

# Certified Fiber Optics Installer/Technician/Designer, Data Cabling, and B-VoIP Examination Guidelines

1. The ETA fee for Certified Fiber Optics Installer, Technician, Designer, Data Cabling, and B-VoIP Examinations is set at \$150.00 per student. Skill Testing must be successfully completed (students must pass the Skills Testing portion of training) before examinations may be administered.
2. Examinees should pay for the certification (Skills Testing and written Examination) before administering. Convert individual checks, money orders or credit card payments to one check (your business or school check) made out to: ETA.
3. Send the entire fee, answer sheets, information sheets, scratch paper and Skills Testing Documentation sheets to:  

ETA International  
5 Depot Street  
Greencastle IN 46135
4. You may retain the examination booklets for future examinees, but exams must be kept in a secure place (locked drawer or safe) when examinations are not being conducted. Transport of examinations require a locking briefcase and examinations should never be left unattended or 'out in the open". Be sure to count the examinations before and after each test session and report any inconsistencies immediately.
5. Each exam has a series number (ex. F0I206) which must appear on the answer sheet under "Exam CODE" This allows us to determine which version of the examination the student has attempted and to set up answer keys accordingly.
6. The 'Social Security #' on the answer sheet is for the social security number of the examinee, no "-" (hyphen) is necessary between the numbers. Social Security #'s are not required.
7. Exams should be done in No. 2 pencil only. Caution examinees about stray marks on the answer sheets. One sheet of blank scratch paper may be given to the examinees and should be collected and returned to ETA with all other required documentation. Calculators (non-programmable only) may be used by the examinees, but the Certified Administrator should check to ensure that no stored formulas are in the memory of the calculator prior to administering the examination.
8. Students must not write in the examination booklet!
9. Certified Administrators must immediately terminate any exam session upon failure of the examinee to comply with instructions. No unauthorized exam aids, obtaining answers from other examinees, taking an exam for another person, no printing calculators, books, reference material, radios or cameras are allowed in the test session. An examinee has up to two hours to complete the examination, although the test monitor may allow a longer period.
10. No examinee may leave the examination room during the test.
11. As a Certified Administrator, you may prohibit items from the test area, which you feel may compromise the integrity of the examinations or distract examinees.
12. Exam results are required by ETA to be given to the examinee within 10 working days following the examination. This means Certified Administrators must get fees, answer sheets, scratch paper, information sheets and Skill Testing Documentation sheets in the mail the day of the examination, or the next day to ensure compliance. Please be aware that it is vital to the program that this information is returned to ETA as soon as possible.
13. I have read these instructions and agree to them. The institution and myself agree to maintain maximum security of the examination forms and to immediately send the fees, answer sheets, scratch paper, information sheets and Skill Testing Documentation sheets to ETA in Greencastle, Indiana for processing at the conclusion of the exam session. I understand there is to be no exam sheet review or any tampering with an exam sheet during or after the exam session.

# APPLICATION FOR FIBER OPTICS, DATA CABLING, B-VOIP CERTIFICATION ADMINISTRATOR

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address \_\_\_\_\_

I, \_\_\_\_\_, do hereby swear that all statements made by me herein are true and that I will, if appointed as a Test Administrator, uphold the integrity of the ETA testing program. I will prevent the unauthorized use of test booklets and materials. I will notify ETA of any changes affecting the examination fees. I further understand that ETA now reimburses its test monitors a percentage of the examination fees. These fees are to be sent to: ( ) myself or ( ) to the institution . If I choose for the fees to be sent to me, my SS# is \_\_\_\_\_. If I choose the Institution the FIN# is \_\_\_\_\_. Checks should be made out to \_\_\_\_\_, or retain the test monitor fees, I or my institution are donating the fees to ETA ( ).

Signature \_\_\_\_\_

Date \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Fiber Optics Installer Course  | <input type="checkbox"/> Fiber Optics Technician Course |
| <input type="checkbox"/> Fiber Optics Designer Course   | <input type="checkbox"/> Data Cabling Installer Course  |
| <input type="checkbox"/> Broadband-Voice over IP Course |   |

Maintain a copy of this form for your records and please return this application to :

ETA International  
5 Depot Street  
Greencastle, IN 46135  
www.eta-i.org  
eta@eta-i.org

Ph 800-288-3824  
Fax 765-653-4287