



Dear Proctor,

Thank you for having agreed to be a proctor for an AVTEC Student.

By signing this form, the proctor agrees to the following:

- I will be present and in view of the student throughout the examination
- I will not allow students to use materials/books (unless otherwise approved) or take any notes from the exam site or tests
- I will personally administer and/or supervise the designated exam(s)
- I will not reproduce, copy or print copies of any test except to email to rti@avtec.edu

Proctor Name: _____ Signature: _____

Proctor Email: _____ Apprentice Name: _____

Proctor Phone: _____

Feel free to call for any assistance.

RTI Coordinator

(907) 224-6126 | PO Box 889 | Seward, AK 99664

rti@avtec.edu

AVTEC RTI REFUND POLICY

The application fee, tuition, paper tests, and/or the cost of online testing are nonrefundable and nontransferable.

AVTEC RTI RE-ENROLLMENT POLICY

The student has one calendar year to complete the course. If the student does not complete the requirements in a timely manner, he/she will be terminated from the records. To re-enroll, the student must pay the application fee and the full tuition; the cost of books and tests may be waived if the student still has the materials.

AVTEC RTI EXTENSION POLICY

The student is eligible for one 6-month extension. The payment of \$150 must be made before the expected completion date.

AVTEC RTI RETAKE POLICY

The student is eligible for one retake per exam free of charge. Additional retakes will be charged \$25/each.



809 Second Ave, PO Box 889
Seward, AK 99664



phone: (907) 224-3322
fax: (907) 224-4400



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AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and Federal Civil Rights Laws. Individuals with disabilities who require reasonable accommodations are welcome to contact AVTEC at admissions@avtec.edu or (800) 478-5389 or for individuals that are deaf or hard of hearing via Alaska Relay at 711 or (800) 770-8973. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. AVTEC is a division of the State of Alaska, Department of Labor and Workforce Development.