

## Test Site Selection Criteria

It is the intent of GPCI to share the testing experience with as many grant professionals as possible. However, the Test Administration Committee and the Board of Directors must ensure the continued validity, reliability and defensibility of each test experience. In addition, economic and geographic consideration must be given to each potential site.

Therefore, while we welcome a test administration partnership with established AAGP Chapters and other professional organizations, it is essential that these entities are able to satisfy various selection criteria, as outlined below. Additional points of concern may also be considered on a case by case basis. These points, though, are key to the placement of each testing event.

Before beginning this process, we **strongly encourage you to discuss this effort** with your organization's membership, as a test administration requires many hours to market and implement.

After your organization has that discussion and reaches consensus to move forward, please email your proposal to the GPCI Test Administration at: [testsite@grantcredential.org](mailto:testsite@grantcredential.org).

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	Is this an AAGP chapter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Organization		
Contact Name	Daytime Phone	Email
Chapter/Organization name (if different)	Daytime Phone	Email
Chapter/Organization address (city/state/zip)		

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Please respond to the following selection criteria. Keep your responses brief. Then attach this cover page to the responses and forward all to the email listed above. Should you have any questions, please email us at [testsite@grantcredential.org](mailto:testsite@grantcredential.org).

## **Selection Criteria**

1. **Proposed test dates.** Please indicate the proposed dates (1<sup>st</sup> and 2<sup>nd</sup> choice) for your exam. Please keep in mind 90-120 days lead time will be needed to verify the date, set up the registration process and collect/verify registration information for examinees. In addition, please clarify the following:
  - a. Is the proposed date in conjunction with or adjacent to another established event or conference?
  - b. Please indicate any potential dates of conflict (other regional conferences, local events, etc.,) that were considered in your planning.
2. **Proposed test site.** While the Test Administration Committee will work closely with you to outline specific set-up and operational needs, we do need some initial detail about your proposed site. Please briefly describe the proposed test site, including, at a minimum:
  - a. Name and address of the site
  - b. Primary use of this facility and its prior use as a testing facility, if any
  - c. Availability of computers/laptops for the writing portion of the examination including the number available
  - d. Availability of tech support prior to and during the test administration
  - e. Anticipated cost (if any) to use the facility
  - f. Available room(s) in the facility, including separation of the writing and multiple choice testing areas
  - g. Description of the room, including desk/table set-up and the seclusion and/or soundproofing of the facility
  - h. Number of examinees that may be tested at one time:
    - Multiple choice
    - Writing section (computer)
  - i. Description of the accessibility of the facility and any accommodations that may need to be made for candidates with disabilities
  - j. Other
3. **Computers.** If computers are not accessible at your site, please outline your plan for providing computers for the exam.

4. **Anticipated number of candidates for the exam.** To ensure sufficient revenue, not only to cover the expenses of this test administration and scoring, but also the considerable investment over the years to develop this exam and keep it current into the future, we have tentatively established a minimum threshold for each test at 20 candidates. However, this may vary based on the costs at the local site. Please describe the number of candidates you **anticipate** will sit for exam and your justification for that number.
5. **Marketing.** Please briefly describe your organization's plan to market the event within the region **and** state. This may also include previous experience in marketing other events of the organization/chapter.
6. **GPCI support.** Each test administration remains the responsibility of GPCI. Don't worry! We're here for you! Briefly tell us the type of support you think you'll need from us.
7. **Chapter/Organization support.** Test administration takes a number of qualified volunteers. Please briefly outline the following:
  - a. The number and names of GPCs available to proctor the examination
  - b. The number of other volunteers available to support the event (marketing, registration, set-up, other)
  - c. The name and contact information of the chief coordinator of the testing event
8. **Organizational capacity.** In 250 words or less, please outline why GPCI should consider and approve your chapter/organization as a GPC test administrator, including your organization's capacity to successfully administer the exam. This may include evidence of your commitment to the professionalization within the grants field; other successful training or testing events; ongoing collaborations with like groups; experiences of individual chapter officers (only if directly involved in the administration of the exam); etc.