



LONMARK® International Testing Center Partner Program



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Professional**

The LONMARK Professional Certification Testing Program provides an opportunity for all LONMARK Affiliates to create testing centers in local regions. This is one of the many programs LONMARK International (LMI) and local affiliates can work together to enhance the value of LONMARK membership. The testing centers are physical locations where people will come to take the proctored (monitored) tests. LMI would like to set up testing centers around the world to increase the availability of the Testing Program. We expect the certification credentials to be highly sought after by installers, engineers, and industry professionals. To date we have received requests for locations and dates from integrators, consulting engineers, manufactures, and even end-users and owners.

Testing Center Opportunity

In partnership with LMI, the local testing center may offer the tests at dates and times of the testing center's choosing. The dates and times will be advertised and promoted on all media available to LMI including website, newsletter, emails, printed ads, partner promotions, LONMARK Magazine, etc. A qualified testing center will receive \$50 per exam test given at that location. This is a great way to reach out to the local community and also generate a modest income. Testing centers can be setup in cooperation with local member facilities, association management offices, universities, and partners.

Testing center Requirements

- A quiet, secure, comfortable room where people can take the exam
- Reliable broadband internet service
- Supplied computer for each examinee (examinees may not use their personal computers)
- A qualified LONMARK proctor to host each exam
- Responsibility to ensure the fair, safe environment for examinees
- Handle any questions or issues that arise from examinees
- Define test schedule and communicate with LMI for promotion
- Promotion in the local market for each test via local website, magazines, emails
- Sign an agreement with LONMARK International regarding the confidentiality, logistics, and finances of the testing program



Frequently Asked Questions

Q. *Who can be authorized to set up a testing center?*

A. Any LONMARK Affiliate, LONMARK Partner, Sponsor, or Associate member may apply to set up a testing center. Existing training centers are also good candidates for becoming a testing center. The testing center **MUST** be a current member of LONMARK International. LONMARK Affiliates are encouraged to work with local members that have the resources to partner in setting up testing centers. Additionally testing centers can be set up at universities, trade associations, and private facilities. Existing LON training facilities will be given the highest priority and are encouraged to work with LMI to ensure their training course cover the content of the exam. Corporate training facilities are encouraged to offer the LMI test as part of their standard training programs.

Q. *Do I have to schedule tests every month/week or can I set my own schedule?*

A. Each testing center can set their own schedule as they see fit. Each testing center will notify LMI of their scheduled exam dates and times. A testing center may be a fixed location (an office) or a flexible location such as in a meeting room at a trade show, convention, or hotel. As long as internet service and dedicated computers are available, a test may be offered.

Q. *How will potential examinees know about my testing center?*

A. LMI will promote the testing program world wide through our promotional activities including the LMI web site, LONMARK Magazine, advertising, and LM Sessions Seminars. Each testing center and its upcoming schedule will be posted on the LMI website. A link will guide people to the Castle registration page. During the registration process the exam location and date are selected. Each testing center will have access to their location's registration information such as names and number of people scheduled for each test date.

Q. *What is the minimum and maximum number of seats required to set up a testing center?*

A. It is recommended that at least 5 computers be available for testing at each center. There is no maximum number set; this is up to the available resources of the center. Each testing center determines the minimum registrants required. If the minimum number is not met the testing center may chose to cancel or reschedule the test by contacting Castle directly.

Q. *Who handles the payments for the test?*

A. Castle Worldwide, our testing partner, will process registrations and payments via their online system. The preferred method of payment is a major credit card. In the event an examinee wishes to pay by something other than credit card, LMI will process the request and, once cleared, provide a voucher number for the use during the registration process.



Q. Is it mandatory to provide computers for the examinees or can they bring their own?

A. At this time LMI requires that computers be provided by the testing center and be free of any study material and therefore must be “clean” machines with a web browser (IE, FireFox are acceptable), Testing centers should test each machines for compatibility with the Castle testing engine. An online test is available on the Castle web site. It is the proctor’s responsibility to ensure examinees are not viewing outside material, alternate websites, etc. It is very important that the validity and security of the tests be maintained. To ensure examinees do not “copy” exam questions and later disseminate the questions, examinees will not be permitted to bring computers, study materials, or memory sticks to the testing center.

