# **Esri Technical Certification Program Agreement**



The Esri Technical Certification Program fulfills Esri's commitment to growing a qualified workforce through the creation, publication, and maintenance of high-stakes, proctored certification exams. Esri provides access to certification benefits managed by third-party vendors ("Vendor Partners").

The Esri Technical Certification Program is open to domestic and international individuals. All Esri Technical Certification Program guidelines, policies, notifications, and examinations are in English. It is the responsibility of the Esri Technical Certification Program candidate to create and manage accounts with Vendor Partners directly. It is mandatory for candidates to create their exam registration, certification account, and Digital Badge account and remain in compliance with those Vendor Partner agreements.

This Esri Technical Certification Program Agreement ("Agreement") is a legal agreement between you ("Candidate") and Environmental Systems Research Institute, Inc. ("Esri"), a company incorporated under the laws of the State of California, United States of America, and located at 380 New York Street, Redlands, CA 92373. This Agreement is entered into between Candidate and Esri as of the date of Candidate's acceptance ("Effective Date").

By accepting the terms and conditions outlined in this Agreement with Esri, Candidate acknowledges that Candidate has read and is bound by the terms and conditions of this Agreement. The terms of this Agreement shall remain in force and apply to any Esri exam development content or certification(s) that Candidate has developed, attained, or attempted. In addition to this Agreement, Candidate will also be required to accept and follow all exam delivery agreements required by the exam delivery environments hosted by Pearson VUE.

The Esri Technical Certification Program grants certifications to individuals ("Esri Certified Individual(s)"), who have complied with all requirements, including passing all relevant exams pertaining to certification. Esri may add other certifications and requirements to obtain said certifications as it deems appropriate. Subject to the terms of this Agreement, individuals who successfully meet certification requirements are entitled to become an Esri Certified Individual and use the Esri certificate and Digital Badge(s) corresponding to the certification(s) that has been attained.

# **ARTICLE 1—DEFINITIONS**

The terms used are defined as follows:

- a. "Alpine Testing Solutions" means the Vendor Partner who oversees exam development workshops to ensure the build of statistically reliable and valid exams and owns the CertMetrics candidate certification management system.
- b. **"Beta Exam"** means the certification industry-recognized process, managed by Alpine Testing Solutions, used to validate the proposed exam content. Beta Exam participants provide comments and statistics.
- c. "Blueprint Survey" means a certification industry-recognized process, managed by Alpine Testing Solutions, where a survey is provided to the geographic information system (GIS) community to validate a proposed exam blueprint. The GIS community feedback is collected and used to ensure the exam blueprint aligns with industry standards.
- d. "CertMetrics Certification Account" means the Esri Vendor Partner who is responsible for receiving exam results. The CertMetrics certification accounts are managed by Alpine Testing Solutions. A CertMetrics account is required to access exam results (https://cp.certmetrics.com/esri/en/login).
- e. "Credly" means the Vendor Partner who manages the Digital Badge(s) accounts for Esri Certified Individuals (<a href="https://www.credly.com/organizations/esri/badges">https://www.credly.com/organizations/esri/badges</a>).
- f. "Digital Badge" means a digital representation of the certification achieved and is managed by Credly (https://www.credly.com/organizations/esri/badges).
- g. "Esri Certified Individual(s)" means that a candidate has passed an examination that validates their experience and skills for certification as it pertains to Esri products. The details of the Esri Technical Certification Program are available at <a href="https://www.esri.com/training/certification/">https://www.esri.com/training/certification/</a>.

- h. "Exam Registration" means the process of scheduling an exam through the Pearson VUE website (https://home.pearsonyue.com/esri).
- i. **"Exam Results"** means reports that are provided five to ten (5–10) business days after the completion of an Operational Exam and eight to ten (8–10) weeks after the completion of a Beta Exam that provides a candidate with a pass/fail status of an exam.
- j. "Operational Exam" means the final product of exam development. The Operational Exam includes the contents gathered through the Blueprint Survey and the Beta Exam.
- k. "Pearson VUE" means the Vendor Partner that manages the exam appointment registration system to deliver in-person and online proctored exam environments.
- I. "Purchase voucher(s)" means the exam vouchers individuals or organizations purchase from Esri and are used as the payment mechanism within the Pearson VUE Registration System.
- m. "Subject Matter Expert (SME)" means an Esri employee or Esri international distributor employee who (1) holds an Esri Technical Certification, (2) is experienced with Esri products, and (3) assists in exam development, where the SME is issued an SME Digital Badge.
- n. "Vendor Partners" means the organizations contracted by Esri to support the Esri Technical Certification Program. Candidates will create, manage, and maintain accounts with the Vendor Partners as they participate in the program.

