



Agreement to Host an NWSA Practical Exam Proctor Workshop

Telecommunications Tower Technician 1 & 2

NWSA appreciates your interest in hosting an NWSA Practical Exam Proctor Workshop. Now that you have decided to proceed, please complete the following steps:

1. Sign *this* agreement to host below, indicating that you agree to fulfill the terms and conditions of hosting a Workshop.
2. Complete Parts A through D on the second page of this Application Form.
3. Complete the Practical Test Site Application Form on the NWSA website (new test sites only).

Please note the following requirements in order to serve as a host for an NWSA Practical Exam Proctor workshop. Initial next to each item, signifying your agreement.

___ Workshop Facilities.

1. At least One (1) tower meeting all specifications listed on the Site Report (can be downloaded from the Handbooks and Forms tab on our website). One (1) tower allows for a maximum of eight (8) attendees.
 - a. Sufficient space in the tower area for all attendees to work safely and without interruption.
2. One (1) complete set of all materials needed for the TTT-1 practical exam (see TTT-1 Site Report and NWSA universal mount assembly).
3. One (1) complete set of all materials needed for the TTT-2 practical exam (see TTT-2 Site Report).
 - a. If a second tower is available, an additional set of all materials needed for the TTT-2 practical exam.
4. One (1) classroom large enough to hold all attendees.
 - a. Sufficient desks/tables for all attendees and instructor table.
 - b. Projector, projection screen, and connections to plug in a laptop.
 - c. Whiteboard/chalkboard/easel.
5. Restroom facilities.

___ Personal Protective Equipment.

1. Attendees will be responsible for providing their own ANSI Z89 hard hat or climbing helmet, safety glasses/eye protection (ANSI Z87), gloves, and work boots. It is recommended that the host have spares of these items in case they are needed.

___ Food and Beverage.

1. Continental breakfast each day of the workshop.
2. Lunch each day of the workshop.
3. Beverages (including water) available throughout the day.

If you have any questions, please contact Jeniel Shaw at 703-459-9211 ext. 602 or email at jeniel.shaw@nws-a.org

AGREEMENT TO HOST AN NWSA PRACTICAL EXAM PROCTOR WORKSHOP

By signing below, host agrees to host an NWSA Practical Exam Proctor Workshop. Host has read and understands the requirements as laid out in the documents provided, including the Exam Site Coordinator Handbook, and agrees to abide by them. Host acknowledges that NWSA is not responsible, and does not maintain insurance coverage, for any activities at the host's workshop site. Host agrees to provide at least two weeks (10 business days) notice of any cancellation of the workshop.

All workshops are scheduled for a duration of three (3) days and have a minimum requirement of three (3) and a maximum of eight (8) attendees. Closed workshop fees are paid by the host. Open workshop fees are paid by attendees, with the host entitled to *one (1)* attendee registration at no cost.

Type (check one): ___ Open ___ Closed

Authorized Signature: _____ Date: _____

PART A
Host Information.

Contact Name _____

Host Company Name or Organization _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Cell/Mobile Phone _____

Email Address _____

PART B
Workshop Site Information.

Workshop Location Name _____

Workshop Address _____

City _____ State _____ Zip _____ Country _____

Phone _____

PART C
Lodging Information.

Please provide a recommendation for lodging and, if possible, an alternate hotel.

Hotel _____ Alternate Hotel _____

Address _____ Address _____

Phone _____ Phone _____

Nearest Airport(s) _____

PART D
Workshop Dates.

In order of preference, the three dates on which I would like to host a workshop are:
Please note that Six (6) weeks advance notice is required:

1. _____

2. _____

3. _____