



# PROFESSIONAL CERTIFICATION PROCTOR FORM REQUEST TO ADMINISTER EXAMINATIONS

**Instructions:** *Print or type information. Be sure all information is legible. Incomplete forms will be returned.*

**Certification Expiration:** I understand and will notify all applicants the certification period is for five (5) years or three (3) years based on the examination level and will be indicated on the certificate. I will notify the applicant, if successful in completing the necessary score to pass, it will be the applicant's responsibility to recertify prior to the expiration date listed on the certificate. ADDA will attempt to notify the individual at the last known address. However it is the responsibility of the Certified Individual to renew their certification.

Individuals may visit [www.adda.org](http://www.adda.org) for the process to recertify.

	Initial	Date
<b>EXAMINATION TYPE</b>	<input type="checkbox"/> Original Examination	<input type="checkbox"/> Re-Examination
	<input type="checkbox"/> Both	

Are you a Professional Member of ADDA? Yes  No

Are you currently an ADDA Certified Professional? Yes  No  → what level(s) \_\_\_\_\_

Are you a Professional Educator? Yes  No  → Is your school's Curriculum ADDA Certified? Yes  No

Are you an Industry Professional? Yes  No  Is this testing site  ADDA Authorized  ADDA Certified  Neither

Do any applicants require accommodations due to a physical disability? Yes  No

If yes, please indicate Hearing  Physical  Visual  Other  \_\_\_\_\_

Do any applicants require accommodations due to English as a second language? Yes  No

Proctor's Name: \_\_\_\_\_ Primary Phone \_\_\_\_\_

Test Delivery Address: \_\_\_\_\_ Mobile Phone \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Test Date \_\_\_\_\_

Test Site (facility name) \_\_\_\_\_ Location (city,state) \_\_\_\_\_

Proctor's Email (1) \_\_\_\_\_ Proctor's Email (2) \_\_\_\_\_

Confidential Mailing Address \_\_\_\_\_

**PAYMENT & APPLICATION to be delivered to ADDA, 45 days prior to Examination Date – Payable in U.S. Funds to ADDA  
Test Fees are indicated on the appropriate Examination Application**

**Re-Scheduling - Cancellations & Applicable Fees**

- The APPLICANT must notify the ADDA Corporate Office and the Examination Proctor for re-scheduling or cancellation intentions.
- ADDA will accept Cancellations or Re-Scheduling for the examination by phone, email or by letter within 24 weeks of the original application receipt.
- ADDA must receive Cancellation or Re-Scheduling Notice ten (10) working days or more prior to scheduled examination date.
- ADDA must receive written confirmation of Applicants Intent, by letter or fax within 7 days of the original notification to cancel or re-schedule.
- Refunds are subject to administration fee of \$55.00 which includes: \$25 Processing Fee and the \$30 cost of the review guide.
- Re-Examination Cost - See Schedule on page 2 of the application.
- Review Guides on CD are available for \$30.00 (postal shipping included)  
Review Guides are non refundable and non returnable.
- Printed Review Guides are available for a \$45.00 including shipping cost
- Return Check and Bank Fees apply for collection when applicable and are subject to a \$25.00 Administration and Processing Fee..

*No exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws or ADDA Policy.*

Mail to: ADDA - 105 East Main Street - Newbern, TN 38059

E-mail [pkking@adda.org](mailto:pkking@adda.org)

Phone 731-627-0802

Fax # 731-627-9321

**PROCTORING REQUIREMENTS**

- Proctor must provide a written list of all applicants to be proctored.
- Proctor must confirm Application(s) have been received by ADDA Office.
- Proctor must confirm Payment(s) has been received by the ADDA Office.
- Proctor must notify ADDA if the examination date need to be changed.
- Proctor must not open the Examinations. (Only the Examinee)
- Proctor must follow the rules included in the testing information received with the examinations.
- Examinations will be shipped to arrive 2 days prior to the examination date.
- Examinations must be collected immediately after the time has expired.
- Score sheets are to be placed inside the front cover of the examination.
- Examinations must be placed inside the original envelope, packaged, and the box sealed immediately after completion of the examination.
- Examinations must be shipped within 24 hours of completing the examination.
- Examinations must be shipped by a carrier where the package can be tracked for location, time shipped and time delivered. The Proctor will be responsible for replacement of any property and applicable cost.

I hereby agree, to proctor the stated examination(s) for ADDA International - American Design Drafting Association - American Digital Design Association (ADDA). I have read and agree with all parts and portions of this document and shall and will abide by the Constitution, By-Laws and the Code of Ethics of the ADDA. I will uphold the traditions, morals and standards of the ADDA and the Profession as outlined, established, adopted or set-forth by the Board of Directors and the Board of Governors of the ADDA International.

