Director or Technical Director of Certification.
3. Each year, proctors will be sent a Proctor Packet containing instructions and a C-F-006, "Agreement for Certification Examination Proctor (Invigilator)". The proctor will read, sign, and return the C-F-006 to the Vibration Institute. *If the proctor already has a C-F-006 on file with the Vibration Institute for the current calendar year, submission of another C-F-006 is not required. Other required proctor documents will be sent with the examination package.*
4. The proctor receives the following documents either with the proctor packet (new proctors) or with the examination package.
 - C-I-003, "Proctor (Invigilator) Instructions" that must be read and signed by the proctor prior to the examination. Please make sure the proctor does this PRIOR to the examination.
 - C-I-004, "Certification Examination Instructions to be Read to the Candidates", which shall be read by the proctor to the candidates prior to the examination.
 - C-I-002, "Approved/Prohibited Items and Calculators for Certification Examinations" shall be reviewed with the candidates prior to the examination and adhered to. Violations of this may result in disqualification.
5. A list of names of candidates and/or a C-F-009, "Application for Examination and Certification of Vibration Analysts" for each candidate taking the exam must be received by the Institute no later than 15 business days (domestic) and 30 days (international) before the examination date. Candidates may submit their CF009 to the sponsor or to the Vibration Institute directly, however, all C-F-009's must be approved by the Vibration Institute prior to the exam.
6. The examination package will be sent directly to the proctor unless special circumstance requires otherwise, however, this must be approved by the Vibration Institute. The package will contain the examination envelopes and C-F-009, "Application for Examination and Certification of Vibration analysts", and examination instructions as described above.
7. The proctor conducts the examination and returns the examination envelopes and the signed copy of C-I-003, "Proctor (Invigilator) Instructions".

- 8. The cost of examinations to sponsors varies based on specific circumstances and are subject to change. Contact the Vibration Institute for current pricing.
- 9. All shipping charges, both domestic and international, are the responsibility of the exam sponsor.
- 10. Examination results will not be distributed until all examination fees are paid in full. Please allow up to 4 weeks for exams to be graded.

AGREEMENT:

I agree to ensure that Institute examinations will not be compromised, to avoid conflicts of interest, to hold Institute practices confidential, to remain free of conflicting commercial interest, and to abide by the Vibration Institute Code of Ethics.

I have read and understand the Instructions and Agreement for Sponsors, Scheduling Vibration Institute Certification Examinations and agree to execute them as stated.

Group/Sponsor: _____

Exam Location: _____ Exam Date: _____

Signature: _____ Date: _____

If you type your name on the signature line, it will be interpreted as your signature.

Print Name: _____