

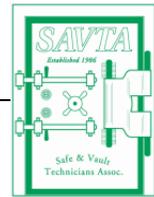


ALOA Security Professionals Association, Inc. – Safe & Vault Technicians Association

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214/819-9733 • FAX 214/819-9736

www.aloa.org certification@aloe.org



Dear PRP Sponsor,

Thank you for your request regarding details for sponsoring the ALOA Proficiency Registration evaluation. We will be pleased to schedule an evaluation should you so desire. The **sponsor** requirements are as follows:

Pre-registration is required. Once you have submitted the 1. **Request for Sitting Form**, we will furnish you with an electronic version (PDF) of the PRP Reg Packet form that will be posted on our website [ALOA Certification & Testing](#) and will be provided to you so that it can be posted on your website, emailed or copied. The registration forms are to be filled out by the applicants and submitted directly to the **DALLAS** address shown on the form along with payment for the appropriate fee attached.

For **PRP (Proficiency Registration Program) fees** please see the **PRP Reg Packet Ver 1**. This is the newest and most complete PRP Registration packet yet created. After returning the **Request for Sitting form**, this form will be emailed to you to distribute. This form has detailed descriptions of PRP testing and also all certification levels that can be obtained through ALOA or SAVTA.

Four hours are allowed for the evaluation. Since additional time is needed to pass out test booklets, fill out the cover page and give instructions to the registrants, it is suggested that you make arrangements to occupy the room **at least ½ hour before and after** the scheduled times.

The **sponsoring group** should furnish a room suitable for the program that will seat the required number of people. The desirable arrangement is classroom style with a head table and **two persons per eight-foot table**, the number of tables depending on the number of participants. However, the **minimum is for two persons per six-foot table**. If there is not a drinking fountain in the immediate vicinity, there should be a table at the back of the room containing pitchers of ice water and a glass for each person. Care should be taken to ensure that the room has **sufficient lighting** for the evaluation and that there will be **absolute silence** in and **adjacent** to the classroom. **No smoking** is permitted in the room during the evaluation. The evaluation facility **must** comply with **ADA regulations** with regard to access for the handicapped.

Due to the required data processing necessary and the time required to prepare and ship the test packets, we **MUST** adhere to a **15-day** cut-off on pre-registration. **There will be a \$10.00 late registration fee for any application received after the cut-off date.** It is requested that you **submit one copy** of any fliers, brochures or any additional information that would be helpful to the proctor in making arrangements for transportation and hotel accommodations.

If you are having a special function or meeting on the same weekend that you would like a qualified (CML) member of the **ALOA Board of Directors** also be the proctor, please notify me in writing, so that I can put in a request to the President to have a qualified board member proctor the exam.

Thank You,

Dawne Chandler

Certification & Training Coordinator

ALOA Security Professionals Association

Safe and Vault Technicians Association

Intl. Assoc. of Investigative Locksmiths

ALOA Institutional Locksmiths

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