



Your Partner in PUBLIC SAFETY

## SOUTHWESTERN SECTION

PO Box 4507 Cedar Hill, Texas 75106

(972)291-5549

### Satellite and Exam Proctoring Policy

The Southwestern Section Certification Chair and/or Administrative Assistant are the only individuals authorized to coordinate with agencies for providing satellite certification programs and Exam Proctoring for the Southwestern Section. Any request for a satellite program or Exam Proctoring **SHALL** be referred and routed through the Southwestern Section office for processing.

#### Satellite Certification Course Policy:

- ⇒ 10 or more students per class are required for the Southwestern Section to accommodate any entity with a Satellite Certification Course.
- ⇒ Requesting agency shall provide a suitable location to accommodate all students where class can be held with table and chairs for each participant.
- ⇒ Requesting agency shall provide video, audio and power.

#### Exam Proctoring Policy:

- ⇒ Entities more than 50 miles from the nearest available must have a minimum of 5 people needing exams proctored for the Southwestern Section to send a Proctor.
- ⇒ If the minimum number of individuals needing exams proctored is not met, the entity will have to send those individuals to the Exam Proctors location.

APPROVED 11/9/2018