



Instructions for ordering Exams

Please read over all included paperwork.

1. Proctor Information
2. Exam Order Form
3. Examinee Roster

Proctors and Examinees must follow all instructions or exam may be deemed null and void.

Please complete and send back page 3 & 4 of this booklet. The NRSB Examination Order Form must be completed in its entirety and received by the NRSB no later than two weeks prior to the examination date.

Call The National Radon Safety Board at 866-329-3474 if you have any questions or concerns.

Thank you.



PROCTOR QUALIFICATIONS AND RESPONSIBILITIES

Chief Examiner

The Chief Examiner is the individual representing the entity that has requested to administer the NRSB certification examination. The Chief Examiner may also serve as the Proctor as described below.

The Chief Examiner must inform examinees at the time of registration for an examination, the time each examination will begin and end, and the materials to be brought to the exam.

Proctor

The Proctor is the individual who oversees the administration of the exam, ensures the security of the exams, and supervises the behavior of candidates during the examination.

The Proctor is responsible for the administration of the examination, and that it is conducted in strict compliance with the regulations outlined in these instructions. The Proctor must inform examinees of rules and guidelines to be followed during the exam.

Proctors may not be an instructor of the course for which the exam is administered, nor may a Proctor be an immediate supervisor or employer, or immediate relative, of an examinee.

Who May Proctor the Exam

1. A member of the teaching faculty or an educational administrator of any accredited University. The student must submit a page from the institution's directory or catalog that lists not only the proctor's name and title, but also the institution's name. Photocopies are acceptable.
2. A high school superintendent, supervising principal, principal, guidance counselor or an Intermediate Unit administrator.
3. An elementary or high school teacher provided you submit a letter on official letterhead from the teacher's principal or superintendent verifying the teacher's position. A photocopy of the teacher's certification is not sufficient. NOTE: Currently employed teachers may not request a fellow teacher to proctor their exams. Superintendents or principals from the same school district are acceptable.
4. A local librarian.

Examination Order Form

This form may be used to order one or more sets of the NRSB proficiency examinations for certification as Radon Measurement Technician, Radon Measurement Specialist and Radon Mitigation Specialist. **Examinations must be given on the date written on this form.** Examinations must be returned within forty-eight (48) hours from the date of the examination. Complete the items below.

1. **When ordering a single (1) examination, a flat fee of \$90.00 will be assessed.** This fee includes shipping and handling charges. Single exams must be paid in advanced by credit card or check.
2. **The NRSB examination grading service fee is \$45.00** for each examination when ordering two (2) or more examinations. No fees will be assessed for any unused exams that are returned with seals intact and void of any tears or markings which would render the examination unusable. **Shipping charges to and from the testing facility will be billed to the requester.** Traceable shipment consists of up to 20 examination booklets to a single location (fee includes a single pre-paid shipping label for return of all materials to the NRSB). The National Radon Safety Board will not accept packages billed to NRSB without prior written approval. The requester will be billed for grading services fee and shipping fees when materials are returned. Payment terms are net 10 days from the date of the invoice.
3. **Submit the completed form, roster, and proctor information by email: info@nrsb.org, fax: 914-345-1169 or mail to NRSB, 14 Hayes Street, Elmsford, NY.** The NRSB Examination Order Form must be completed in its entirety and received by the NRSB no later than two weeks prior to the examination date.

*Exam Type	# of Exams	Exam Date	Exam Location City/State	NRSB Exam Numbers	Date Sent by NRSB

*RMT - Radon Measurement Technician *RMS - Radon Measurement Specialist *RRS - Radon Mitigation Specialist

Ship Exams to (<i>Proctor Information</i>):	Bill Exams to:
Responsible Person _____	Responsible Person _____
Street Number, Street Name (<i>No PO Boxes accepted</i>) _____	Street Number, Street Name (<i>No PO Boxes accepted</i>) _____
City, State, Zip Code _____	City, State, Zip Code _____
Phone: () _____	Phone: () _____
Email: _____	Email: _____
	CC # _____
Signature of Proctor: _____	Exp. Date: _____ Visa/MC/Amex/Discover
	Signature: _____ Date _____

