

American Association of Suicidology
Proctor Application
For
Individual Crisis Worker Certification Examination

DESCRIPTION

The proctor is designated by the Director of Crisis Services Accreditation & Certification for the American Association of Suicidology to administer the Individual Certification Exam under circumstances that facilitate the time and cost factors of taking the exam, but do not compromise the standards set by the Board of Crisis Worker Examiners.

REQUIREMENTS OF PROCTORS

1. Must already have taken and passed the examination; or have no intention of ever taking the exam.
2. Must maintain absolute confidentiality of the examination content, both during and after administering the exam.
3. Must be familiar with the requirements regarding the specific procedures for administering the exam, e.g., length of time, suitable setting for exam, etc. that are itemized on the following page of this document

I would like to be certified as a proctor for the Individual Certification exam.

_____ I have no intention of ever taking the AAS Individual Certification exam.

_____ I have already taken and passed the AAS Individual Certification exam.

_____ I understand the conditions set forth above and agree to abide by them

Name _____ Date _____

Affiliation _____

Address _____ City, State and Zip _____

(Do Not Use PO Box)

Work Phone _____ Home Phone _____

Email Address _____ Who you are proctoring _____

Return this form to **Joan Wright, Certification Coordinator for the American Association of Suicidology**

Fax: (202) 237-2282 or email: joanwright@suicidology.org

**Instructions for Those Proctoring
The Crisis Worker Examination
for
The American Association of Suicidology**

ONLINE EXAM

1. The AAS certification coordinator will furnish you with the website and password for each participant. The name must be entered exactly as specified.
2. You need not stay in the room if you have removed cell phones and all extraneous material.
3. Time the exam. They **will be allowed 2 hours**. Remind them of time left on the exam. Make sure the room is comfortable and quiet. There are 75 questions on the online exam. Each exam is different. The system saves answers as they are answered.
4. Encourage them to flag questions that they are unsure of. The computer program tracks the flags so they can easily go back for a review.
5. When they are finished they need to hit the “Submit” button. They should not use that button until they are done. If they hit it by mistake sooner the test will be lost.
6. The computer will score the test immediately. The test taker will get a formal letter from AAS confirming the results and sending a certificate in the case of a passing exam. Their performance in each of the 5 categories will also be reported in that letter if they fail.

IMPORTANT RE Browsers: Internet Explorer and Chrome are preferred.

Basically the system supports all browsers as long as cookies are enabled.