

# SunFocus Tanning Certification Ohio Testing Center Application

Download and complete the following

Business Name:

Business Street Address:

Business City:

Business Phone:

Contact Name:

Contact Phone:

Contact Email Address:

How long have you been in the tanning business?

Would your location be available for testing appointments at least 3 days a week?

Would your location be available for testing appointments any weekend hours?

Would your location be available for testing appointments any evening hours?

Are you comfortable with the testing center responsibilities listed below?

## **Testing Center responsibilities:**

Your effort would be limited to taking and execution of appointment for testing. Then sending SunFocus an email with the student name in a reasonable timeframe to confirm you were the testing site. Executing the appointment would follow the protocol below –

In-person examination protocol:

1.0 When a student completes the online training:

1.1 They will get a document online with their name, a confirmation code, and information about testing.

1.2 They will contact a designated person at the testing center and make an appointment for the test.

2.0 At the testing center:

2.1 They will show the document from 1.1 above and a photo ID to the test proctor.

2.2 They will take the test online after the proctor confirms their identify and enters an enrollment key to give them access to the test.

2.3 The exam will be taken in the presence of the proctor.

2.4 SunFocus will automatically get an email when the enrollment key is entered and again when the student submits the completed exam.

2.5 SunFocus will verify the successful completion of the test and prepare their Certificate of Completion.