

NIULPE, Inc. PROCTOR

REGISTRATION



Regulations and Guidelines

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PR002 CVR R1 12/09



NIULPE, INC.
PROCTOR REGISTRATION
REGULATIONS AND GUIDELINES
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1.0 INTRODUCTION

The National Institute for the Uniform Licensing of Power Engineers, Inc. (NIULPE) is the only internationally recognized third party certifier of power engineering qualifications in the United States. Its goal is to improve safety and operating standards in the workplace of all operating organizations through certification of operator knowledge by the use of a rigorously created, validated and maintained series of examinations over a number of classifications.

NIULPE is an incorporated, not for profit, third-party certification organization that acts on an international level to establish standards for boiler firemen and water-tenders, engineers, operators, examiners, instructors, and the licensing agencies currently existing. In addition, NIULPE will accredit courses taught in Power Engineering and related Technologies which meet the NIULPE, Inc. minimum requirements. In addition, this organization has established standards to commission those technical and academic instructors of these technologies.

Recognition of this certification standard is purely voluntary on the part of other licensing agencies, etc. It is, however, the only formal structure through which a person in power engineering or related technologies may establish a formal level of international competence and recognition.

2.0 SPECIAL NEEDS

NIULPE, Inc. will accommodate any special needs requirement by an applicant to sit for their examination. All public examination locations are reviewed and verified compliant with the Americans with Disabilities Act (ADA). Any applicant requiring special needs must notify NIULPE, Inc. on a separate sheet contained within the applicant's application submission.

3.0 NON-DISCRIMINATION POLICY

NIULPE, Inc. individual commissioned Examiners, Proctors and/or Representatives do not discriminate on the basis of sex, age, national origin, handicap/disability or veteran status. This policy does not exclude any applicant from meeting the NIULPE, Inc. minimum requirements.

4.0 DISCLAIMER

Information Regulations and Procedures contained within do not supersede any Federal, State or Local rules or regulations as they may apply. NIULPE, Inc. reserves the right to change or cancel examination dates without notice. NIULPE, Inc. shall make all reasonable attempts to provide alternate dates and locations to the candidates. All fees are subject to change without notice. NIULPE, Inc. retains the right, upon investigation, to suspend or revoke any certification if the certificate holder is found incompetent, has been guilty of negligence, has endangered life or property, made application under false pretences, failed to submit the proper fees or any willful violation of the same. Any certifications issued are solely based upon information received from the applicant and/or the results of NIULPE, Inc. examinations. The NIULPE, Inc. certification does not attest that any person is qualified in a practical application of his or her experience and cannot be construed as such. Neither NIULPE, Inc. Officers, Board of Directors, Examiners, Proctors, Committee Members and/or Licensed Representatives and its agents makes any warranty, expressed or implied, with respect to the quality and accuracy, technical content, format, examination results or examination materials.

NIULPE, Inc. will not assume any responsibility for lost, late, damaged, misdirected, misaddressed, illegible, incomplete, or postage due requests or requests that fail to be properly delivered to the address stated.



5.0 PRIVACY POLICY

NIULPE, Inc., its Officers, Board of Directors and/or its agents and representatives understand the importance of privacy to our examination applicants and certificate holders. Our policy is to treat what we learn about our examination applicants and certificate holders as confidential. For example, we will not give or sell confidential or Personal Information about our applicants and certificate holders to any third party not affiliated with this organization, except as required by law or as necessary to provide NIULPE, Inc. required services.

We collect and store information about every applicant and/or certificate holder so that we can efficiently provide the service required. We use information about our applicants and certificate holders, and their level of certification to provide for future services in an efficient and cost effective manner. We must be able to communicate with our certificate holders about additional services, value added services and/or products. Performing trend analysis and market studies allows NIULPE, Inc. to set prices, evaluate demographic data, and comply with government regulations. Although government regulations vary in the many countries in which we operate, they frequently include the reporting of information to transportation, safety, customs, and other regulatory agencies.

