

## **Host an IAAP Exam at Your Facility**

Interested in hosting the Certified Professional in Accessibility Core Competencies (CPACC) or Web Accessibility Specialist (WAS) exam at your facility? This opportunity is now available!

Details for hosting an IAAP exam are as follows:

### **Hosting Location Responsibilities**

- Designate one person from the hosting location as the “IAAP Exam Hosting Location Liaison” to serve as the primary point of contact for all communication with IAAP Headquarters
- Make arrangements for adequate exam space with capacity for expected number of candidates to meet the following requirements:
  - Three feet of space between candidates
  - Clean, well-lit environment, free from distractions
  - Seating arranged in a classroom style format
- In coordination with IAAP Headquarters, provide for any requisite special accommodations to potentially include (but not limited to):
  - Screen reader (candidate brings their own AT)
  - Screen magnification (candidate brings their own AT)
  - Additional Time (IAAP coordinates)
  - Sign Language Interpreter (IAAP coordinates)
  - Service Animal
  - Assistive Listening Device (may not be available in all locations)
- Marketing and promotion of the IAAP Exams being administered at the hosting location meeting
- Manage facility logistics
- Provide appropriate registration area/check in tables on the date of the exam
- Check in attendees on the day of the exam
- Secure exam proctor(s) at a ratio of 2 proctors to the first 25 candidates and then 1 proctor to every additional 15 candidates after that
- Ensure that proctor(s) have completed IAAP proctor guide review, coordinated with IAAP staff
- Administer the exam in an environment that is free from distractions
- Enforce security procedures outlined by IAAP to ensure that the exam is administered with the utmost protection

### **IAAP Headquarters Responsibilities**

IAAP Headquarters is responsible for the following:

- Provide/assist with marketing materials to assure professional branded look and accuracy of content
- Provide accessible online registration for the exam
- Review and process exam applications
- Collect exam payment
- Notify candidates that their application has been processed and inform candidates of exam day details including a contact name and phone number of the IAAP Exam Hosting Location Liaison at the hosting location.
- Respond in timely manner (within 24 hours) to questions about exam and/or customer service inquiries
- Provide roster of exam candidates to the designated IAAP Exam Hosting Location Liaison
- Provide information on special accommodations for exam candidates (as necessary) to the designated IAAP Exam Hosting Location Liaison
- Securely send all necessary paper exam materials or online testing information to the IAAP Exam Hosting Location Liaison
- Distribute exam results to candidates within four to six weeks following the IAAP Exam Window closing date
- Provide certificates to passing candidates within six weeks following the exam results
- Include all passing certificants in database and published listing of IAAP Exam certified individuals
- Provide Hosting Location exam information on the IAAP website and in electronic communications as available

### **Proctor Requirements**

Proctors for IAAP Exams must meet the following requirements:

- Currently CPACC or WAS certified OR sign a waiver agreeing not to sit for the CPACC and WAS exams for a minimum of one (1) year from the exam date
- May not be a direct supervisor, report, or family member for any individual sitting for the examination
- Complete IAAP provided proctor training (approximately 10 minutes) by reading and reviewing the IAAP Exam Proctor Manual
- Complete provided Proctor Agreement Form attesting to these terms and conditions

Requests to host an exam should be sent to the [IAAP Certification Team Inquiry](#) at with any questions.