## **ARTICLE 2—EXAM DEVELOPMENT**

Exams are developed with feedback and statistics collected by participants of the GIS community. The GIS community is offered the opportunity to participate in exam development through the Blueprint Survey and the Beta Exam. In between the Blueprint Survey and the Beta Exam stages, the exam content is created by an SME. The combined steps of the exam development process determine the final set of questions and scoring model of the final Operational Exam.

a. Operational Exams. Operational Exams are offered to the public and from time to time may be retired. Operational Exam status does not affect any certifications that have been issued for the specific exam version. Exam retirement schedule details are found at <a href="https://www.esri.com/training/certification-find-exam/new/#policies">https://www.esri.com/training/certification-find-exam/new/#policies</a>.

# **ARTICLE 3—EXAM REGISTRATION AND DELIVERY**

- **3.1 Registration System.** Candidate must register with Pearson VUE to take an exam and comply with all rule agreements required of the test delivery environment including, but not limited to, the Pearson VUE Candidate Rules Agreement (<a href="https://home.pearsonvue.com/candidate-rules-agreement">https://home.pearsonvue.com/candidate-rules-agreement</a>) and ID Policies (<a href="https://home.pearsonvue.com/Policies/1S/English">https://home.pearsonvue.com/Policies/1S/English</a>, <a href="https://home.pearsonvue.com/esri/onvue">https://home.pearsonvue.com/Policies/1S/English</a>, <a href="https://home.pearsonvue.com/esri/onvue">https://home.pearsonvue.com/Policies/1S/English</a>, <a href="https://home.pearsonvue.com/esri/onvue">https://home.pearsonvue.com/esri/onvue</a>).
- **3.2 Accommodations.** Appropriate arrangements will be considered for Candidate who demonstrates a documented need for accommodations during an exam. Accommodation options are dependent on the test delivery environment managed by Pearson VUE. It is Candidate's sole responsibility to request exam accommodations by following the process outlined at <a href="https://home.pearsonvue.com/esri">https://home.pearsonvue.com/esri</a>. Additional information can be found at Pearson VUE (<a href="https://home.pearsonvue.com/Test-takers/Accommodations.aspx">https://home.pearsonvue.com/Test-takers/Accommodations.aspx</a>).
- **3.3 Exam Retake Policy.** Retake policy allows for a total of three (3) exam attempts per operational exam version. The full fee for each exam instance is required. If Candidate does not pass a certification exam, Candidate may retake the exam for the same certification a minimum of fourteen (14) days after the first exam attempt. If Candidate does not pass the exam after a second attempt, Candidate must wait ninety (90) days before attempting to take the exam a third time. A Beta Exam may only be taken one (1) time per exam, which supersedes the exam retake policy.
- **3.4 Complaints.** Candidate is permitted to submit complaints (e.g., a noisy or distracting exam room) that do not pertain to Candidate's certification status. All certification-related complaints must be reported within seven (7) days of the event/incident cited by submitting this form <a href="https://home.pearsonvue.com/esri/contact">https://home.pearsonvue.com/esri/contact</a>. Candidate is required to include supporting evidence for the reason for the complaint and the nature of the

request. There is no requirement that any action will be taken as a result of a complaint, but all complaints will be reviewed and resolved in a fair manner.

**3.5 Appeals.** Candidates are permitted to submit appeals (e.g., to resolve a submitted Pearson Vue complaint) as it pertains to their certification status or experience with Pearson VUE. All certification-related appeals must be reported to Esri within seven (7) days of submitting the Pearson VUE Case Form by including the Pearson VUE automatic reply email or Case Number. Candidates will need to submit a complaint to Pearson VUE and have received a resolution from Pearson Vue before filing an appeal. (Please reference the Complaints section for instructions on how to submit a complaint.) Candidates will need to describe the basis of their appeal, include the complaints/case number from Pearson VUE, state why the appeal should be granted, and include all supporting evidence. There is no requirement that any action be taken as the result of an appeals request, but all requests will be reviewed and resolved in a fair manner.