As we collect and use information about our applicants and certificate holders, we may contract with vendors to assist us in the processing of that information for those purposes listed in the previous paragraph. These vendors are required to maintain the confidentiality of the information and are restricted from using the information for any other use.

Some information collected by NIULPE, Inc. is data which relates to an identifiable person ("Personal Information"). Examples of Personal Information are names, addresses, e-mail addresses, credit card numbers and telephone numbers. We never sell information to third parties that could be used to specifically identify an individual applicant or certificate holder. Stripped data, with all names, addresses and other Personal Information removed, is sometimes shared with third parties. Finally, we do provide Personal Information to government agencies as required by law or regulation.

In addition to the uses of the information described in the paragraphs above, we collect telephone numbers and e-mail addresses in the event that we have to contact our applicants and certificate holders to provide information related to their business with NIULPE, Inc. or related issues, functions and/or promotions.



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Proctor Registration

Print or Type

Proctor ID# _____

A.) PERSONAL INFORMATION		
1.) Name (Last, First, MI)	2.) Social Security #	3.) Date of Birth (00/00/0000)
4.) Address (Street)	5.) Phone # (with area code)	6.) email address
7.) Address (City, State, Zip+4)	8.) Fax Number	9.) Other Number

B.) EMPLOYMENT (Current Employer)		
10.) Company	11.) Name (Print)	12.) Years Employed
13.) Company Address (Street)	14.) Title	15.) Phone # (with area code)
16.) Company Address (City, State, Zip)	17.) Work email	18.) Date

C.) SHIPPING ADDRESS (NO PO BOXES)		
10.) Company or Name	11.) Name (Print)	12.)
13.) Company Address (Street)	14.)	15.) Phone # (with area code)
16.) Company Address (City, State, Zip)	17.)	18.)

D.) CERTIFICATION
<p>I have been authorized by the National Institute for the Uniform Licensing of Power Engineers, Inc. ("NIULPE") to act as a proctor for purposes of performing examinations ("Examinations") on behalf of the NIULPE. I understand that I will be provided with examination materials from the NIULPE ("Examination Materials"), and acknowledge that the Examination Materials are confidential information and it is my responsibility to protect the confidentiality of the Examination Materials in accordance with the identified policies and procedures. I also understand that I must maintain the security of the identity of the examinee and examination process. I will make all reasonable efforts to insure that the correct person is taking the correct Examination, and that the examinee does not have access to any additional resources other than those materials authorized by the NIULPE.</p> <p>I understand my duties as proctor include the following: to obtain the Examination Materials from the NIULPE, to prohibit access to the Examination Materials to any individual other than the designated examinee, to insure the security of the Examination process and to collect and return the Examination Materials to the NIULPE. I understand any and all Examination Materials received from the NIULPE are the property of the NIULPE and agree not to copy or reproduce them in any way. Upon completion of the Examination by the examinee, I will collect all of the Examination Materials and promptly return them to the NIULPE by a postal or courier service providing tracking of the Examination Materials.</p> <p>I understand that the Examination Materials are extremely confidential and the release of the information contained therein will harm the NIULPE and its certificate holders, and agree to make all reasonable efforts to protect this information. I understand that if I willfully compromise the security of the Examination Materials, the NIULPE may employ all legal remedies, both criminal and civil. I agree to assist the NIULPE in its investigation of any such acts that I may have been a part of or have knowledge of.</p> <p>I have read the above terms and agree to conform with these terms and conditions & Policies and Procedures as published by NIULPE, Inc.</p>
Signature _____ Date _____

**PLEASE COMPLETE AND RETURN ASAP
 PLEASE MAIL ORIGINAL SIGNED IN BLUE INK VIA USPS
 TO: NIULPE PROCESSING, PO BOX 16369, PITTSBURGH, PA 15242-0369**

Return COPY via email to: processing@niulpe.org or Fax to the number above