



2022 PCE Off-Site Exam Process & 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. Proctor forms submitted by anyone other than the examinee will not be accepted. Faxes or photos of forms will not be accepted. 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 the proctor lists on the proctor form. The shipping address cannot be a residential address. **It must be a work address with a specific office or mailbox number belonging exclusively to the proctor. The exam cannot be sent to a general hospital floor, department for building.** PCE considers your exam delivered once USPS marks it delivered via package tracking, not when your proctor receives the exam within your facility. If the exam cannot be located within your hospital/institution, there is a \$150.00 fee to have the exam re-shipped & you will be moved to the next exam cycle. The exam is shipped via USPS (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.
3. **3. PROCTOR SELECTION & EXAM LOCATION SELECTION REQUIREMENTS:**
 - You may choose your own proctor. The proctor must be at management level or higher with a designated management title, (i.e. a nursing supervisor, manager or education lead). It cannot be a co-worker or colleague. PCE will verify the identity and title of your Proctor to ensure they meet the Proctor requirements.
 - 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 his or her own dedicated office or mailbox for the exam to be shipped to. 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, department or building.
 - 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 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.
 - The proctor should not be planning on taking the same PCE Certification Examination within the next 5 years. Your selected proctor is no longer eligible to take the PCE Certification Examination for the same certification examination for a period of 5 years after being a proctor.
 - If there is a discrepancy with authenticity of the proctor or the shipping address, the examinee will need to come to go to a testing center to take the exam.

- The examination location should be in a public building, (i.e. hospital conference room or office, public library, testing center, college/school classroom).
- **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 after the exam due date, a \$75.00 late fee will be charged in order to have your exam processed. If your examination is received later than 7 days after the examination due date, your examination is invalid. Failure to return an examination will result in ineligibility to test for any of PCE's examinations.
- The examination must be shipped back with tracking service.
- **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.**

4. 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.**
 - An examinee found to have used the above listed during the examination, will not be eligible to receive any PCE certifications.
 - PCE reserves the right to audit examinations either virtually or in person to ensure all requirements are being followed.
- 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 the selected exam cycle. If the examination is received after the due date, it will require a \$75.00 late fee to be paid by the examinee, before their results can be released. If the examination is not received within 7 days of the exam due date, their examination becomes invalid.
 - 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, you should give it to the examinee for tracking purposes.
 - **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.**

2022 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

FEBRUARY CYCLE (please list this on your registration form, not the specific date you are taking the exam)

1. Registration Period: December 23rd, 2021 – February 3rd, 2022 ~~✳~~ 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 10th, 2022 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped to proctor & tracking information emailed to examinee – February 15th, 2022 (PCE recommends selecting an exam date & time once your proctor receives the exam)
4. Certification examinations **must** be received in the PCE office by - *March 2nd, 2022 {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 starting on page 1, sections #3 & #4 to help ensure timely delivery.
 - a. If your examination is received later than 7 days after the due date, your exam will be invalid. Failure to return an examination will result in ineligibility to receive any of PCE's certifications & all exam fees will be forfeited.
5. You will receive exam results via USPS by March 31st, 2022.

MARCH CYCLE (please list this on your registration form, not the specific date you are taking the exam)

1. Registration Period: February 4th, 2022 – March 7th, 2022 ~~✳~~ 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 14th, 2022 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped to proctor & tracking information emailed to examinee – March 17th, 2022 (PCE recommends selecting an exam date & time once your proctor receives the exam)
4. Certification examinations **must** be received in the PCE office by - *March 31st, 2022 {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 starting on page 1, sections #3 & #4 to help ensure timely delivery.
 - a. If your examination is received later than 7 days after the due date, your exam will be invalid. Failure to return an examination will result in ineligibility to receive any of PCE's certifications & all exam fees will be forfeited.
5. You will receive exam results via USPS by April 28th, 2022.

APRIL CYCLE (please list this on your registration form, not the specific date you are taking the exam)

1. Registration Period: March 8th, 2022 – April 7th, 2022 ~~✳~~ 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 14th, 2022 {If proctor form is not submitted by this date, payment is forfeited.}
3. Certification examination shipped to proctor & tracking information emailed to examinee – April 20th, 2022 (PCE recommends selecting an exam date & time once your proctor receives the exam)
4. Certification examinations **must** be received in the PCE office by - *May 4th, 2022 {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 starting on page 1, sections #3 & #4 to help ensure timely delivery.
 - a. If your examination is received later than 7 days after the due date, your exam will be invalid. Failure to return an examination will result in ineligibility to receive any of PCE's certifications & all exam fees will be forfeited.
5. You will receive exam results via USPS by June 1st, 2022.

The rest of the off-site exam schedule will be released at a later date & will be available on the PCE website, www.childbirtheeducation.org.