



Proctor Duties

April 29, 2020

CalOES Webinar

1. Maintain class roster and verify that each person has attended all three sections of the course.
2. Prepare, or have each student prepare, a name placard to hold in front of him/her, when his/her picture is taken.
The name placard should be a 8.5" by 11" sheet of paper with the name written in 2" or 3" high letters using a black ¼" wide felt tip pen.
3. Obtain a digital camera - to take participant photos in JPG format.
4. Take photos of students, with each student holding name placard at chest level.
Do not wear hats or sunglasses. Do not take photos directly under overhead lights.
5. Ensure that each registrant has a PDF of the SAP Evaluator Student Manual & cover and the SAP registration form – before the webinar begins. Instruct the student(s) to wait for the instructor to direct them to fill out the form. There are some formalities that are important to the form and do not require certain people to fill out the form in its entirety.
6. Ensure that each registrant is told where and how to obtain the ATC-20-1 and ATC-45 handbooks. It is not necessary to purchase the ATC handbooks, but each participant should have easy access to them. ATC will provide a discount with a purchase of five or more, if the Proctor may wishes to order books for registrants. To purchase, contact:

Bernadette Hadnagy - Applied Technology Council
201 Redwood Shores Parkway, Suite 240
Redwood City, CA 94065-1175

bhadnagy@atcouncil.org
650-595-1542
web/online store: www.ATCouncil.org

7. Check forms for completion and ensure picture of registrant has been taken.
8. Send a copy of the signed class roster, the registration forms (in alphabetical order by last name), and a CD or USB with the photos on it, to:

California Governor's Office of Emergency Services – Recovery Branch
Attn: Judith Fredericks, Safety Assessment Program
3650 Schriever Avenue
Mather, CA 95655

9. Instead of mailing the materials, you may upload them into Dropbox (or similar) and send an invitation to Judith Fredericks. (see below)

10. The deadline for sending in your course materials to the CalOES office is **Friday, May 29, 2020.**

11. After sending all of the class materials to the CalOES office, you may contact Judith Fredericks with any questions:

Judith Fredericks
SAP Administrator/Statewide Coordinator
Technical Assistance Programs Division - Recovery Branch
California Governor's Office of Emergency Services
916-845-8148 Judith.Fredericks@caloes.ca.gov