



INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONICS TECHNICIANS

Confidentiality Agreement

This agreement by and between International Society of Certified Electronics Technicians, hereinafter referred to as "ISCET" and _____ hereinafter referred to as "Consultant",
(Please Print)
is made in the view of the following circumstances:

- A. ISCET is a non-profit organization whose philosophy and purpose is to promote the highest level of proficiency and professionalism for electronics technicians. Relative to these undertakings is the development and application of training, educational materials and standardized tests for the purpose of preparing the student for the process of certifying electronics technicians. Holding certification by passing these tests is considered by many employers of electronics technicians as an indicator of a high-level of mastery of the theory involved in each respective discipline.
- B. In order to maintain the value of certification it is extremely important that the tests' integrity not be compromised. As a volunteer or compensated Consultant you may have access to confidential materials used in ISCET computer training and educational programs, tests, and study guides. Disclosure of ISCET computer programs, tests, and study materials would invalidate the process.

The Consultant hereto agrees as follows:

The undersigned agrees to hold all ISCET, confidential or proprietary information, in trust and confidence and agrees no copies will be made or retained of any written materials supplied; this includes, but is not limited to, intellectual property, electronic communications, messages and graphics. Further, no information about the project or its content will be disclosed to anyone that has not signed a similar confidentiality agreement with ISCET or is a representative of ISCET. At the conclusion of a project or discussion, or upon demand of ISCET, all information, including, but not limited to, written notes or memoranda, photographs, drawings, or notes made by Consultant shall be returned to ISCET.

Accepted and agreed to this _____ day of _____ 20____.

(Consultant Signature)

(Date)

ISCET Representative

(ISCET Representative Signature)

(Date)

INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONIC TECHNICIANS

PO Box 378, Hillsboro, TX 76645-0378

Phone: 800-946-0201 or 817-921-9101 e-mail: info@iscet.org

www.iscet.org



ISCET PROCTOR APPLICATION

For Online Testing

Unfortunately, we do not have a Certification Administrator (CA) in every possible area, even though there are over 400 nationally. The proctor takes the place of a Certification Administrator (CA), and is willing to accept, safeguard, and administer the ISCET/NASTeC examinations. As you may already know, ISCET standards and policy do not allow for instructors to test students under their tutorship, or employees under their supervision.

Instructions, forms and other information will be furnished along with the approval of appointment as Proctor for administering ISCET testing using the ISCET Online Testing System (OLT).

FORM TO BE COMPLETED BY THE PROCTOR (PLEASE PRINT)

Proctor's Name: _____

Proctor's Position/Title: _____

Organization: _____

Organization's Address: _____ Phone: (____) _____

(No P.O. Boxes)

City: _____ State: _____ Zip: _____ Country: _____

Proctor's Address: _____ Phone: (____) _____

(No P.O. Boxes)

City: _____ State: _____ Zip: _____ Country: _____

E-mail Address: _____ Fax Number: (____) _____

I agree to proctor the ISCET examinations given online and provide any necessary documentation required by ISCET within a week of administering exams. Failure to do so could result in being removed from the Proctor list.

Proctor's Signature: _____ Date: _____

Languages Spoken English other: _____

Languages Read English other: _____

REFERENCES: Please list three (3) persons for personal references:

1. Name _____ E-mail Address _____

Address _____ City _____

State _____ ZIP _____ Country _____

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2. Name _____ E-mail Address _____
Address _____ City _____
State _____ ZIP _____ Country _____

3. Name _____ E-mail Address _____
Address _____ City _____
State _____ ZIP _____ Country _____

For office use only:

Approved By: _____ Date: _____

Term: From _____ To: _____.

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CA/Proctor Administrator Fees:

ISCET reimburses \$7.50-\$10.00 for each examination given. Fees are paid at the end of each quarter. There are a couple of options from which you can select to handle your CA/Proctor Administrator Fees. The first three options will require a W-9, which is included in your CA/Proctor packet.

Please make a selection on how handle your CA/Proctor Admin Fees:
Failure to make a selection will result in #4-Waive fees being assumed.

- 1. Make check directly to you.
- 2. Make check to your school
- 3. Make check to ISCET Charitable Trust Fund.
- 4. Waive your CA/Proctor Admin Fees. (Necessary to achieve \$10 deduction in ESA exams only.)

Name: _____

Organization: _____

Date: _____

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Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional) International Society Of Certified Electronics Technicians PO Box 378 Hillsboro, TX 76645-0378</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.