



APPLICATION FORM

Become a Pearson VUE® Authorized Test Center Americas Region

ALL sections which are marked with an * are compulsory and must be filled in.

"By submitting this Application Form, I represent that (i) neither I nor my Company are affiliated with a Pearson VUE Authorized Test Center that was terminated by NCS Pearson, Inc or an affiliated company ("Pearson VUE") for cause; and (ii) the information contained in this application is true and accurate to the best of my knowledge. In the event that Pearson VUE has reason to believe that I or my Company have breached one or more of these representations, it shall be cause for immediate termination of any applicable Pearson VUE Authorized Test Center Agreement with Pearson VUE."

Email to pvamericaschannelsales@pearson.com

**Applications can only be considered if you have both a registered institution and website for
at least 12 months.**

**www.pearsonVUE.com
Americas Channel Sales Phone: +1-800-247-8719
Fax: +1-612-395-5491**

SECTION 1 – SYSTEM REQUIREMENTS

Thank you for your interest in becoming a Pearson VUE® Authorized Test Center. Complete the online application below and we will begin the qualifying process.

Before you begin, be sure to download and review the Technical Requirements pdf document to be sure your system meets the specifications.

SECTION 2 – COMPANY INFORMATION

The following information refers to the company which is applying to become a Pearson VUE Authorized Test Center.

*Company Name: Santa Rosa County District Schools

*Registered Legal Name: same as above

*Date established: 1945

*How many staff members are employed at your site? 36

*Business email address: christopherd@mail.santarosa.k12.fl.us
(All application correspondence will be sent to this email address.)

*Your last name (Surname): Christopher

*Your first name (Given name): Donna

*Address 1: Santa Rosa Adult School

Address 2: 5330 Berryhill Road

*City: Milton

*State/County/Region/Province: FL

*ZIP/Postal Code: 32570

*Country: USA

*Landline Telephone Number: 850.983.5710

*Fax Number: 850.983.5345

*Website Address: www.santarosa.k12.fl.us/sras

How did you hear about Pearson VUE? Florida Department of Education Adult Education

Has a Pearson VUE representative contacted your site? No, I contacted Sandy Major

Have you received a mailing from Pearson VUE? I receive emails from the company concerning the GED test.

SECTION 3 – TRAINING INFORMATION

Please give a brief description of your company history: We are the adult school provider for the Santa Rosa County School system in Santa Rosa County, Florida. The school was established in 1945 to provide services for veterans returning from the war. The school has continued to provide services for the GED test, adult high school and houses a high school program for students in the county.

If your company forms part of a group, chain, or franchise, please provide the name:
We are part of the Santa Rosa County District School System which is a public school system.

Please list your business locations: Santa Rosa County Florida,
Santa Rosa Adult School 5330 Berryhill Road, Milton, Florida 32570. We also have outlying sites that include a County Jail. All testing will be done on the main campus and the County Jail. (I understand that testing procedures are being developed for sites located at jails and prisons.)

Which IT channel partner authorization programs do you belong to? (For example: CLP, Cisco Net Academy, CompTIA, Autodesk Training Centre, CALC, VATC, OAEC, other ...)
N/A

Which training programs do you offer (IT and non-IT)? N/A

Do you offer IT training as part of a degree program? N/A

How many training programs do your students complete in a month? N/A

*How many students complete a training program in a month? N/A

*How many students complete a training program in a year? We are not a training program but offer high school completion courses and preparation for the GED test. Approximately 250 students take and pass the GED test each year at our facility.

*Please indicate why you require a testing center:
We need to become a testing center in order to provide services for the non-high school graduates of Santa Rosa and surrounding counties. The school has been a site for the paper/pencil GED test and has been in existence since 1945 to serve adults 16 years old and older.

