

LETTER OF AGREEMENT BETWEEN THE IBSC AND DOMESTIC (USA) 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 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 an ADA compliant facilities for exam candidates with a testing room that is quiet, 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 **prepayment** of \$2,500.00 payable to the IBSC*.

This agreement must be finalized sixty (60) days prior to the exam date. Registration closes at least fourteen (14) days prior to the exam. All registrants must be paid in full at that time.

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 advertisements via IBSC social media, website and email distribution (as indicated by host).

A financial guarantee is required by the Sponsor to ensure that the exam is not canceled, placing an unfair burden on exam candidates to reschedule. The fee is allocated to include a \$750 proctor fee and \$1,750 deposit that can be applied to exam registration fees. If the registration fees exceed the \$1,750 amount, the deposit can be refunded. If confirmed exam registration fees do not meet the \$1,750 amount, the Sponsor shall be responsible for the outstanding balance. **The \$2,500.00 guarantee is due at the time the Agreement is submitted. Payment can be made via credit card, check or money order.*

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.

By Sponsor

SIGNATURE: _____

NAME: _____

PHONE: _____

DATE: _____

By IBSC

SIGNATURE: _____
John R. Clark, COO

DATE: _____

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

International Board of Specialty Certification
4835 Riveredge Cove, Snellville, GA 30039
Main: 770.978.4400

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