

# Ed Rep Application Form

## Becoming an Ed Rep

Your company has entrusted you with the unique responsibility of serving in the role of LOMA Educational Representative (Ed Rep). In this role, you provide information and services to help employees in your company access the educational benefits that LOMA provides. *(Ed Reps are employees of LOMA member companies and are neither employees of LOMA nor agents of LOMA.)*

You represent your company's interests and can tailor some aspects of administering LOMA programs in a way that benefits your company and capitalizes on its LOMA membership. You also serve as the "face" of LOMA to your organization and its employees, and by your success in communicating the benefits of LOMA education and in carefully administering LOMA programs, you have the opportunity to make a huge difference in the careers of many employees.

LOMA values your participation as an Ed Rep, and you can count on LOMA to provide training materials and resources to help you successfully perform your role as Ed Rep.

## How to Apply

Use this form to apply for your role as a new Educational Representative (Ed Rep) for your company. You will be given Ed Rep access to administer LOMA online education programs.

1. Register and create a record at [www.loma.org](http://www.loma.org) by clicking on "Login." There you will set up your Username (Login ID) and Password. Contact LOMA if you do not know your LOMA Organization Number.
2. Complete the Ed Rep Application Form on page 2 and return it to LOMA's Office of the Registrar. Please provide the work address where you are located.

Fax: 770-984-6415

Email: [education@loma.org](mailto:education@loma.org)

## CONTACT LOMA



**General Phone**  
770-984-3761



**Website**  
[www.loma.org](http://www.loma.org)



**Email**  
[education@loma.org](mailto:education@loma.org)

## Access to I\*STAR

I\*STAR is LOMA's cloud-based exam delivery system offering the convenience and flexibility of year-round testing, as well as immediate online grade reporting. If your company is already using I\*STAR at your location, and if you will be proctoring I\*STAR examinations, please

1. Read the I\*STAR Regulations on page 3 of this form.
2. Sign on the bottom of page 2 to receive access to the system.

If you plan to administer I\*STAR examinations at your location, download the I\*STAR Certification Form below to get started.

- [I\\*STAR Certification Form](#)
- [Learn more about I\\*STAR](#)

## Ed Rep information

Type of Ed Rep	Primary Ed Rep	Secondary Ed Rep
Effective date		

## If you are replacing another Ed Rep

Name of the former Ed Rep	
User Login ID of former Ed Rep	
Has this person left your company?	Yes                      No

## Information about you

First name		Last name	
Job title		User Login ID	
Company name		Your company's LOMA Organization number	
Company address			
City	State or Province	Country	Postal or ZIP code
Phone number (extension or direct line)		Fax	
Email address			

## Acknowledgement Statement

I have been appointed by my company to serve as the Ed Rep to LOMA and administer professional development programs. As the Ed Rep, I will:

1. Ensure that LOMA policies and procedures are followed by students and proctors.
2. Stay up-to-date on LOMA professional development programs and recommend LOMA products, conferences, committees to employees and management where appropriate.
3. Be a LOMA *Champion*:
  - Promote LOMA Professional Development & Training throughout the company to employees and management and show value of LOMA.
  - Locate areas of my company where LOMA can be part of employees' career paths and help implement LOMA programs into the paths.
  - Make recommendations on designation progress and encourage and motivate employees as they work toward a LOMA designation.
  - Organize recognition programs to celebrate achievements.

Signature:

Print Name:

Date:

## I\*STAR Regulations Approval

I have read the I\*STAR regulations on page 3 and I hereby certify that our facilities for administering I\*STAR examinations at all locations of our organization meet the criteria set forth below and that I will abide by all established standards for examination administration.

Signature:

Print Name:

Date:

## I\*STAR Regulations

In order to protect the integrity of the Professional Development Programs supported by LOMA, examinations offered via I\*STAR are subject to rigorous quality and security controls. For this reason, it is very important that company administration of I\*STAR examinations conform to the standards developed by industry leaders in consultation.

1. Ed Reps and proctors are to keep Login IDs and passwords strictly confidential and must not share them.
2. A student must provide a picture ID if the proctor is not completely certain of the student's identity.
3. A student may not sit for an I\*STAR examination in a trafficked area, in a location that permits the student access to textbooks, notes, cell phones, pagers, tablets, Personal Digital Assistants (PDAs), or in any location where the student could talk with anyone except the proctor.
4. A student must be under *direct* observation of the proctor while sitting for an I\*STAR examination. It is not necessary for the proctor to be in the same room with the student, as long as the proctor has a direct view of the student while the student is sitting for the examination. It is not sufficient for the proctor merely to be able to view the entrance to the room in which the student is sitting so as to make sure that no one enters or leaves the room; *the proctor must actually be able to view the student*. Students must be monitored by the proctor if leaving the exam for a restroom break.
5. Computers must be adequately spaced so that a student cannot see the screen on which another student is taking an I\*STAR examination. Spacing must also be adequate to discourage any communication between students sitting for I\*STAR examinations.
6. Unannounced inspections of I\*STAR facilities may be made by LOMA staff, LOMA committee and council members, and LOMA Society representatives to ensure that standards are being met.
7. If a student is interrupted by system problems while taking an I\*STAR examination, standards 4, 5, and 6 above must be adhered to while the proctor attempts to restart the examination. The student cannot be allowed to leave the examination room, to converse with others, or to have access to study materials. If the examination cannot be restarted, please contact LOMA's Help Desk. Failure to adhere to these standards will result in the student's having to re-enroll in a new examination.
8. If a student must leave the exam for an emergency, the exam will be graded at that point. If the student fails the exam, re-enrollment with full fees will be required to take the exam again.
9. Students are permitted to use scratch (blank) paper during the examination. However, all such paper must be returned to the proctor and destroyed following the exam. Students are not permitted to take any written information regarding the examination content from the testing area.
10. Exam proctors must inspect and approve all calculators before administering the exam. Only basic 4-function calculators with no internet connection, special features, or functions are permitted.
11. If a student wishes to challenge an exam question, the student should make a mental note of the question number and the reason for the challenge and immediately notify the Ed Rep or proctor of the challenge. The Ed Rep or proctor should then forward the student's concern to LOMA, where it will be investigated.
12. Violation of any of these facilities requirements, of standards listed in the Ed Rep Guidebook or on [loma.org](http://loma.org), or of other policy statements issued by LOMA will subject the company to the provider's due process procedure governing irregularities connected with exam administration. Penalties under the policy may include disqualification of exams taken in an unauthorized fashion, as well as suspension of a company from the privilege of administering examinations.