



International Society of Automation
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ISA's Control Systems Technician (CST) Associate Recognition Program Site Agreement for the Examination

To establish a local test site for the CST Associate Recognition Program, an ISA Student Section Advisor, Sponsoring Faculty member, or Employer must complete this form to confirm agreement to host an exam (date, time, and location). The Site Contact is to fax this agreement to ISA at (919) 549-8288. Completed applications (a minimum of 4 is required) and payment must be mailed to ISA, postmarked six weeks prior to the selected exam date. Each candidate will receive a confirmation letter once his/her application is received and requirements verified.

I, \_\_\_\_\_, \_\_\_\_\_
(Name of Site Contact) (Job Title)

agree to host the CST Associate Recognition exam:

Table with 3 columns: Exam Date, Application Deadline, Exam Time. Includes fields for date, testing count, and time (a.m./p.m.).

Address for this exam location:

School/Company \_\_\_\_\_
Street \_\_\_\_\_
Specific Building \_\_\_\_\_ Room Number \_\_\_\_\_
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_
Country \_\_\_\_\_

I understand the following:

- 1. Four (4) applicants are needed to establish an exam date.
2. No site fees will be charged by the location to hold the exam on the above date.
3. The testing room will provide workspace for the examinee at a desk or table with a writing area of at least 2 feet by 4 feet.
4. I will assist ISA in accommodating applicants requiring special needs under the ADA, including additional time or alternate rooms, as may be required.
5. I will collect completed applications and payment from candidates, and mail to ISA with this agreement.
6. The Proctor will arrive 30 minutes prior to exam start time for registration and instructions.

I have read and understand the above are my responsibilities as the Site Contact.

Signature \_\_\_\_\_ Date \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Return this form by fax to (919) 549-8288.

Mail completed applications with payment to: ISA, CST Associate Recognition Program, PO Box 3561, Durham, NC 27702 USA