

LETTER OF AGREEMENT BETWEEN THE IBSC AND INTERNATIONAL EXAM SITE SPONSOR

The following is a Letter of Agreement between [_____], hereinafter referred to as the "Sponsor," and the International Board of Specialty Certification hereinafter referred to as the "IBSC" for the express purpose of providing a pencil & paper one-time testing site for IBSC Examinations.

NOTE: *IBSC exams assesses knowledge, skills, and/or competencies that have been previously acquired. The exam measures baseline competencies and differentiates professionals; independent of a specific learning event. The IBSC does not endorse or coordinate review courses for exams.*

This agreement supersedes any previously dated agreement between these parties.

By this agreement, the Sponsor agrees to the following:

1. Provide classroom space for exam candidates that is quiet, comfortable and free from distractions.
2. Establish a liaison with IBSC staff to ensure success of the testing site.
3. Pay proctor travel costs. *
4. Financially guarantee **prepayment** of \$2,750.00 USD. **

By this agreement, the IBSC agrees to provide:

1. An on-site exam proctor.
2. Registration for exam candidates.
3. Examination related coordination to ensure a successful testing experience.
4. Exam date advertisements via IBSC social media, website and email distribution (as indicated by host).

This agreement must be finalized sixty (60) days prior to the exam date. Registration closes at least 14 days prior to the exam. All candidate applications must be completed and all fees must be paid in full at that time. The IBSC does not assume any liability for the actions of the Sponsor in hosting an examination.

**Pay actual travel costs associated with an onsite-proctor that include: applicable visa fees, one round-trip premium economy airfare, two nights' business class hotel plus \$150 USD per diem for miscellaneous expenses (meals, taxi, transfers, etc.).*

A financial guarantee is required by the Sponsor to ensure the exam is not canceled, placing an unfair burden on exam candidates to reschedule. The fee can be applied to exam registration fees. If the registration fees exceed \$2,750, the remaining balance will be refunded. If confirmed exam registration fees do not meet the \$2,750 amount, the Sponsor shall be responsible for the outstanding balance with the account settled within 30 days of the examination date. **The \$2,750.00 USD guarantee is due at the time the Agreement is submitted. Payment can be made via credit card or wire transfer.

This Agreement may be amended at any time by mutual agreement of both the IBSC and the Sponsor.

By Sponsor

By IBSC

SIGNATURE:

SIGNATURE: _____

John R. Clark, COO

NAME:

DATE: _____

EMAIL:

DATE:

Scan and return the complete Agreement to John Clark via email at jclark@bcctpc.org

International Board of Specialty Certification
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