



# Test Site Coordinator Agreement

## FOR NWSA PRACTICAL EXAMS

Thank you for your application to be a Practical Test Site Coordinator for NWSA Practical Exams. Practical Test Site Coordinators play a critical role in the NWSA examination process, from the initial site application, through the collection and submission of candidate applications to NWSA to serving as liaison with the Practical Examiner on test day. To ensure a smooth administration of NWSA certification exams, it is critical that Practical Test Site Coordinators fulfill their duties in a competent and professional manner. Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions. NOTE: If your employment or affiliation changes from the company/organization listed below, you must complete and execute a new form.

As a Practical Test Site Coordinator for NWSA Practical Exams, I certify and acknowledge that:

1. I will not disclose (nor cause to be disclosed) to anyone outside of NWSA any confidential information I obtain as a result of my participation as a Practical Test Site Coordinator in the NWSA certification program, including, without limitation, the content of any examination.
2. I have read all applicable NWSA policies and procedures, particularly those detailed in the Practical Test Site Coordinator Handbook, and I agree to be bound by the same.
3. I have read NWSA's Criteria for Practical Test Sites and agree to prepare all Practical Test Sites in accordance with the general directions set forth therein.
4. I agree to provide authorized personnel with access to the Practical Test Site on test day and to remain (or arrange for my designated representative(s) to remain) at the Practical Test Site throughout the test administration.
5. If I arrange for one or more representatives to remain at the Practical Test Site, I agree to explain the responsibilities and obligations of a Practical Test Site Coordinator to such persons and to ensure their compliance therewith.
6. I understand that the site for which I am a Practical Test Site Coordinator may be audited by NWSA, with or without notice, and that I am required to cooperate fully with the NWSA Auditor.
7. I agree to meet all applicable deadlines for submitting the Practical Test Site Application with all necessary supporting documentation.
8. I agree to ensure that all Candidate Applications I submit are complete and in compliance with stated NWSA policies and procedures, including any required payments.
9. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
10. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NWSA.
11. I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NWSA suspension or revocation.
12. I agree to conduct my affairs with NWSA, any Practical Examiner or Auditor, clients, and candidates in a professional manner, according to accepted codes of business conduct.

*I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Practical Test Site Coordinator for NWSA Practical Exams. I agree that any questions or other matter arising under this agreement will be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to choice of law rules. All actions and proceedings arising out of or relating directly or indirectly to this agreement will be filed and litigated exclusively in any state court or federal court located in the Commonwealth of Virginia. I expressly consent to the jurisdiction of these courts.*

SIGNED		DATE	
NAME		EMAIL	
COMPANY/ORGANIZATION			
ADDRESS			
CITY		STATE	ZIP
TELEPHONE		CELL	
COUNTRY			

Please complete and submit to:

NWSA—Testing Services  
 5250 S. Commerce Drive, Suite 100  
 Murray, UT 84107

Phone: 703-459-9211  
 Fax: 703-459-9124  
 Email [nwsa@nws-a.org](mailto:nwsa@nws-a.org)