



NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES®

sponsored by the National Society of Professional Engineers

1420 King Street, Alexandria, Virginia 22314-2794
888-476-4238 or 703-548-1518 ext 115 Fax (703) 682 2756
www.nicet.org

EXAMINATION BY SPECIAL ARRANGEMENT

NICET has developed the following policy to minimize possible criticism that persons taking their examination(s) at a "special" testing location could receive preferential treatment because of the close relationship between the examinee(s) and the sponsoring organization -- which would not exist at a regular NICET Test Center:

Policy 18. Examination by Special Arrangement

NICET allows the administration of certification exams under special arrangement only if the applicant(s) resides 75 miles or further from any test site listed on our "Test Centers & Exam Dates". The following conditions must be met:

1. **the requestor** of the special arrangement can offer a suitable location for administering the exam(s);
2. NICET can obtain the services of a test proctor who will not be perceived as having a connection to the examinees;
3. **the requestor** submits the "Special Arrangement Form" to the NICET office at least 75 days prior to the desired test date;
4. **the requestor** is sponsoring more than one examinee, the applications for the examinees must be sent to NICET in one package at least 50 days prior to the desired test date;
5. **the requestor** remits, to NICET in advance of the testing date, a special arrangements fee that covers a proctor honorarium and any other necessary charges to administer the examination(s).

The **requestor** must accept the responsibility of:

1. delivering the examinee test confirmation letter(s) (if applicable) in a timely manner;
2. notifying each examinee of the testing location and reporting time;
3. developing, with the proctor, a plan for notifying examinees of situations which require changing the test date;
4. negotiating directly with examinees if deferrals and/or reschedulings are needed for a test date. NICET will not negotiate with the examinees, only with the requestor.

NICET cannot permit special testing sessions to be scheduled as part of training courses.

Procedure for Requesting Special Arrangement Examinations

An organization wishing to sponsor an examination by special arrangement will be required to accept all conditions as outlined in Policy 18 and proceed as follows:

1. Select an appropriate Exam Date, Testing Location and Proctor.
Examinations should be scheduled, within one week before or one week after a scheduled NICET exam. Testing outside of regular NICET test cycles can result in lengthy delays in receiving test scores. The location selected must have a room that is large enough to comfortably seat all examinees with approximately 4 ft of workspace per examinee (i.e., a small desk, drafting table, conference table, etc.), adequate lighting, ventilation, heat and/or A.C., and free from noise and other distractions. The examination Proctor must be a disinterested, third-party, normally from outside the sponsoring organization*. Exceptions to the use of an "external" Proctor will be made ONLY following discussions between the Institute and the sponsoring organization. **The Proctor** must be an educator, licensed Professional Engineer or Registered Land Surveyor, Certified Engineering Technologist or Senior Engineering Technician, or another professional in the sciences or personnel management.
2. Complete the form and submit it to Mae Scott, Assistant Manager, Testing Services, c/o NICET, 1420 King St., Alexandria, VA 22314-2794 at least 75 days prior to the requested exam date. NICET will accept or reject your request within 7 days of receipt and will notify you accordingly.
3. Submit completed applications for all examinees, together with the Proctor's fees, to NICET

* Any government organization (including federal, state, county and municipal agencies) may act as a sponsor and test internally -- providing there is an organizational separation between the examinees and the Proctor(s).

April 26, 2005

EXAMINATION BY SPECIAL ARRANGEMENT

Sponsor Information

Sponsoring Organization: **HAWAII CHAPTER SOCIETY OF FIRE PROTECTION ENGINEERS**

Contact Person: **Samuel S. Dannaway, PE** Position/Title: **Chief Fire Protection Engineer**

Address: **720 Iwilei Road, Suite 412, Honolulu, Hawaii 96817**

Daytime/Work Phone: **808 526-9019** FAX: **808 537-5385** Home Phone: _____

Examination Information

Examination Date: _____ Examination Report Time: _____ am/ pm Examination Start Time: _____
am/ pm

(The exam package should be delivered to the Proctor 5 business days prior to the scheduled exam date.)

Test Site - Facility Name: **Hawaii 50**

Address: **720 Iwilei Road, Suite 412**

Building: _____ Room: _____

City: **Honolulu** State: **Hawaii** Zip code: **96817**

Website: _____

Fee to Use This Facility: \$ **N/A** (Firm or Negotiable?) Number of Examinees: Expected: _____

Fee to Proctor This Examination: \$ **N/A** (Firm or Negotiable?)

Is this examination being scheduled as part of a training course? YES ____ NO **XX**

Send Examinees Confirmation Letters? YES **XX** NO _____

Proctor Information

Name: **Samuel S. Dannaway, PE** Position/Title: **Chief Fire Protection Engineer**

Employer: **S. S. Dannaway Associates, Inc.**

Address: **720 Iwilei Road, Suite 412, Honolulu, Hawaii 96817**

SECURE Street Address: (Exam Packages are shipped via Federal Express "Mail Rooms" are not always secure.)

Home __ Business: **X** Address: **720 Iwilei Road, Suite 412, Honolulu, Hawaii 96817**

Daytime/Work Phone: **808 526-9019** FAX: **808 537-5385** Email address: **sdannaway-ssda@hawaii.rr.com**

Professional License/Registration/Certification:

Designation (P.E., R.L.S., CT, SET): PE California Fire Protection Number: 1130

Education: College of Engineering, University of Maryland at College Park

Degree(s) Attained: BS Major: Fire Protection Engineering

Home Address:

Home Phone: _____ FAX: _____ Email address: _____

I certify that I, as the designated Proctor for this Special Arrangement Examination, will accept full responsibility for receiving, securing, and returning all NICET examinations delivered to me; and further, that I will administer these examinations, to the best of my ability, in accordance with the NICET policies and procedures as described in the enclosed "Guidelines for Administering the NICET Examinations".

Signature: _____ Date: _____