

Application to be an Approved Test Site for FNGLA Certified Horticulture Professional (FCHP) Exam

Name of Location: _____

Type of Location: School Private Company UF Extension

Contact Person: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ E-mail: _____

Test Site: Testing Center Computer Lab Classroom

Number of Computers: _____ Type of Internet Connection: _____

Proposed Test Date: _____ Number of Students to Test: _____

Exam Proctor: _____

(Cannot be instructor.)

Proctor's Position/Job Title: _____

Proctor's e-mail: _____

Names of Students:

(attach additional sheet, if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Procedures for scheduling an FCHP exam: Approved test site should contact FNGLA at least two weeks in advance of an exam date in order to host an exam. They must provide to FNGLA the date of the exam and a confirmation of the Proctor, in addition to a list of students to test with their school name and teacher name. Each student who will test must complete an FCHP exam application, available at www.fn gla.org and provide it to FNGLA a minimum of one week prior to the test date. Please note that exam proctor may not be the teacher of the students taking the exam.

I have read the above and agree to the procedures for scheduling an exam.

Signature: _____

Name: _____ Date: _____

Return to Merry Mott at FNGLA. Information: 800-375-3642
By Mail: 1533 Park Center Drive, Orlando, FL 32835
By Fax: 407-295-1619 By e-mail: mmott@fn gla.org

