



2021 PCE Off-Site Exam Schedule & Proctor Requirements

***Please read this document in its entirety before registering for the examination & selecting your proctor.**

1. You must register and pay for the certification exam by submitting your registration form to PCE. After your payment is processed, you will then receive a proctor form via email. The proctor form must be completed by the proctor and signed by both parties then sent to the PCE office via email by the examinee (email to: PCEexam@childbirtheeducation.org) by the proctor form due date for your selected exam cycle. Faxes or photos of forms will not be accepted. Not having the form completed in its entirety will delay processing. Once PCE receives the completed proctor form, the examination will be shipped to your proctor's designated shipping address from the proctor form on the date according to your selected off-site exam cycle. The PCE off-site certification examination schedule starts on page two.
2. The examination is sent directly to the proctor with tracking, to the address that you list on the proctor form. The shipping address cannot be a residential address. **It must be a work address with a specific office or mailbox within the. The exam cannot be sent to a general hospital floor or department. If the address supplied is incorrect or incomplete & the examination is not received by the proctor then there is a \$75.00 fee to have the examination re-shipped to your proctor.** Please note that if the exam tracking says the exam has delivered, then it is considered delivered. If the exam has delivered but has not been specifically delivered to your proctor by your hospitals/institutions mail team, the exam is still considered as delivered. If the exam cannot be located within your hospital/institution, there is a \$75.00 fee to have the exam re-shipped. The exam is shipped via US Mail (The US Postal Service) only. If your shipping destination has issues receiving mail from The US Postal Service or does not receive US Mail at that location, you must select a different shipping address. PCE cannot ship using FedEx or UPS, only the US Postal Service (US Mail).
3. **PROCTOR SELECTION & EXAM LOCATION SELECTION REQUIREMENTS:**
 - You may choose your own proctor. The proctor must be a professional at management level or higher, (i.e. a nursing supervisor, manager or education lead). It cannot be a co-worker or colleague. PCE will contact the proctor for verification.
 - If you do not wish to take the exam at your place of employment, you may also use a testing center in your area. While PCE does not have specific recommendations of testing centers, here is a helpful third party website that can direct you to the National College Testing Association (NCTA). Visit their interactive website, <https://ncta.memberclicks.net/interactive-map>, for locations and additional information.
 - If the testing centers on that above website do not work for you, you can also research testing centers in your area as all testing centers would be acceptable, not just those listed in the NCTA website.
 - Your proctor must have a dedicated office or mailbox that the exam can be shipped to within the exam location if taking the exam at your place of employment with your supervisor. If your proctor does not have a dedicated office or mailbox, then you must choose a new proctor. The exam cannot be shipped to a general hospital floor.
 - The examination cannot be taken at a residential address and the exam cannot be shipped to a residential address.
 - Your exam shipping address must be able to receive mail from the US Postal Service. If it does not, you must select a new exam location that meets the requirements outlined in this document.
 - **The Proctor must have a designated office or mailbox that the exam can be shipped to. The exam cannot be shipped to a general floor or department. *If the exam tracking says delivered, but the exam cannot be located within the institution designated on the Proctor Form as the exam shipping address, then there is a \$75.00 fee for the exam to be re-shipped.** To avoid this, please ensure to list the shipping address in full on the Proctor Form.
 - The proctor cannot be a family member.
 - The proctor cannot be a person who has taken the PCE certification examination within the past five years.
 - The proctor cannot be a past PCE instructor.

- If there is a discrepancy with authenticity of the proctor or the shipping address, the examinee will need to come to an on-site location to take the exam or forfeit the exam fee.
- The examination location should be in a public building, (i.e. hospital, public library, testing center, college/school). It cannot be in a personal residence.
- **The examination & all required paperwork must be RECEIVED back in the PCE office no later than the exam due date in your selected exam cycle. **Please Note: If the examination is received at the office after the exam due date, a \$75.00 late fee will be charged in order to have your exam processed and your exam results will be delayed an additional 30 days.***
- **PCE Strongly recommends using Guaranteed Delivery Service if shipping your exam via USPS.** This service guarantees that your exam will deliver to PCE by your designated delivery date. You can use this service to avoid late fees. Please note that any other mail service through USPS does not guarantee the delivery date listed (example: Priority Mail “2 day delivery”), but just estimates the delivery date. PCE does not use estimated delivery dates when determining if an exam is late. PCE strictly uses the date the exam is delivered to determine if the examination is late.
- **FedEx also offers overnight guaranteed delivery if needed.**