# **ARTICLE 4—VIOLATIONS**

Violations apply to anyone who engages with the certification program, including candidates and subject matter experts. Esri Vendor Partners have established rules to minimize whatever unfair advantage might be gained by candidates in the exam development and examination processes. If a candidate has observed a possible testing violation or suspicious behavior while taking an exam, report it to the test security group using this form: <a href="https://home.pearsonvue.com/Contact-Us/Test-security.aspx">https://home.pearsonvue.com/Contact-Us/Test-security.aspx</a>.

## Violations are defined as

- i. Any activity that negatively affects the integrity and/or security of the Esri Technical Certification Program;
- ii. Activity that enables an unqualified candidate to pass an exam;
- iii. Accessing any materials containing examination content before or during the examination including, but not limited to, content on social networking sites, forums, or brain dump sites;
- iv. Seeking, giving, receiving, or obtaining unauthorized assistance, such as false identity, solicitation of someone to take a test on another's behalf, or collusion with another candidate or proctor;
- v. Using falsified or altered certificates, score reports, or other documents or electronic media to misrepresent certification status or allowing others to use your certification credentials for any reason;
- vi. Actions that represent suspicious activity as defined by Esri's Vendor Partners through observation or data collection and statistical analysis used to manage the program;
- vii. Actions that represent suspicious activity including, but not limited to, failure to follow the exam retake policies, failure to protect Esri exam content through carelessness or in an attempt to shield facts regarding a violation that has occurred.

# **ARTICLE 5—EXAM RESULTS**

Exam results are provided five to ten (5–10) business days after the completion of an Operational Exam and eight to ten (8-10) weeks after the completion of a Beta Exam. To maintain exam security, Candidate will not be provided with the following: (i) answers to exam questions, (ii) whether an exam answer affected Candidate's pass or fail status rating, and (iii) the score that is required to obtain a pass rating.

- a. **Pass/Fail Ratings** are set using statistical analysis. Esri does not publish or disclose Operational Exam or Beta Exam passing scores but will supply Candidate with a pass/fail rating.
  - 1. Pass Rating. If Candidate receives a pass rating, an Esri certification will be awarded.
  - 2. **Fail Rating.** If Candidate receives a fail rating, a performance report ("Section-Level Score Report") will be provided. Section-Level Score Reports are not provided to Beta Exam candidates or pre-2022 versions of specialty exams who receive a failing score.

# **ARTICLE 6—CONFIDENTIALITY**

Candidate agrees that the contents of the examination are confidential, and the disclosure of that information could compromise the integrity of the Esri Technical Certification Program. Esri makes examinations available to

Candidate solely to test Candidate's knowledge of the examination subject matter for which Candidate seeks certification. Candidate is expressly prohibited from disclosing, publishing, reproducing, or transmitting any examination and any related information including, but not limited to, questions and answers or any communication regarding or related to the exam (known collectively as "Proprietary Information"), in whole or in part, in any form or by any means, including oral, written, electronic, or mechanical, for any purpose. Disclosure of Proprietary Information by any means in violation of this Agreement undermines the integrity and security of the Esri Technical Certification Program.

## ARTICLE 7—INTELLECTUAL PROPERTY OWNERSHIP

Esri retains all rights, title, and interest in and to all Esri Technical Certification Programs and Proprietary Information and related information, content, data, examinations, and materials and all copyrights, patent rights, trademark rights, and other proprietary rights therein. All rights in the Proprietary Information are expressly reserved to Esri. Any unauthorized access, reproduction, distribution, or disclosure of Proprietary Information is a violation of US and international intellectual property laws. Esri may pursue all available remedies, which may include prosecution to the maximum extent possible under such laws and may result in severe civil and criminal penalties.

## **ARTICLE 8—PRIVACY STATEMENT**

The Esri Technical Certification Program adheres to the Esri Privacy Statement located at <a href="https://www.esri.com/en-us/privacy/privacy-statements/privacy-statement">https://www.esri.com/en-us/privacy/privacy-statements/privacy-statement</a>. To learn more, the privacy overview is located at <a href="https://www.esri.com/en-us/privacy/overview">https://www.esri.com/en-us/privacy/overview</a>.

