



**NOVA SCOTIA CCA PROGRAM ADVISORY COMMITTEE**

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**CCA Program Proctor Registration**  
**Please Fax to (902) 832-8505**

Students writing CCA Certification exams under disability related exam accommodations (DREA) are asked to identify a proctor in their community. The proctor will monitor the exam and will ensure that appropriate conditions are met (Example: No books are allowed in the exam). Exams have a specified duration of 2 hours unless otherwise specified. Teachers (not involved in the CCA program), lawyers, and librarians are examples of professionals who may be selected to oversee your exam.

**(Family members or friends may NOT serve as proctors)**

It is the responsibility of the students to provide any honorarium to the proctor, if required. Please contact us as soon as possible with the name, title, mailing address and/or street address (for courier purposes), phone, fax numbers and email address of your proctor and the time and date you are expected to write your exam to allow adequate time to ship the materials.

**NOTE: If exams are written more than two days from the scheduled class exam date, special permission must be obtained from the CCA Administration.**

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Student Name: \_\_\_\_\_ Exam Date: \_\_\_\_\_

Educational Institution: \_\_\_\_\_ Start Date of Course: \_\_\_\_\_

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

Organization: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
(Street #, City, Province, Postal Code)

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Mailing Address: (if different) \_\_\_\_\_

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Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: (if applicable) \_\_\_\_\_