

# JPO Certification Exam Proctor Process

By being selected to become a JPO Certification Exam Proctor your department is delegating to you the important responsibility to administer and maintain the integrity of the JPO Certification Exam. Your signature on the Proctor Agreement Form indicates your full understanding and acknowledgement of the role and responsibilities connected to serving as a Proctor. If you are interested in becoming a proctor, you must contact TJJD JJTA.

County Departments only have to have a proctor if they are going to administer the exam locally. As a proctor, you will be required to sign and abide by a Proctor Agreement. The Agreement is available on JJTA's website. Once the Proctor Agreement is returned to TJJD, additional information regarding the roles of a Proctor will be made available to you.

## Quick Reference Guide

This infographic is intended to be a quick reference guide for proctors and test takers of the JPO Certification Exam. The process illustrated here are the steps that must be completed to successfully navigate the JPO certification exam registration and exam day process. This graphic is only intended to be a quick reference and any questions beyond the scope of this illustration should be directed to TJJD's Juvenile Justice Training Academy at 512.490.7130 or [exam@tjtd.texas.gov](mailto:exam@tjtd.texas.gov).

