



## GI-BMP Test Transmittal Form

### This form is being used to transmit:

- DVD-Training Proctored Tests
- Re-take Tests

This form should be completed by the test proctor and included when returning test materials for GI-BMP proctored DVD students or students re-taking the GI-BMP test.

The package should also include:

- All test forms that you received – whether used or unused
- For DVD students: For each completed test, include a **legible**, signed Affidavit of Completion –OR– a test voucher printed from the GI-BMP website
- For Re-Take students: For each completed test, include a **legible**, signed Training Record

### Please direct materials for processing to:

UF/IFAS GI-BMP State Office  
111 Mehrhof Hall, PO Box 110675  
Gainesville, FL 32611-0675

### Questions?

Email: gi.bmp@ifas.ufl.edu  
Phone: (352) 273-4517

## PROCTOR INFORMATION

Proctor Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ I am a certified GI-BMP Instructor – GI-BMP ID# \_\_\_\_\_

\_\_\_\_\_ I am a pre-approved CPCO or RUP license holder – FDACS license # \_\_\_\_\_  
GI-BMP ID# \_\_\_\_\_

\_\_\_\_\_ I am an authorized UF/IFAS Extension employee

## TEST ADMINISTRATION DETAIL

For DVD tests: Each participant must be registered as a DVD student either online at gibmp.ifas.ufl.edu, or via a registration spreadsheet, and must present identification prior to taking the test.

For Re-take tests: Each participant re-taking the GI-BMP test must have made prior arrangements with an approved proctor, complete the Training Record, and present proper identification prior to taking the test.

The number of tests enclosed: \_\_\_\_\_

The scheduled date for the enclosed tests was \_\_\_\_\_

*If tests were administered on a different date, please note date(s) and reason below:*

I certify that I personally administered and supervised the enclosed tests in accordance with the testing policies and procedures provided by the UF/IFAS GI-BMP State Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_