



*Training Alaskans for more than 50 years*

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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](mailto:rti@avtec.edu).

Proctor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Proctor Email: \_\_\_\_\_ Apprentices Name: \_\_\_\_\_

Proctor Phone: \_\_\_\_\_

Feel free to call for any assistance.

RTI Coordinator

(907) 224-6126 | P.O. Box 889 | Seward, AK 99664

[rti@avtec.edu](mailto: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.



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