

EXAM CONFIRMATION LETTER

Dear John Smith,

Printed on: January 11, 2021

This is to confirm that you are pre-registered for the following child care competency exam(s):

- 1) Identifying and Reporting Child Abuse and Neglect (CAAN)
- 2) Child Growth and Development (CGDR)
- 3) Family Child Care Home Rules and Regulations (HOME)

EXAM SITE INFORMATION: (Also see DIRECTIONS TO EXAM SITE below.)

NAME OF EXAM SITE
ADDRESS OF EXAM SITE
CITY AND ZIP OF EXAM SITE

Exam Date: 02/11/2021
Arrive 30 minutes before Start Time
Start Time: 9:00 AM

Arrive at the exam site at least 30 minutes prior to the exam start time. You will not be admitted into the exam site after the scheduled start time listed above. For each exam, you will be given 45 minutes. If you are scheduled for multiple exams, you may choose to take a short break.

PLEASE BRING THE FOLLOWING ITEMS WITH YOU TO THE EXAM SITE:

- A Legal and Valid Form of Photo Identification (I.D.)

The only forms of photo I.D. that will be accepted are:

- Driver License (in and out of state)
- Military I.D.
- State I.D. card (in and out of state)
- State of Florida Employee I.D.
- Student I.D. (high school, vocational-technical schools, or colleges/universities) photo required on I.D.
- Passport
- Resident Alien Card

The name on the I.D. must match the name on this letter. If the form of I.D. presented has an expiration date, the I.D. must be current and not expired more than three (3) months. If the Original form of I.D. presented is expired more than three (3) months, a second legal and valid form of I.D. may be presented, and must be one of the forms of I.D. listed above.

- Exam Confirmation Letter

- Two (2) Number 2 Pencils

(Optional) Pocketsize Paperback Foreign Language Translation Dictionary free of any handwritten notes or markings. Must be in a language other than the language the test is administered in.

IMPORTANT INFORMATION:

- You will not be allowed to take the exam without a legal and valid form of photo I.D. (please see above).
- Only individuals registered for competency exams will be admitted into the exam site.
- Personal items are not permitted in the exam session. Electronic devices of any kind are also not permitted in the exam session. Anyone observed removing materials from the testing site, cheating and/or in possession of electronic devices at an exam site will have all exams taken during the exam session invalidated. A student whom has had their exam session invalidated will not be permitted to register for new exams until a full investigation by the Department and State Attorney General, if applicable, has been conducted, and criminal and civil adjudication has been completed.

DIRECTIONS TO EXAM SITE: MORE DETAILED DIRECTIONS TO THE EXAM SITE WILL BE PROVIDED HERE.

SPECIAL COMMENTS/INFORMATION FROM THE TRAINING COORDINATOR: SPECIAL COMMENTS FROM THE TRAINING COORDINATOR WILL BE PROVIDED HERE.

AMERICANS WITH DISABILITIES ACT ACCOMMODATION REQUEST: ACCOMODATION REQUEST INFORMATION WILL BE PROVIDED HERE.

TO CANCEL OR RESCHEDULE AN EXAM APPOINTMENT: INSTRUCTIONS ON HOW TO CANCEL OR RESCHEDULE AN EXAM APPOINTMENT WILL BE PROVIDED HERE.

PAYMENT INFORMATION: PAYMENT INFORMATION WILL BE PROVIDED HERE.

Competency Exam Attestation Statement

CODE OF CONDUCT

I have read, understand, and agree to adhere to the provisions of the Department of Children and Families-Office of Child Care Regulation (the "Department") Competency Exam Instructions and Code of Conduct. By signing below, I am attesting that I have read and understand the Code of Conduct and have listened to the Competency Exam Instructions and will act in accordance with the requirements of the Code of Conduct and all Competency Exam Instructions.

Additionally, I understand and acknowledge that the Department's Competency Exams are considered "high stakes" testing and are owned solely by the Department; therefore, any behavior prohibited by the Competency Exam Instructions and/or Code of Conduct constitutes theft of intellectual property which may result in prosecution in a criminal and/or civil court of law.

Your Competency Exams will not be graded until this document is signed and submitted along with your testing materials.

I agree not to compromise or attempt to compromise the Department's Competency Exams. Prohibited activities which might compromise these examinations include but are not limited to: removing materials from testing site, cheating and/or use of electronic transmissions, including photography, video, text, email, or use of any social media concerning the content of the exams.

Participants who do not follow the Competency Exam Instructions and/or Code of Conduct are suspected of cheating and/or intellectual property theft and will have all exams taken during the exam session invalidated. A student who has had their exam session invalidated will not be permitted to register for new exams until a full investigation by the Department and State Attorney General, if applicable, has been conducted, and criminal and civil adjudication has been completed.

By submitting this Code of Conduct, you are attesting to having read and understood the Competency Exam Instructions as read by the Lead Proctor and the additional information summarized on this attestation statement referred to as the Competency Exam Code of Conduct.

Print Full Legal Name (must match Competency Exam Roster and Picture ID)

Signature

Date