Name: ___________________________________________________________________________________

Residence Address (not P.O. Box): ____________________________________________________________

City: ___________________________ State: _____________ Zip: _______________

Mailing Address (if different than home): _______________________________________________________

City: ___________________________ State: _____________ Zip: _______________

Home #: _______________ Cell #: _______________ Social Security No. (required): _______________

Email Address (required): __________________________________________________________________

1. Date of Birth (required): _________________________

2. Are you a citizen of the U.S.? □ Yes □ No
   If NO, do you have the legal right to work in the U.S.? □ Yes □ No
   Provide details: _________________________________________________________________________

3. What is your highest level of education?
   □ GED/High School Diploma   □ 4 year college degree
   □ 2 year college degree □ graduate degree

4. Are you currently employed: □ Yes □ No
   If YES, what is your occupation? ___________________________________________________________
   If YES, Name & Address of Present Employer: _________________________________________________
   If YES, dates of current employment: From_______________ To_______________

5. Have you previously proctored the NYS bar exam? □ Yes (provide dates) _____________________ □ No

6. Do you proctor for the NYS Unified Court System? □ Yes □ No

7. Do you proctor for the NYS Department of Civil Service? □ Yes □ No

8. List any other proctoring experience you may have, including name of employer and dates proctored:
   _________________________________________________________________________________________

9. If your answer is “YES” to either of the following questions, give particulars below:
   (a) Except for minor traffic offenses, have you ever been convicted of a criminal offense? □ Yes □ No
   (b) Except for minor traffic offenses, do you currently have any criminal charges pending against you?
      □ Yes □ No

10. Are you related to anyone planning to take the New York bar examination? If YES, what is their name and when do they intend to take the exam?

Proctor Application – Revised 04/2022
11. Are you currently a law student, a member of the faculty at a law school or non-retired practicing attorney? □ Yes □ No
Law Students, Law Faculty and Non-Retired Practicing Attorneys are not eligible to serve as proctors. Non-faculty employees of a law school are eligible to serve as proctors.

12. Can you perform the essential functions of the job with or without accommodations? Proctor requirements and responsibilities are summarized on the Board’s website at http://www.nybarexam.org/Proctors/Proctors.htm

13. Do you need to be assigned to the same site with another proctor, such as a spouse or someone who provides your transportation? □ Yes □ No If YES, what is their name?: _________________________________

14. Do you have any of the following special qualifications? Check all that apply.
□ First Aid, CPR or Health Professional Qualifications □ Teaching Credentials
□ Monitor Exams Administered on Computers □ Security Guard Experience
□ Working with Special Needs/Disabled Individuals
□ Reader for Special Needs/Disabled Individuals
□ Scribe (using laptop computer with Word) for Special Needs/Disabled Individuals

15. Please select the geographic locations in which you would like to work. Also, please rank in order of preference (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, etc.)

_____ ALBANY       _____ MANHATTAN       _____ SARATOGA SPRINGS
_____ BUFFALO       _____ LONG ISLAND     _____ WHITE PLAINS

I declare that my answers to the questions on this application are complete and true to the best of my knowledge. I understand that any misrepresentations or omissions may be cause for not being employed as a proctor or for dismissal. I understand that completing this application does not guarantee that I will be called upon to proctor the bar examination. I further understand that if I am called upon to proctor one bar examination it does not guarantee that I will be called upon to proctor subsequent bar examinations.

____________________________________________   ________________ ______________
Signature                Date

Completed Applications may be submitted by email to proctors@nybarexam.org, by fax to (518) 452-5729 or by regular mail to New York State Board of Law Examiners, Corporate Plaza Building 3, 254 Washington Avenue Extension, Albany, NY 12203-5195.

Should you have a question please contact the New York State Board of Law Examiners by phone at (518) 453-5990 or by email at proctors@nybarexam.org. Please allow 48 hours for a response to an email.