



PERSONAL TRAINING ACADEMY GLOBAL  
Certification Board

**PROCTOR AGREEMENT FORM  
DISTANCE LEARNING EXAM**

Please indicate the reason why the student is petitioning for Private Proctoring:

- International Student       Travel Hardship       Disability Hardship       Active Military Duty

Proctor's Name:

Proctor's Email:

Proctor's Phone Number:

Valid Photo ID # (Driver's License, State ID, Military ID, or Passport):

Company:

Company Address:

Position/Title:

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**Proctor Agreement Statement:**

As a PTA Global Certified Personal Trainer Exam proctor, I will proctor the agreed upon exam for stated PTA Global student(s). I will carefully review and comply with all exam instructions. I hereby certify that each exam I administer is in accordance with the following guidelines:

- Proctor will verify candidate(s) identification with an approved photo ID (State Driver's License, State Issued ID, Military ID, Passport, etc.).
- Have candidates(s) sign-in.
- Beyond the exam booklet and answer form, candidate(s) may only have a pencil and two (2) sheets of paper given at the beginning of the exam. These items will be collected when the exam is over and mailed to PTAG (even if the sheets are blank).
- No outside assistance will be allowed (no references, notes or electronics of any kind).
- Candidate(s) will have ninety (90) minutes to complete the exam.
- All copies of the exam booklet(s), answer form(s), and note pages will be mailed to PTAG after the candidate(s) has completed the exam.

PTA Global Certification Exam proctor will agree:

- They are not related to, employed by, employed with, employer of, nor have any vested interest in any of the examinees.
- To follow all ADA guidelines for testing, and all written instructions sent by the PTAG CB.
- All exams will remain confidential throughout the entire exam process.
- Upon completion of said exam, the completed form, exam booklet(s), answer form(s), note pages, and a photocopy of the proctor's approved ID will be mailed in a sealed envelope to PTAG within 24 hours.
- ALL exam materials (excluding pencils and sharpener) will be returned to PTAG.

NOTE: If found in violation of this agreement, certification(s) are considered null and void and the proctor will not be allowed to proctor future exams.



**Please sign and return both pages of this form with a photocopy of your ID to the address listed below.**

Proctor Signature:

Date:

Candidate Full Name:

Candidate Full Name:

Candidate Full Name:

Candidate Full Name:

**Mail, Fax, or Email to:**

PTA GLOBAL CB

1774 Platte Street

Denver, CO 80202

Fax: (720) 633-8712

Email: [certificationboard@ptaglobal.com](mailto:certificationboard@ptaglobal.com)



**Student Information (to be completed by PTA Global CPT Candidate):**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

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Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

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Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

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Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_