



AMERICAN EDUCATION CERTIFICATION ASSOCIATION

Phone : 815-315-8721
Fax : 858-256-7671
Email : info@aecacert.com
Web: www.aecacert.com

EXAM ADMINISTERING TESTING SITE: FOR MEDICAL OR EDUCATIONAL INSTITUTION

Hosting an exam at an Institution.

If an institution (medical or educational) would like to host an exam as an exam administering testing site.

The following requirements must be fulfilled:

1. The institution must be authorized to conduct business.

A. If a Medical Institution:-

- i. Approval or equivalent
 - State operated databases or weblinks, or
 - State directory/list with the medical institutions name or
 - Medical institution website or
 - Equivalent

B. If an Educational Institution:-

- i. Approval or equivalent
 - State operated databases or weblinks or
 - Accreditation body member directory/list (If applicable) or
 - Educational institution website or
 - Equivalent.

2. The person proctoring the exam must be affiliated with the business:-

A. Medical or Educational Institution:-

- State issued license or certification or registration showing your affiliation with the institution or equivalent.

Terms and Conditions of hosting an exam as an exam administering testing site.

By submitting the above information to AECA, you agree to verify the candidate or candidates experience or training program required before registering any candidate or candidates. You also verify that the above information submitted are true and to the best of your knowledge. If any information submitted to AECA is not true, AECA has the right to not allow your institution from hosting exams. However, if AECA in future finds that you as an medical or educational institutions employee has provided false information to host AECA Exams, all scores of the exams hosted will be disqualified and you will no longer be able to proctor any AECA Exams in future.

Note: if you have further questions, email us at info@aecacert.com or call us at 815-315-8721