



CGC CERTIFICATION EXAMINATION HOST REQUEST FORM



A MINIMUM OF 60 BUSINESS DAYS IS REQUIRED TO SCHEDULE AN EXAM

(CGC does not provide review or study courses. If you are interested in scheduling a review course, please contact the National Guardianship Association (NGA) at www.guardianship.org)

We appreciate your assistance in wanting to host an examination for the CGC certification program! In order to host an examination, please complete the information below and, once complete, return the sheet to: (717) 238-9985 or e-mail to: certification@guardianshipcert.org. **Please type or write legibly!**

Organization: _____

Contact Person: _____ E-mail address: _____

Phone: _____ Fax: _____

We are interested in offering the following examination(s): NCG NMG
 FL TX OR

(You may offer both the NCG and the NMG examination simultaneously. The NCG examination requires 2.5 hours while the NMG examination requires 6.5 hours. If you are offering a state specific examination, along with a NCG examination, please check that box, as well.)

We have asked the following individual to proctor the examination:

A proctor must be an approved CGC proctor (see www.guardianshipcert.org for listing) and may not work with or be related to anyone sitting for the exam.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail address: _____

Date of Examination: _____ Time of Examination: _____ Time of Registration: _____

Physical Location of Examination: _____

(Please include driving directions to site.)

Street Address: _____

City: _____ State: _____ Zip: _____

Please indicate the maximum number of people your site is able to accommodate. _____

Approximately how many people do you expect to sit for the examination? _____

(Applications must be received at least 30 business days prior to the exam from each person who will sit for the examination)

How will the examination be promoted? (listserv, newsletter, e-mail?) _____

Room Set-up: Please place 2 people per six (6) foot table. If the table is smaller, please put each person at their own table. Power strips are to be used for the examinee's laptop computers during examination time. There needs to be either enough outlets or power strips for examinees to plug in their computers. Power strips should be supplied by the hosting location.