



**PROFESSIONAL PRACTICE SEMINAR EXAMINATION REGISTRATION FORM**

**Student information:**

Member # \_\_\_\_\_

Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Phone: Res: ( ) \_\_\_\_\_ Bus: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Proctor Information:**

**A Proctor can:** be an accredited member of the Appraisal Institute, be an individual from a related real estate profession, be another professional (teacher, post-secondary instructor, librarian, lawyer, education administrator, accountant, etc) or be a member of the clergy

**A Proctors cannot:** be a direct supervisor, be a fellow student of the Professional Practice Seminar, be a relative, be a friend or reside at the same address as the student

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

**An exam must be written within 60 days of application.**

**Scheduled Date of Examination:** \_\_\_\_\_

I have read this form and confirm that all requirements regarding the selection of a Proctor have been met.

\_\_\_\_\_  
Student Signature

**Rules for Proctoring an AIC Professional Practice Examination:**

1. The Proctor must remain in the examination room at all times during the examination period.
2. The Proctor must guarantee that no examination questions are duplicated or copied.
3. The Proctor will guarantee that only the Student's Member number will appear on the Examination.
4. The Proctor will not interpret the meaning of any questions on the examination for the student.
5. The Proctor will limit the examination period to one hour in length. The Proctor may, at his/her discretion, extend the examination period by 30 minutes for a total of 90 minutes.

I confirm that I will be available for the scheduled examination date. I have read the rules for Proctoring an AIC Professional Practice Seminar and confirm that I will adhere to them.

\_\_\_\_\_  
Proctor Signature

Once this registration has been received by the Professional Practice Coordinator; an exam package will be sent via regular mail to the Proctor. **Please allow 14 business days.**

**Questions:** Can be addressed to the Professional Practice Coordinator

**This registration can be faxed to: 613-234-7197; Attn: Professional Practice Coordinator**