
Chapter 5

Certification Administration

5:1 NASAR Certifications

For the complete listing of certification descriptions, visit the NASAR website at <http://www.nasar.org/page/20/Courses-and-Certifications>.

5:2 Guidelines

Lead Evaluators are the public's primary contact for the exam process. Lead Evaluators and Evaluators must evaluate at least once (1) every three (3) years to remain an authorized Lead Evaluator or Evaluator.

When the Certification has been significantly altered or modified, Evaluators and Lead Evaluators must complete an orientation by NASAR of exam material changes.

A Course/Certification Notification Form (CCN) must be submitted via fax or email to 703.621.3978 or education@nasar.org. The CCN information will be posted to the NASAR website.

Lead Evaluators are responsible for the exam location and testing sites, and shall have sufficient materials available to attendees for their exams.

Attendees register for an exam by contacting the Lead Evaluator directly.

All NASAR exams carry a fee based on membership level and should be collected at the start of the exam. See NASAR website for fee structure. Check payment shall be made out to NASAR. Attendees providing cash payment shall be provided a receipt from the Lead Evaluator.

Upon completion of the exam, the Lead Evaluator shall submit the completed exam documentation packet to NASAR PO Box 232020, Centreville, VA 20120-2020 within 14 days.

Exam Documentation Packet includes:

- Attendee Registration forms
- Attendee Roster
- Payment – **Please do not send cash in the mail**
- Written Exam Answer Sheets, Practical Station Sheets and Candidate Failure Reports

The Lead Evaluator MUST keep a duplicate copy of all paperwork to submit in the event the exam documentation packet is lost in the mail.

If an exam date is extended, changed or cancelled it is the responsibility of the Lead Evaluator to notify the Education Services Director immediately.

5:3 Positions

Education Services Director

- See Chapter 2 – NASAR Operations

Subject Matter Committee Chairs

- See Chapter 3 – Committee Operating Guidelines

SARTECH Lead Evaluator

- Follow guidelines in section 5:2.
- Responsible for conducting SARTECH Evaluator Workshops.
- Responsible for selecting, assisting and coordinating evaluators, certification exams and overseeing the practical skills portions of the SARTECH levels that he/she is authorized to test.

To be a Candidate for a SARTECH Lead Evaluator position the Candidate must:

- Submit Lead Evaluator/Evaluator application.
- Meet the requirements to be an Evaluator.

Canine Lead Evaluator

- Follow guidelines in section 5:2.
- Responsible for conducting Canine Evaluator Workshops.
- Responsible for selecting, assisting and coordinating evaluators certification exams and overseeing the practical skills portions of the Canine Certification levels that he/she is authorized to test.

To be a Candidate for a Canine Lead Evaluator position the Candidate must:

- Submit Canine Lead Evaluator/Evaluator application.
- Meet the requirements to be a Canine Evaluator.

SARTECH Evaluator

- Evaluate under supervision of a Lead Evaluator for all SARTECH exams.

To be a Candidate for a SARTECH Evaluator position the Candidate must:

- Pass the SARTECH level he/she would like to evaluate or an approved equivalent.
- Submit a complete Lead Evaluator/Evaluator application packet.
- Attend an Evaluator Workshop or equivalent.

Canine Evaluator

- Evaluate under supervision of a Canine Lead Evaluator for all Canine Certification exams.

To be a Candidate for a Canine Evaluator position the Candidate must:

- Pass the Canine Certification level he/she would like to evaluate or an approved equivalent.
- Submit a complete Canine Lead Evaluator/Evaluator application packet.
- Attend a Canine Evaluator Workshop or equivalent.