



CGC CERTIFICATION EXAMINATION HOST REQUEST FORM



CGC NEEDS AT LEAST 60 DAYS NOTICE

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: CGC, PO Box 5704, Harrisburg, PA 17110 or fax to 717-238-9985. **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*:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail address: _____

***A proctor must be an approved CGC proctor (see www.guardianshipcert.org for listing)**

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

Physical Location of Examination: _____
(Please include driving directions to site.)

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 from each person who will sit for the examination)

Room Set-up: Please have 2 people per table, if the table is 6 feet long. If the table is smaller, please put one person at their own table. Power strips 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.

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

Other relevant information you want us to know: _____