*How many test delivery workstations do you have available? 24

*Do you currently offer computer-based testing with any other provider? Yes ☐ No ☒
If yes, please specify:

*What is your anticipated monthly test volume? 20-25

*Which type of test center are you interested in? ☒ permanent location
☐ mobile
☐ both

*Are you interested in being

☒ Open to the public (public test center) or

☐ Closed to the public (private test center)

SECTION 4 – PHYSICAL DESCRIPTION OF TEST CENTER

*Physical description of how you will monitor the test candidate(s): Test candidates will be monitored by the test Administrator who will remain in the room at all times. The Administrator has a full view of each test station and is expected to walk around the room to monitor candidates.

*If a candidate experiences problems or needs assistance, how close is the test administrator? The test Administrator will be located in the test room

*Physical description of testing area: The testing area consists of 24 computers with two computers located at each testing table. Candidates can be separated by spacing them at different tables or by the use of testing dividers. This will be determined by the number of test candidates at each session. The room has an administrator's desk in the front of the room which allows a view of each test station. The administrator will also do walk throughs during the test in order to monitor the test candidates.

Is your testing area dedicated to testing? The facilities are used for assessment and training but never at the same time.

*Is parking or public transport available? ☒ Yes ☐ No Comments:

SECTION 5 – PHOTOS OF TEST CENTER

Test centers are required to provide a **distraction-free, secure testing environment with continuous candidate surveillance**. A separate area (outside the testing room) is required for candidates to check in that would not disturb exams that are in progress. Remember to include your company name and address on the email so that we may process your application in a timely manner.

Photos need to be clearly labeled and sent by email to
pvmamericaschannelsales@pearson.com

PHOTOS TO BE PROVIDED:

1. **Exterior of building showing company name, address, and parking area.**
2. **Reception and candidate check-in area.**
(This must be a separate room from the testing room)
3. **Lockable storage area for candidates' personal items outside of the testing room.**
4. **Test delivery area showing all workstations clearly.**
5. **Test Administrator location in the testing center.**
6. **Administrator's view of the candidates.**
(Please note: photos must show that all candidates can be observed at the same time)
 - If administrator is using camera to monitor, provide photo of **camera in testing area** and photo of **monitor with view of all test stations**.

- If administrator is viewing through glass window provide photo of **view from the administrator station** of all testing stations.
- If administrator is in room monitoring, provide photo of **administrator sitting in the room with full view** of the testing stations.

SECTION 6 – CONTACT INFORMATION

Fixed landline phone numbers are required for all site contacts and must be listed on your website. You may also provide us with additional mobile numbers, but these cannot be accepted as primary contact numbers.

We require personalized business email addresses for all your site contacts.

We cannot accept web-based emails (@gmail, @yahoo, @hotmail, etc.).

Main/Agreement Contact:

(Must be authorized to sign agreements on behalf of your company.)

*Full Name: Tim Wyrosdick, Superintendent of Schools

*Landline Phone number: 850.983.5010

*Business Email address: wyrosdickt@mail.santarosa.k12.fl.us

Testing Administrator Contact/Proctor Contact:

(Cannot have or be studying toward a Cisco Certification.)

*Full Name: Donna Christopher

*Landline Phone number: 850.983.5710 X101

*Business Email address: christopherd@mail.santarosa.k12.fl.us

Onsite Technical/Installation Contact:

(Must be available onsite to install the Pearson VUE System.)

*Full Name: Larry Heringer

*Landline Phone number: 850.983.5710

*Business Email address: heringerl@mail.santarosa.k12.fl.us

Finance / Billing contact:

*Full Name: Jackie Lord

*Landline Phone number: 850.983.5710 X102

*Business Email address: lordj@mail.santarosa.k12.fl.us

Postal Address:

Pearson VUE, Attn: Channel Sales, 5601 Green Valley Drive, Bloomington, MN 55437, USA

E-mail Address:

PVAMericaChannelSales@pearson.com

Fax: +1-612-395-5491

END OF FORM

Copyright © 1996-2010 Pearson Education, Inc. or its affiliate(s). All rights reserved.