

# LETTER OF AGREEMENT BETWEEN THE IBSC AND 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 testing site for any or all of the IBSC Exams. This agreement supersedes any previously dated agreement between these parties.

IBSC does not arrange review courses for exams.

By this letter, the Sponsor agrees to the following:

1. Provide classroom space for exam candidates that is comfortable and free from distractions.
2. Ensure adequate parking for exam candidates.
3. Establish a liaison with IBSC staff to ensure success of the testing site.
4. Financially guarantee a minimum of 10 students for the exam in the form of **prepayment** (check or credit card) of \$1,750.00 payable to the IBSC\*.
5. Cover a flat rate proctor fee of \$750 if the exam location is within the US, or cover proctor travel expenses for exam outside the U.S.

Registration closes at least 10 days prior to the exam. All registrants must be paid in full at that time.

By this letter, the IBSC agrees to:

1. Provide recognition to the Sponsor
2. Provide an exam proctor
3. Provide registration for exam candidates
4. Advertise exam nationally (as indicated by host)

\*A financial guarantee is required by the Sponsor. This is to ensure that the exam is not canceled and places an unfair burden on exam candidates to reschedule. If ten (10) exam candidates are registered, the prepayment will be refunded. In the event that less than ten (10) exam candidates register, the balance between the registered candidates and the prepayment amount will be refunded less proctor travel expenses. **The \$1,750.00 guarantee is due at the time this Agreement is submitted.**

It is also agreed that the IBSC does not assume any liability for the actions of the Sponsor in hosting an examination.

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

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

John Clark, COO

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Complete and email this Agreement to Monica Newman**

**International Board of Specialty Certification**

4835 Riveredge Cove

Snellville, GA 30039

770-978-4400

[mnewman@bcctpc.org](mailto:mnewman@bcctpc.org)