## ARTICLE 9—DATA TRANSFER POLICY

- a. By accepting the terms of this Agreement, Candidate is authorizing Candidate's data and personal data, including company name and email address, to be transferred to, stored by, and processed by Esri in the US and shared in candidate reports, which may be shared internally within Esri and with Esri international distributors and Esri business partners.
- b. Candidate data is stored within a third-party candidate management system. Candidate's personal information will be used for the following purposes: notification of exam development, exam retirement, Blueprint Surveys, Beta Exams, test results, requests to update Candidate vendor partner account information, correspondence related to Candidate's Digital Badge and mailing of any physical fulfillment.
- c. Candidate must opt in within Candidate's CertMetrics Certification Account to have Candidate's information included in the public directory, training dashboard, or success story.
- d. Any inquiries regarding the collection or maintenance of Candidate data should be directed to <a href="https://www.esri.com/training/certification/contact">https://www.esri.com/training/certification/contact</a>.

# ARTICLE 10—AUTHORIZATION TO USE ESRI DIGITAL BADGES

Subject to and expressly conditioned upon compliance with the terms and conditions of this Agreement, upon successful completion of all certification requirements, Esri, in partnership with Credly, grants Candidate a personal, nonexclusive, nontransferable right to use the Esri certification Digital Badge. Candidate acknowledges that Esri has sole ownership of the Digital Badge and that nothing in this Agreement, or that might otherwise be implied by law, shall operate to give Candidate any right or title to or interest in the Digital Badge other than the authorization specifically granted herein. Candidate agrees to cease using any Digital Badge upon the termination of this Agreement.

# **ARTICLE 11—ASSIGNMENTS**

Candidate may not assign, transfer, or sublicense any rights, licenses, or obligations received under this Agreement to anyone. Any attempted reassignment in violation of this Agreement shall be null and void and without any effect.

# **ARTICLE 12—LIMITATION OF LIABILITY**

- a. IN NO EVENT SHALL ESRI BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, OF ANY KIND, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, ARISING FROM OR RELATED TO CANDIDATE'S CERTIFICATION, FAILURE TO ACHIEVE CERTIFICATION, OR USE OF OR INABILITY TO USE THE DIGITAL BADGE OR CERTIFICATION OR ARISING FROM OR RELATED TO THE TERMINATION OF CANDIDATE'S CERTIFICATION, EVEN IF ESRI HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION WILL APPLY NOTWITHSTANDING ANY FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED HEREIN.
- b. ESRI'S TOTAL CUMULATIVE LIABILITY HEREUNDER FROM ALL CAUSES OF ACTIONS OF ANY KIND SHALL NOT EXCEED THE AMOUNTS PAID BY CANDIDATE FOR THE EXAM.

## ARTICLE 13—GENERAL DISCLAIMER

ESRI DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, ASSOCIATED WITH THE EXAM AND ESRI CERTIFICATION, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. ESRI DOES NOT WARRANT AND DISCLAIMS THAT THE EXAM OR ESRI CERTIFICATION WILL MEET CANDIDATE'S NEEDS.

# **ARTICLE 14—NO REPRESENTATIONS; INDEMNIFICATION**

- a. No Partnership, Joint Venture, Agency, or Franchise. Neither this Agreement, any terms or conditions contained herein, any Esri certification, nor Digital Badge shall be construed as creating a partnership, joint venture, or agency relationship between Candidate and Esri or as granting a franchise. Candidate may not advertise, promote, or suggest in any manner that the services being provided to customers in connection with the Esri Technical Certification Program are provided by, sponsored by, or associated with Esri or that Candidate is employed by, affiliated with, or sponsored by Esri, except to state that Candidate has passed any applicable Esri certification exam. During the term of this Agreement, Candidate shall insert the following language in each contract, pursuant to which Candidate will provide services involving Esri products: "Esri is not a party to this agreement and shall have no liability whatsoever with respect to the services that are the subject of this contract. Each applicable Esri certification indicates that I have successfully completed the corresponding certification requirement. The services I provide under this contract are not provided, licensed, or sponsored by Esri."
- b. Indemnification. Candidate agrees that Esri shall have no liability to Candidate or Candidate's employer or any of Candidate's or employer's clients or customers and that Candidate shall defend, indemnify, and hold Esri; its affiliate and subsidiary corporations; and its international distributors and their respective employees, officers, and directors harmless for any and all demands, claims, and/or liabilities, including, but not limited to, personal injury or product liability claims arising out of (i) Candidate's use of Esri certification in a manner that is in any way inconsistent with the terms of this Agreement; (ii) the performance, promotion, sale, or distribution of your services as an Esri Certified Individual; (iii) the termination of this Agreement by Esri, pursuant to the terms herein; and/or (iv) Candidate's misrepresentation of the capabilities of Esri software, products, or services. In the event Esri seeks indemnification from Candidate under this provision, Esri will promptly notify Candidate in writing of the claim(s) brought against Esri for which it seeks indemnification. Esri reserves the right, at its option, to assume full control of the defense of such a claim with the legal counsel of its choice. Candidate shall reimburse Esri upon demand for any expenses reasonably incurred by Esri in defending such a claim, including, without limitation, attorney's fees and costs, as well as any judgment on or settlement of the claim in respect to which the foregoing relates.

