



Proctor Application Procedure

In order to be considered and potentially approved to proctor a candidate's exam, the proctor must write a letter to the BCRPA on the proctor's own business letterhead, stating the proctor's profession and providing the following information:

- the exam candidate name,
- the proposed exam date and time,
- the exam location,
- the proctor's email address (which must be verifiable as belonging to that person through his/her place of business), and
- an acknowledgement that the proctor is neither related to nor has any personal relationship with the exam candidate(s); that the proctor code will be retained exclusively by the proctor; and that all instructions relating to the administration of the exam will be adhered to.

The proctor must ensure that the letter is dated and signed, and then scan and send it to registration@bcrpa.bc.ca.

If you have any questions about the proctor application procedure, please do not hesitate to contact our office by email at registration@bcrpa.bc.ca or by telephone at 604-629-0965 xt 221 or 1-866-929-0965 xt 221.