**Section 750.1814 Proctor Approval**

A proctor, as defined in Section 750.10, is an individual who is not teaching a Food Service Sanitation Manager Certification course, but is acting only as a test administrator/monitor for a Department-approved national examination provider. Each Department-approved national examination provider approves proctors for its examination, and the proctors shall seek approval from the Department to proctor examinations in order for his or her students to be eligible for a Food Service Sanitation Manager Certificate. A proctor is responsible for following the guidelines set forth by the national examination provider, verifying that each examinee has met the training hour requirement, as listed in Section 750.1820, and following the administrative procedures of the Department, as listed in Section 750.1860.

a) An individual who is an approved proctor with a Department-approved national examination provider can be registered with the Department as an approved proctor with the following:

1) Department-provided application and the renewal fee of $50;

2) Proof of approved proctor status with a Department-approved national examination provider; and

3) Attendance at a training by the Department on administrative procedures.

b) Proctor registration is valid for five years from the date of initial registration and shall be renewed every five years.

c) Proctor registrations can be renewed by submitting an application, renewal fee of $50, and proof of current proctor status with a Department-approved national examination provider to the Department prior to the proctor registration expiration date.

(Source: Added at 39 Ill. Reg. 5006, effective March 17, 2015)