# **ARTICLE 15—CONDUCT OF BUSINESS**

a. **Business Practices.** Candidate agrees that all business Candidate conducts in Candidate's capacity as being an Esri Certified Individual shall be performed in a manner that (i) does not in any way harm the

reputation of Esri; (ii) avoids deceptive, misleading, or unethical practices; (iii) avoids making any representations, warranties, or guarantees to customers on behalf of Esri for Esri products or otherwise; (iv) complies with all applicable US export regulations and other applicable governmental laws and regulations; and (v) complies with copyright and other intellectual property and proprietary rights protections for Esri software including, but not limited to, not engaging in reverse engineering, decompiling, or disassembling Esri software.

b. **Trademark Restrictions.** Nothing in this Agreement authorizes Candidate to use any Esri trademarks, service marks, Digital Badges, or logos except as expressly specified in this Agreement.

# **ARTICLE 16—TERMINATION**

Esri may, at its sole discretion, revoke all certifications that may have been obtained and permanently ban Candidate from obtaining future certifications under the following circumstances: (i) if Candidate breaches the terms and conditions of this Agreement or (ii) if Esri determines, at its sole discretion, that Candidate has any exam violation.

- a. Termination by Esri for Cause. Without prejudice to any other rights Esri may have herein, at law, or in equity, and upon written notice, Esri may terminate this Agreement immediately, including termination of any certifications Candidate may have received and Candidate's use of the Digital Badge, if Candidate (i) breaches any of the terms of this Agreement, including, but not limited to, the <u>Digital Badge Usage Guidelines</u> which may be updated from time to time by Esri; (ii) violates or fails to meet any Esri Technical Certification Program requirements; (iii) engages in misappropriation or unauthorized disclosure of any trade secret or confidential information; (iv) engages in piracy of any Esri products; or (v) infringes any intellectual property right of Esri or engages in other activities prohibited by law, or if a court finds that the services Candidate provided related to the Esri product to which Candidate is Esri certified are inadequate or defective.
- b. **Termination for Convenience.** Esri may terminate this Agreement at any time with thirty (30) days' prior written notice of termination.
- c. **Effect of Termination.** Upon the termination of this Agreement, pursuant to Section 12a or Esri's revocation of Candidate's certification, Candidate shall immediately cease to represent Candidate as Esri certified. Notwithstanding termination of this Agreement, Candidate shall remain bound by the obligations of confidentiality.

# **ARTICLE 17—MISCELLANEOUS**

- a. Waiver and Modification. Candidate waives any right to challenge the validity and enforceability of this Agreement on the grounds that it was transmitted and entered into electronically. Candidate agrees that entering into this Agreement electronically is equivalent to signing this Agreement. Failure by either Candidate or Esri to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. Any waiver, amendment, or other modification of any provision of this Agreement will be effective only if in writing and signed by both Candidate and Esri.
- b. **Severability.** If a court of competent jurisdiction finds any provision of this Agreement to be unenforceable, that provision will be enforced to the maximum extent permissible to affect the intent of the provision, and the remainder of this Agreement will continue in full force and effect.
- c. Controlling Law and Jurisdiction. This Agreement and any action arising from this Agreement shall be governed, controlled, interpreted, and defined by and under the laws of the State of California and the United States, without regard to its conflict of law's provisions. Any dispute arising out of or relating to this Agreement or the breach thereof, which cannot be settled through negotiation, shall be finally settled by arbitration administered by the American Arbitration Association. Judgment on the award rendered by the arbitrator may be entered in a court of competent jurisdiction. This Agreement shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded.
- d. **Notices.** Unless notified otherwise in writing or via email, all notices sent or required to be sent, including notice of termination, shall be in writing or by email to Candidate at the address provided during registration and to Esri at 380 New York Street, Redlands, California 92373, <a href="https://www.esri.com/training/certification/contact">https://www.esri.com/training/certification/contact</a>. It shall be Candidate's sole responsibility to ensure that Esri has Candidate's current address.

