



## Aquatic Facility Operator (AFO) Off-site Examination Application



Return application to:  
**National Recreation and Park Association**  
22377 Belmont Ridge Rd.  
Ashburn, VA 20148  
Email: afoinstructors@nrpa.org  
Fax (703)858-0794

**\*\*Requests must be received at least 15 business days prior to requested examination date to ensure prompt delivery**

### EXAM APPLICANT INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### HOW TO RENEW BY OFF-SITE EXAMINATION

#### 1. Contact a local testing center or an NRPA Approved Proctor (See Page 2)

- Determine if the testing center will host outside examinations
- Request information on whether a fee is involved (fees will be paid by the exam applicant)
- Obtain proctor information that is requested below. This must be a deliverable address for the local testing center and cannot be a PO Box.

2. Submit completed application and payment to NRPA at the address above.

### PROCTOR INFORMATION

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

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

Testing Center Name: \_\_\_\_\_

Testing Center Address: \_\_\_\_\_

Testing Center Telephone: \_\_\_\_\_

Testing Center Email: \_\_\_\_\_

**Examination application fee - \$80.00** (does not include testing center fee if applicable)

Form of Payment Check \_\_\_\_\_ Credit Card Type \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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### NRPA Proctor Guidelines

#### Potential Proctors

In order to become an approved proctor of the AFO Exam, the test administrator must currently be in one of the following professions.

- Public Librarian (offering supervised proctoring services)
- University Professor/ or Librarian
- Professional Testing Center Staff
- Professional Development Center Staff
- Military Base Professional Development Center Staff
- NRPA or State Affiliate Staff
- AFO Instructors

Supervisors, Co-Workers, Relatives or individuals not associated with a professional development career cannot proctor the AFO Exam without direct approval from NRPA certification staff.

#### Proctor Fees and Site Requirements

NRPA allows proctor sites to charge fees for administering the AFO exam. Proctors are not required to charge to proctor AFO exams. AFO Candidates are responsible for the proctoring exam fees.

Proctoring site requirements are crucial. AFO Candidates must be provided with the following test conditions when sitting for the AFO Exam.

- Comfortable room temperature
- Adequate lighting
- Adequate space. NRPA requires 3 feet between test candidates.
- Quiet environment. Candidates should be seated away from heavy traffic areas
- Facility must be ADA accessible.