

Host an IAAP Exam at Your Facility

Interested in hosting an IAAP 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 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 Session 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, WAS, CPWA, ADS, or CPABE certified
OR
Sign a waiver agreeing not to sit for the exam(s) they will proctor 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 (waived during COVID)
- 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.