



Proctor Form

When selecting a proctor to administer the CPPS-Certified Professional Pet Sitter® Exam, you may choose any associate or friend other than a family member or significant other. Some suggestions would be an employer, teacher, businessperson, librarian or clergyperson. When you are ready to take your exam, you and your proctor will decide on a time and a place for the testing to occur.

Once you have chosen a suitable proctor, the two of you will then complete the bottom portion of this form. You may return the form to PSI's Education Department by email at education@petsit.com. This will serve as your notification to PSI that you are ready to be tested, and we will then email the online testing access link and instructions to you. **NOTE: If you fail to request the exam by the six-month deadline, you will be required to pay a late fee or register for the exam again. Please refer to your Handbook for more information.**

The exam must be completed solely by the applicant without the use of any materials or resources. **Once your proctor form has been processed, you will have 30 days to access the exam.** Once you begin the exam, you will have **3 hours** with which to complete it. Your proctor must be present the entire time you are testing. Please let us know if you have any additional questions about the testing process.

To the Proctor:

Thank you very much for agreeing to serve as a proctor for this CPPS-Certified Professional Pet Sitter Exam Candidate. Please complete the information below and return the form to the Candidate.

Proctor's Name _____

Mailing Address _____

Phone _____ Email _____

I will personally proctor the CPPS-Certified Professional Pet Sitter Exam for the candidate named below. I understand that I must be present for the duration of the testing. I further attest that I will ensure the online exam is completed solely by the candidate without the use of outside materials and resources.

(Signature) (Date) (Relation)

To the Candidate:

Please ensure that all information on this form is fully completed and that the form has been signed by both you and your selected Proctor. Once the form is completed and you are ready to request the exam, please email this completed and signed Proctor Form to education@petsit.com.

Candidate's Name _____

Business Name _____

Mailing Address _____

Phone _____ Email _____

(Signature) (Date)