

**AMERICAN CERTIFICATION AGENCY
GUIDELINES FOR ADMINISTERING AN ELECTROCARDIOGRAM
CERTIFICATION EXAMINATION ON SITE**

Qualifications for a Proctor:

The certification exam must be proctored by a manager, supervisor, instructor or certified ECG technician. Knowledgeable of current electrocardiography practices not required because the exam is totally online.

Site Requirements:

1. A quiet, comfortable room that can be used for at least 2½ hours with no interruptions and access to the internet. A testing center may also be used. Internet access is needed.
2. The proctor must stay in the room the entire time the applicant is taking the examination.

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Please PRINT information requested.

PROCTOR NAME: _____ TITLE: _____
PROCTOR SS# xxx/xx/_____ BIRTHDATE _____ EMAIL: _____
YEARS PERFORMING ECGS _____ CERTIFIED BY _____ CERTIFICATION # _____
EXAM FACILITY: _____ PROCTOR TELE #: _____
_____ EXAM ADDRESS: _____ EXAM DATE: _____
_____ EXAM TIME: _____
_____ PROCTOR FAX # _____
CONTACT PERSON SUPERVISOR, MGR, DTR): _____ TITLE: _____
CONTACT PERSON TELEPHONE # _____ EMAIL _____

The information provided must be verified by the proctor's director, supervisor or manager.

Director, Supervisor or Manager: _____
Signature Print Name

DATE INFORMATION SUBMITTED: _____

**MAIL OR FAX TO: American Certification Agency P.O. Box 58, Osceola IN 46561
Phone: 574-254-1307 Fax: 574-254-1307**