



PRIVATE PROCTOR REQUEST FORM  
TO ACCOMPANY BOSTON CERTIFICATION EXAM APPLICATION

Private Proctor requests must be pre-approved by the Boston Fire Inspector and are typically only approved under special circumstances, including excessive travel distance to the pre-scheduled exam sessions at Florian Hall. In order to submit your request to utilize a Private Proctor to administer your certification exam, complete and submit this form with your application to IKECA.

The Private Proctor must be a disinterested, third-party, and cannot be a direct supervisor of or anyone related to the person(s) taking the exam. The exam **must** be administered at a public library, testing center, or college/university. Exam materials will not be sent if the Private Proctor and exam location are not approved by the Boston Fire Inspector and the IKECA Certification Committee. If approved, exam materials will be sent directly to the Proctor, with a prepaid return envelope, and must be returned directly by the Proctor. Both the Candidate and the Proctor will be required to sign an affidavit verifying that exam procedures were followed.

The Candidate and the Proctor will need to arrange a time to take the exam that is convenient for both of you. Three hours are allowed for the BCCS and BSCI exams. Two hours are allowed for the BCCS and BSCI Renewal Quiz.

**Exam Date and Time:**

---

**Exam Location:**

---

**Location Address:**

---

Exam Proctor Information	
Name:	
Company:	
Email:	Phone:
Mailing Address:	