Signature of Proctor \_\_\_\_\_ Date of Agreement \_\_\_\_\_



# PROFESSIONAL CERTIFICATION PROCTOR FORM RECERTIFICATION INFORMATION for EXAMINEES

## CERTIFICATION RENEWAL PROCESS

ADDA Professional Certifications are time sensitive. **ADDA Professional Certifications do expire** after a given time period. Certifications are renewable upon meeting specific criteria. The purpose of the renewal process is to assure the individual continues to meet the standards of industry and the necessary exposure to the profession and requirement based on the specific discipline in which the individual is employed or is exposed.

Since the profession by nature requires a continuous training process to maintain industry criteria for the purpose of building, manufacturing or production, exposure to these methods and processes allow individuals to maintain and consistently update their skills and abilities.

Each Certification Renewal is viewed individually based on the criteria used by ADDA and accepted by major design firms and departments around the world. Additional training and continued work improvement are necessary to maintain the certification status.

## RENEWAL REQUIREMENTS & FEES

Each Certification Level is renewed based on specific requirement for that level. Most Certifications expire if not renewed based on a specific time period from the month and year the certification is issued.

Certification Type	Certification Length	Examination Cost	Renewal Fee	Recommended Training	Renewal Requirements
Apprentice Drafter "AD"	Expires 5 Years from Date of Issue	\$85.00 General \$75.00 Member \$75.00 Cert Program \$65.00 Contract	None Re-Testing Req'd	1 year On-the-Job Training or 400 – 600 Contact Hours of Practical Discipline Specific Education	Non-Renewable
Certified Drafter "CD"	3 years	\$155 Non Member \$125 Member \$105 Certified Program <b>Re-Examinations</b> \$95.00 Member \$120.00 Non Member	Same as test cost  \$45.00 * for Select or Elite or ADDA Members	2 years On-the-Job Training or 800 -1200 Contact Hours of Practical Discipline Specific Education	Requires Individual to be employed 2 out of 3 years in the profession or 30 contact hours of additional related training ** See Below
Certified Design Drafter Certified Digital Designer "CDD"	3 years	\$210 Non Member \$180 Member <b>Re-Examinations</b> \$130.00 Member \$160.00 Non Member	Same as test cost  \$60.00 * for Select or Elite ADDA Members	Examination Designed for individuals with approximately 3-5 years of Discipline Specific Work Experience	Requires Individual to be employed 2 out of 3 years in the profession or 30 contact hours of additional related training ** See Below
Certified Design Technician Certified Digital Technician "CDT"	3 years	\$265 Non Member \$225 Member <b>Re-Examinations</b> \$175.00 Member \$215.00 Non Member	Same as test cost  \$75.00 * for Select or Elite ADDA Members	Examination Designed for individuals with approximately 5 + years of Discipline Specific Work Experience	Requires Individual to be employed 2 out of 3 years in the profession or 30 contact hours of additional related training ** See Below

\* Members who have 3 years or more, continuous annual membership shall receive the Select or Elite Membership Pricing.

\*\* Notice: Contact training hours will be required in design related courses. Specific Software Training will not be considered applicable. All related documents indicating verifiable CEU hours will be required. *Beginning January 2013, all recertification will require Employment and 30 CEUs or 100 CEU's of related certification level training, if employment criteria can not be fulfilled.*

## SELECT & ELITE MEMBERSHIP PACKAGES

Professional Select Membership - ADDA Certified Professionals in North America at any level certification. **\$210.00 for three years**

Professional Elite Membership - ADDA Certified Professionals in North America at any level certification. **\$325.00 for five years**

[See ADDA Membership Application for membership requirements and additional information.](#)

ADDA will accept pre-payment for Select or Elite Membership to meet the requirements of the lower renewal fees. However pre-payment will be required for memberships prior to the next certification renewal cycle. Accepting this option requires Continuous Membership during the certification cycle.

## RENEWAL PROCESS

Individual will be notified by last recorded address on file in the ADDA Corporate Office. Each Certified Professional is responsible for maintaining current information to ADDA. Renewal Application must be completed and returned to ADDA with payment.

Employer or School must verify employment criteria listed on Renewal Application. Proof of Related Training must be supplied with application. ADDA will verify membership requirements for ADDA Member Renewal Rates.

**ADDITIONAL INFORMATION visit our website**

[www.adda.org](http://www.adda.org)

Postal Mail to: ADDA International - 105 East Main Street - Newbern, TN 38059

Telephone 731-627-0802

Fax 731-627-9321

email [dbrenton@adda.org](mailto:dbrenton@adda.org)