Q. How will the testing center receive payment for tests taken?

A. On a quarterly basis, LMI and Castle will generate reports for each testing center and payments will be processed. Each testing center can request a copy of the reports which will include the number of tests taken, the number passed, and the number failed for each scheduled date.

Q. Who can proctor each test?

A. Each testing center must provide a person or persons who can proctor each test. Each proctor must pass the Castle Worldwide Proctor examination. There are online proctor training modules available. Each testing center must provide a qualified proctor to ensure secure testing. Once a proctor has completed the online course and passed the test, they will be issued a user ID and password. This ID and password is required during the test to verify the security of the examinee and the test.

Q. What are the steps needed to set up a testing center?

- A. Complete the attached application and return to LMI
- B. Receive and approval letter and instructions from LMI to train your proctors
- C. Register your site with the Castle web site and complete the proctor training for each proctor
- D. Schedule a Beta (Test the Test) date for the testing center administrator/trainer. This will familiarize you with the process and enable testing center personnel to become certified at the same time. This is an “official” paid test and enables testing center staff to become certified while also becoming comfortable with the process. This step is also very important for local language support to confirm the accuracy and reliability of the test translation and Castle’s implementation of the web interface
- E. Report any issues or questions wit the process to LMI and Castle
- F. Confirm your scheduled testing dates and times with LMI
- G. Confirm all information is accurate on the LMI Testing center Web Site and with the Castle Registration site



- H. Promote your testing center. Use the online registration link on the LONMARK website (www.lonmark.org/testing) for your promotion. Once registration is complete, examinees will be issued an ID and Password. They will need this the day of the test. You will have access to the Castle Site Scheduler for your testing center. There you can set up your schedule and review the roster of registered examinees. Please review the Site Scheduler Users Guide for more details.
- I. Hold your first test. Report any issues to Castle and LMI.

Q. *Will the test be offered in local languages?*

Yes, it is the intention of LMI to offer the test in many languages and locations around the world. The criteria for the creation of local language translation of the test are an identified minimum of 30 examinees and supplying a proctor fluent in both English (proctor training is ONLY available in English) and the local language. The exam format will include both the English and local language for each question. To set up a testing center with local language support, please complete the application form and contact LMI. Once local language testing center has been approved and a minimum number of examinees have been identified, LMI will contract to have the exam translated by a professional translation company. This is to ensure the security and consistency of the translations and process. Testing centers for local languages will then work with LMI to “Test the Test” and report any translation issues or procedural issues with the Castle implementation of the exam.



Application for LONMARK Certification Testing Center Program



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Please provide ALL of the following information and return to LMI. You will be contacted regarding additional procedures and instructions for establishing proctors.

Testing Center Name _____

LonMark Affiliate Region (optional) _____

Main Contact Name _____

Main Contact Email _____

Mobile Phone _____

Address _____

City _____

State/Province _____

Zip/Postal Code _____

Country _____

Telephone _____

Fax _____

Testing Centers may be a fixed office location, or be flexible such as at a trade show, temporary office, hotel, etc.

Testing Center Type: Fixed Location
 Flexible Location



Testing Centers are required to provide at least one Proctor. It is recommended to have more than one person trained and tested to provide backup. After a proctor has passed the proctor test, they will be issued a proctor ID and Password needed to administer the exam.

Proctor 1 Contact

Name _____
Phone _____
Email _____

Proctor 2 Contact

Name _____
Phone _____
Email _____

Proctor 3 Contact

Name _____
Phone _____
Email _____

Estimated frequency of test dates: Weekly Monthly Quarterly Other

Number of seats per exam _____ (suggested min. is 5)

Testing centers may set up more than one exam on the same day, such as at a trade show. They should be scheduled no less than 3 hours apart.

Initial schedule of tests (this information will be posted on the exam registration web site and the LMI web site):

Date 1 _____ Time 1 _____ Time 2 _____ Time 3 _____
Date 2 _____ Time 1 _____ Time 2 _____ Time 3 _____
Date 3 _____ Time 1 _____ Time 2 _____ Time 3 _____
Date 4 _____ Time 1 _____ Time 2 _____ Time 3 _____

Estimated annual number of examinees _____



Comments/Questions _____

Return completed application by email, fax, or mail to:

**LONMARK Testing Administration
550 Meridian Avenue
San Jose, CA 95126 USA
(408) 938-5266 Phone
(408) 790-3838 Fax
testing@lonmark.org**