



Last Name \_\_\_\_\_

First / Initial \_\_\_\_\_

Full Time Instructor     Part Time Instructor     Industry Professional

## PROCTOR APPLICATION

### Notification of Certification Expiration

Initial \_\_\_\_\_ Date \_\_\_\_\_ I understand and will notify all applicants the certification period is for five (5) years or three (3) years based on the examination level and will be indicated on the certificate. I will notify the applicant, if successful in completing the necessary score to pass, it will be the applicant's responsibility to recertify prior to the expiration date listed on the certificate. ADDA will attempt to notify the individual at the last known address. However it is the responsibility of the Certified Individual to renew their certification. Individuals may visit [www.adda.org](http://www.adda.org) for the process to recertify.

### Proctor & Site Background

Are you an ADDA Certified Professional /  yes  no If yes ... what level (s) \_\_\_\_\_  
 Are you a Professional Member of ADDA                       Are you an Industry Professional  
 Are you a Professional Educator and is your school's Curriculum ADDA Certified?  yes  no  
Is this Testing Location     ADDA Authorized     ADDA Certified     Neither     Don't Know  
Will any applicants require accommodations due a physical disability  yes  no If yes....  Hearing     Physical     Visual     Other \_\_\_\_\_  
Do any applicants require accommodations due to English as a second language  yes  no

Proctor's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Personal Email Req'd \_\_\_\_\_

This information is needed to maintain communication prior to and during the testing, review and examination process.

Confidential Mailing Address \_\_\_\_\_

### Examination Information

Examination Type .....  Original     Re-Examination     Both

Examination Discipline     Architectural AD     Architectural CD     Mechanical AD     Mechanical CD     Digital Imaging CDD

### Test Site Information

Name of Test Site \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Facility Phone No. \_\_\_\_\_

**PROCTOR APPLICATION MUST BE RECEIVED 30 Days PRIOR TO EXAMINATION DELIVERY**

See Reverse Side for Additional Details related to the Proctoring Process

#### Re-Scheduling - Cancellations & Applicable Fees

#### PROCTORING REQUIREMENTS

- The APPLICANT must notify the ADDA Corporate Office and the Examination Proctor for re-scheduling or cancellation intentions.
- ADDA will accept Cancellations or Re-Scheduling for the examination by phone, email or by letter within 24 weeks of the original application receipt.
- ADDA must receive Cancellation or Re-Scheduling Notice ten (10) working days or more prior to scheduled examination date.
- ADDA must receive written confirmation of Applicants Intent, by letter or fax within 7 days of the original notification to cancel or re-schedule.
- Refunds are subject to administration fee of \$55.00 which includes: \$25 Processing Fee and the \$30 cost of the review guide.
- Re-Examination Cost - See Schedule on page 2 of the application.
- Review Guides on CD are available for \$30.00 (postal shipping included)
- Review Guides are non refundable and non returnable.
- Printed Review Guides are available for a \$45.00 including shipping cost
- Return Check and Bank Fees apply for collection when applicable and are subject to a \$25.00 Administration and Processing Fee..

- Proctor must provide a written list of all applicants to be proctored.
- Proctor must confirm Application(s) have been received by ADDA Office.
- Proctor must confirm Payment(s) has been received by the ADDA Office.
- Proctor must notify ADDA if the examination date need to be changed.
- Proctor shall be responsible for obtaining Passcodes prior to testing date.

No exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws or ADDA Policy.

Mail to: ADDA - 230 East Main Street - Newbern, TN 38059

E-mail [pking@adda.org](mailto:pking@adda.org) Phone 731-627-0802

I hereby agree, to proctor the stated examination(s) for ADDA International - American Design Drafting Association - American Digital Design Association (ADDA). I have read and agree with all parts and portions of this document and shall and will abide by the Constitution, By-Laws and the Code of Ethics of the ADDA. I will uphold the traditions, morals and standards of the ADDA and the Profession as outlined, established, adopted or set-forth by the Board of Directors and the Board of Governors of the ADDA International.

