



Application to Host Certification Exam

The Global Communication Certification Council (GCCC) invites IABC Chapters and Regions and independent organizations to apply to host administrations of its certification examinations.

About the GCCC and Certification

The GCCC was created by IABC in 2014 to oversee the standards and the processes which communications practitioners need to undergo in order to be certified as professionals in their field. Certification is a growing initiative for IABC and central to its ambition to win recognition for our profession. Certification is open to members of IABC and non-members.

Individuals wishing to attain and retain certification will:

- Provide evidence of career development and qualification through application
- Sit a multiple-choice exam
- Provide evidence of annual continuing professional development (CPD)

The CPD process is administered on behalf of the GCCC by IABC. This application concerns the administration of the multiple-choice exam at requested site.

Exam Administration and Hosting

The GCCC invites IABC chapters and regions and other independent entities to apply to host an administration of certification exams. In addition to the exam being hosted annually at IABC's World Conference and Leadership Institute, the GCCC seeks to offer the exam twice a year, preferably in April and October.

Organizations applying to host a certification exam must:

- Procure a suitable hosting venue, i.e. computer lab, conference room, large office
- Provide reliable, accessible internet connectivity to all examinees
 - Examinees must use the Internet connection provided
- Provide the names of two invigilators (proctors) who will complete proctor training
- Identify one exam administrator or contact person to communicate with the certification program manager throughout the process
- Adhere to all GCCC Policies and Procedures and ISO17024 standards
- Help with marketing of certification and recruitment of candidates

Your Application

If your organization wishes to host a Certification exam you are invited to send this application to Dr. Sara Fowdy, Certification Program Manager (CPM), upon completion. Email:sfowdy@gcccouncil.org

Your application will need to address:

1. Frequency of exam hosting (preferred dates and number of host times per year)

2. Venue for proposed exam administration (city, venue, Internet connectivity)

3. Contact person/exam administrator (name, phone and email address)

4. Estimated costs to host exam (costs should be limited to room hire and limited refreshments). Expenses for examinees and proctors will not be reimbursed.

Timeline – Please be aware of these timelines that precede and follow exam administration

Prior to the exam	
30 days	Candidate applications submitted for priority consideration
	Exam site proctors identified; info sent to CPM
14 days	Candidates must be registered for the exam
10 business days	Mandatory proctor training (training valid for 12 months)
3 to 5 business days	Test taker log in credentials and instructions emailed to exam administrator or identified proctor.
AFTER the exam	
30 days	CPM will email results to test takers within 30 days
7 business days	Exam administration host to submit an expense sheet to GCCC CPM with receipts attached

Acknowledgement

We agree to comply with all requirements. We understand that failure to follow exam protocols and procedures will result in a disqualified exam offering for all participants and removing our organization as a possible exam host in the future.

Signature

Name

Date