- e. **Export Control.** Candidate represents and warrants that Candidate is not located in, under the control of, or a national or resident of any US embargoed country or region (currently, Syria, Cuba, North Korea, Iran, Donetsk People's Republic, Luhansk People's Republic, and the Crimea region of Ukraine) or listed on any US government restricted parties' lists (the consolidated lists are available for review and search at <a href="https://www.trade.gov/data-visualization/csl-search">https://www.trade.gov/data-visualization/csl-search</a>).
- f. **Entire Agreement.** This Agreement and the documents referenced herein constitute the entire agreement between Candidate and Esri with respect to the subject matter herein and supersede all prior and contemporaneous understandings or agreements, written or oral, regarding such subject matter.

# **ARTICLE 18—CERTIFICATION REVOCATION**

Esri may, at its sole discretion, revoke any and all certifications you may have obtained and permanently ban you from obtaining future certifications under the following circumstances: (i) if you breach the terms and conditions of this Agreement or (ii) if Esri determines, at its sole discretion, that you have any exam violation.

YOU HEREBY REPRESENT TO ESRI THAT YOU (1) HAVE READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND (2) ARE EIGHTEEN (18) YEARS OF AGE OR OLDER (IF YOU ARE UNDER THE AGE OF EIGHTEEN [18], YOU AND YOUR PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE MINOR CANDIDATE AGREEMENT BELOW). YOU ACKNOWLEDGE THAT ESRI IS RELYING ON SUCH REPRESENTATIONS IN GRANTING CERTIFICATION.

THIS IS FOR USE BY CERTIFICATION CANDIDATES WELECTRONICALLY. CERTIFICATION CANDIDATES SUFAX SHOULD SIGN BELOW AS INDICATED.	
Signature:	Date:

The addresses/fax numbers below are provided for those individuals with limited access to the internet. Esri is not responsible for any errors resulting from illegible submissions.

Esri

Attn.: Certification Program Email: certification@esri.com

 380 New York Street
 Tel.: 909-793-2853

 Redlands, CA 92373-8100, USA
 Fax: 909-793-5953

# MINOR CANDIDATE AGREEMENT

By signing below, the minor certification candidate and the candidate's parent/guardian acknowledge and agree that the candidate is bound by the terms and conditions of the Esri Technical Certification Program Agreement and consent to personal information being used by Esri or shared in accordance with the Agreement.

Minor candidates may not sit for an Esri exam until they have received approval from the Esri Technical Certification Program via email. To request approval to sit for an Esri exam, please follow the instructions below:

- 1. Submit only typed forms (with the exception of the signatures). Handwritten forms will not be accepted.
- 2. Enter information in all fields (except signatures) and print the document.
- 3. Sign the agreement.
- 4. Send your completed form to <a href="mailto:certification@esri.com">certification@esri.com</a>.

Upon receipt of this signature page, Esri will review and process your signed agreement within seven to fourteen (7–14) business days. You will receive an email confirmation from <a href="mailto:certification@esri.com">certification@esri.com</a> once your signed agreement has been processed. Once approved, a minor candidate will need to provide the Esri confirmation to the Testing Administrator at the testing center to begin the exam. Failure to provide confirmation on-site will result in the candidate being unable to test and a forfeiture of the registration fee.

Please note, as a parent or guardian, you may request to view or have deleted the minor candidate's personal information and refuse to permit its further collection or use by contacting <a href="mailto:certification@esri.com">certification@esri.com</a>. Please note that removing the minor candidate's information will restrict the ability for a certified minor candidate to download or use an Esri certificate and Digital Badge(s) corresponding to the certification(s).

Please keep a copy of this Agreement and signature page for your files.

Please print clearly. Illegible agreements will delay your approval.

# Candidate

Printed Name:	Signature:
Address:	City, State:
Country:	Postal Code:
Email:	Phone:
Parent or Legal Guardian	
Printed Name:	Signature:
Date:	
Scan and email signed page to certification@esri.com.	