Signature of Proctor \_\_\_\_\_ Date of Agreement \_\_\_\_\_



**ADDA Professional Certifications do expire.** Certifications are time and date sensitive. Certifications are renewable upon meeting specific criteria. The purpose of the renewal process is to assure the individual continues to meet the standards of industry and the necessary exposure to the profession and requirement based on the specific discipline in which the individual is employed or is exposed.

Since the profession by nature requires a continuous training process to maintain industry criteria for the purpose of building, manufacturing or production, exposure to these methods and processes allow individuals to maintain and consistently update their skills and abilities.

Each Certification Renewal is viewed individually based on the criteria used by ADDA and accepted by major design firms and departments around the world. Additional training and continued work improvement are necessary to maintain the certification status.

Each Certification Level is renewed based on specific requirement for that level. Most Certifications expire if not renewed based on a specific time period from the month and year the certification is issued.

Certification Type	Certification Length	Examination Cost	Renewal Fee	Recommended Training	Renewal Requirements
Apprentice Drafter "AD"	Expires 5 Years from Date of Issue	\$85.00 Non Member \$75.00 Member \$75.00 Cert Program \$65.00 Contract <b>Competency Exams</b> \$60.00 All Categories	None New Test Required	1 year On-the-Job Training or 400 – 600 Contact Hours of Practical Discipline Specific Education	Non-Renewable
Certified Drafter "CD"	3 years	\$155 Non Member \$125 Member \$115 Certified Program <b>Competency Exams</b> \$95.00 Member \$120.00 Non Member	Same as test cost \$45.00* for Select or Elite or 3 year continuous ADDA Members	2 years On-the-Job Training or 100 -1200 Contact Hours of Practical Discipline Specific Education	Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training ** See Below
Certified Design Drafter Certi- fied Digital Designer "CDD"	3 years	\$210 Non Member \$180 Member <b>Competency Exams</b> \$130.00 Member \$160.00 Non Member	Same as test cost 60.00 * for Select or Elite continuous ADDA Members	Examination Designed for individuals with approximately 3-5 years of Discipline Specific Work Experience	
Certified Design Technician or Certified Digital Technician "CDT"	3 years	\$265 Non Member \$225 Member <b>Competency Exams</b> \$175.00 Member \$215.00 Non Member	Same as test cost \$75.00 * for Select or Elite or 3 year continuous ADDA Members	Examination Designed for individuals with approximately 5 + years of Discipline Specific Work Experience	

\* Members who have 3 years or more, continuous annual membership shall receive the Select or Elite Membership Pricing.

\*\* Notice: Contact training hours will be required in design related courses. Unrelated Software Training will not be considered applicable.

All related documents indicating verifiable CEU hours will be required. *Beginning January 2013, all recertification will require Employment and 30 CEUs or 100 CEU's of related certification level training, if employment criteria cannot be fulfilled. (1 CEU = 1 contact hour of training or education). Licensure CEU's are generally accepted.*

## Membership Packages

## SELECT & ELITE MEMBERSHIP PACKAGES

**Professional Select Membership** - ADDA Certified Professionals in North America at any level certification. **\$215.00 for three years - Renewal \$170.00**

**Professional Elite Membership** - ADDA Certified Professionals in North America at any level certification. **\$325.00 for five years - Renewal \$250.00**

[See ADDA Membership Application for membership requirements and additional information.](#)

ADDA will accept pre-payment for Select or Elite Membership to meet the requirements of the lower renewal fees. However pre-payment will be required for memberships prior to the next certification renewal cycle. Accepting this option requires Continuous Membership during the certification cycle.

**Individuals will be notified by last recorded address on file in the ADDA Corporate Office**

Each Certified Professional is responsible for maintaining current information to ADDA. Employer or School must verify employment criteria listed on Renewal Application. ADDA will verify membership requirements for ADDA Member Renewal Rates.

Renewal Application must be completed and returned to ADDA with payment. Proof of Related Training must be supplied with application.

## Submission & Information

**ADDITIONAL INFORMATION** visit our website [www.adda.org](http://www.adda.org)



ADDA International - 230 East Main Street - Newbern, TN 38059  
Telephone 731-627-0802  
email [pking@adda.org](mailto:pking@adda.org)