6. PROCTOR RESPONSIBILITIES:

- The proctor should actively supervise the testing room at all times.
- The examinee has one hour to complete the examination.
- If there is more than one person taking the examination, the proctor should have the participants sit far enough apart that they cannot see each other’s exam.
- **The proctor should ensure that those taking the examination do not have access to textbooks, notes or study guides.**
- Proctors may not read examination questions, discuss the examination, or answer questions regarding examination content.
- Upon completion of the examination, **the proctor is required to return all paperwork to the PCE Office.**
 - The proctor must be the one to package and return the exam and all exam materials. The exam candidate must provide the cost of return postage to the proctor.
 - Return the examination & all paperwork in the provided shipping envelope to: Prepared Childbirth Educators, Inc., 7918 Main St OFC, PO Box 99, Fogelsville, PA 18051 *
 - Exams must be received in the PCE office by due date stated in your selected exam cycle. If the examination is received after the due date, it will require a \$75.00 late fee for processing and your exam results will be delayed an additional 30 days.
 - PCE requires using delivery confirmation or tracking to ensure safe delivery to the office. It is the exam candidate’s responsibility to ensure the exam arrives at the PCE offices by the due date. You do not need to provide the tracking information to PCE, but use it to track a safe delivery. PCE will not confirm if your exam is received. ***Please Note: In the occurrence that a completed exam is not received at the PCE office due to being lost in the mail, the examinee is responsible for the cost of another examination and all previous payments are forfeited.**
 - **PCE strongly recommends using Guaranteed Delivery Service if shipping your exam via USPS.** This service guarantees that your exam will deliver to PCE by your designated delivery date. You can use this service to avoid late fees. Please note that any other mail service through USPS does not guarantee the delivery date listed (example: Priority Mail “2 day delivery”), but just estimates the delivery date. PCE does not use estimated delivery dates when determining if an exam is late. PCE strictly uses the date the exam is delivered to determine if the examination is late.
 - **FedEx also offers overnight guaranteed delivery if needed.**

2021 PCE Off-Site Certification Examination Schedule

Deadlines are set deadlines & cannot be changed – please ensure that all of the deadlines work for you & your proctor before selecting an exam cycle

JANUARY

1. Registration Period: November 24, 2020 – January 5, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline - January 11, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor - January 18, 2021
4. Certification examinations **must** be received in the PCE office by - * February 4, 2021 {Using tracking or delivery confirmation is required}
*Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
5. You will receive exam results via USPS by March 4, 2021.

FEBRUARY

1. Registration Period: January 6, 2021 - February 11, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline - February 18, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor - February 23, 2021
4. Certification examinations **must** be received in the PCE office by - *March 15, 2021 {Using tracking or delivery confirmation is required}
* Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
You will receive exam results via USPS by April 15, 2021.

MARCH

1. Registration Period: February 12, 2021 – March 11, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline – March 18, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor – March 23, 2021
4. Certification examinations **must** be received in the PCE office by - *April 12, 2021 {Using tracking or delivery confirmation is required}
*Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
You will receive exam results via USPS by May 12, 2021.

APRIL

1. Registration Period: March 12, 2021 – April 15, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline – April 22, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor – April 27, 2021
4. Certification examinations **must** be received in the PCE office by - *May 17, 2021 {Using tracking or delivery confirmation is required}
* Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
You will receive exam results via USPS by June 17, 2021.

MAY

1. Registration Period: April 16, 2021 – May 13, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline – May 20, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor – May 25, 2021
4. Certification examinations **must** be received in the PCE office by - *June 14, 2021 {Using tracking or delivery confirmation is required}
* Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
You will receive exam results via USPS July 14, 2021.

JULY

1. Registration Period: May 14, 2021 – July 22, 2021 ✖ Payment must be received with registration form.
 - a. After your payment is processed, you will receive an email from PCE containing the proctor form.
2. Proctor form submission deadline – July 29, 2021 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped via USPS to proctor – August 3, 2021
4. Certification examinations **must** be received in the PCE office by - *August 23, 2021 {Using tracking or delivery confirmation is required}
*Examinations received after this date will require a \$75.00 late fee for processing. Please see shipping suggestions in section #2 & #3 to help ensure timely delivery.
You will receive exam results via USPS by September 23, 2021.