



# IPC Online Print Test Waiver Form

Return the completed form via email to [CQI\\_waivers@ipc.org](mailto:CQI_waivers@ipc.org)

Date of Submission

Email Address

Instructor Name

Training Company  
(or Independent Trainer)

Seeking Waiver for Program:

Date of Course

Location of Class (City, State)

Number of Candidates

Facilities (Please describe the facilities):

Did you discuss testing requirements with your customer beforehand?

YES

NO

Reason you are unable to use electronic testing:

Customer contact name

Customer contact number

\*All fields are required.

# IPC – Standard Operating Procedure – C-102

## Online Print Test Waiver — Instructions

Return the completed form via email to [CQI\\_waivers@ipc.org](mailto:CQI_waivers@ipc.org)

The waiver is to be completed and submitted to IPC for approval in cases where online print test functionality is being utilized.

## Online Print function and future of paper exams

IPC is fully aware that in some cases you may encounter an on-site situation that may hinder your ability to deliver exams electronically. To that end IPC will be piloting an “online print test module” which will allow you to print and deliver exams at a secure site. This option has been specifically designed to compensate for environments where electronic medium is difficult to deploy. It is important to note the following:

- The online print test option is designed to be used only when electronic testing is not possible due to security restrictions (such as security restricted locations or "ITAR" regulations).
- IPC requires that you file a waiver when using the online print test function. This is required so that IPC can understand and evaluate the scenarios in order to improve our systems and process to be able to drive electronic testing in the most diverse environments.

## Key points to note regarding the questionnaire:

**Training Company:** This is the name of the company (on independent trainer) providing the training.

**Seeking waiver for Program:** This is program that is being delivered – e.g.) 610E..

**Number of candidates:** This is the number of candidates you intend to train in the class for which you are submitting the waiver

**Facilities:** Details on where the training is being delivered. This could include hotel, rented facilities, and training center. Any other facility details that hamper the delivery of online exams should be documented here.

**Reasons you are unable to use electronic testing:** Specific inhibitors that prevent the instructor from delivering online exams as well as any proactive steps that were taken to address the testing need beforehand. IPC will use this information to document and evaluate current practices to ensure maximum online testing delivery success

**Did you discuss testing requirements with your customers beforehand?** – In many cases the client may be able to facilitate the testing needs by arranging for the testing infrastructure to be available for the exam delivery portion.

**Customer contact:** To better address and solve online testing IPC would like to work directly with customers and members to see what steps can be taken by IPC and the client / member to address these requirements going forward.

Please note that above question are designed to have IPC collaborate and work directly the training partner / trainer and customer / member to overcome any issues in the deployment of online testing.

Given the benefits of online testing, IPC is committed to getting the technology to work across a diverse delivery landscape for the benefit of the certification and the individuals who hold the credentials.

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## Frequently asked Questions:

1. Do I need to submit a waiver for the same location every time I train at the same location?  
Yes - Unless specifically authorized by IPC, a waiver for each class conducted using the online print feature of the portal is required.
2. Why is IPC requesting this information?  
IPC will use the information to better align our processes to maximize the effectiveness of CQI. The goal is not to add complexity but to gather the required data to make informed decisions based on collaboration with our training partners and clients.