



ETA[®] International CERTIFICATION ADMINISTRATOR APPLICATION

STEP 1: Personal Information (please print clearly)

NAME: _____

SCHOOL/TRAINING FACILITY: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

CERTIFICATION NUMBER(S)-if applicable: _____

STEP 2: References

Please list three references, PLUS your immediate supervisor. These people should be familiar with your work and should include coworkers and/or a businessperson in the electronics field in your community:

Reference #1: NAME: _____
 PHONE: _____ EMAIL: _____

Reference #2: NAME: _____
 PHONE: _____ EMAIL: _____

Reference #3: NAME: _____
 PHONE: _____ EMAIL: _____

Reference #4: NAME: _____
 PHONE: _____ EMAIL: _____

STEP 3: Reason for becoming a CA

Please state your reason for desiring an appointment as an ETA International test administrator:

STEP 4: CA Fees

I understand that ETA International reimburses its test administrators a small percentage of the exam fees. These fees are to be sent to:

- Myself. My Social Security number is: _____ OR
- Send testing fees to my institution. The FIN is: _____
 And the check should be made out to: _____ OR
- Retain the test fees. My institution or I are donating the fees back to ETA International.

STEP 5: Signature Statement

In order to perform the program responsibilities in a comprehensive and objective manner, and due to the sensitive nature of applications, evaluations, and records; Certification Administrators (CAs) should conduct activities in a highly professional manner and prevent the unauthorized use of test booklets and materials.

Through this application, I subscribe to the following principles as applied to all certification participants, association officers and members, and others in the public interest.

As a professional CA, I will to the best of my abilities endeavor to:

- Support and guide participants through certification as an approach to recognize knowledge and skills, and improve their level of professional practice.
- Consider submitted materials objectively; respond in a timely manner; and equally apply to all certification participants the procedures, criteria, guidelines, evaluations, and records.
- Promote policies and procedures which are correct and beneficial for the association without being subjected to external influences.
- Represent the association truthfully and with integrity; and maintain the confidentiality and privilege of applications, evaluations, and records.

I certify that the information provided in this application for the international designation of Certification Administrator is correct and accurate.

Applicant Signature

Date

Print Name (as it would appear on your certificate)

Please mail or fax to:

**ETA International
5 Depot Street
Greencastle, Indiana 46135
Fax: (765) 653-4287**

If you have any questions, please contact ETA at (800) 288-3824.