

A public librarian who holds a library science degree	Submit a letter written by this individual's supervisor on official letterhead from the library system in which he or she is employed. The letter must include verification of the proctor's employment, highest degree earned, and job title.
A corporate staff member who holds a higher rank than the student in the corporation where the student is employed	Submit a letter on corporate letterhead from the proctor's supervisor verifying employment at the company, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
An individual who is an active member of the clergy	Submit a letter on official letterhead from the person's administrative governing unit verifying the individual's employment, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
A government employee of higher rank than the student	Submit a letter on official government letterhead from the proctor's supervisor verifying the individual's employment, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
ARMED FORCES PERSONNEL: Any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an education officer, or a base librarian	Submit a letter on official letterhead from the base commander (or an authorized representative) verifying the proctor's position.
INCARCERATED STUDENTS: The education officer, librarian, or chaplain of the facility	Submit a letter on official letterhead written by this individual's supervisor or the facility's superintendent from the prison system in which he or she is employed.
For a 5000-series unit level of a noncredit course for industrial training: the employee's immediate supervisor, foreman, manager, or company educational manager	Submit a letter on company letterhead from the company's president (or authorized representative) verifying the proctor's position.
Students enrolled at Thomas Edison State College in New Jersey who take Penn State World Campus courses and who need to take an examination may do so through Thomas Edison State College.	Arrangements may be made by calling (609) 984-1181 from 8:30 a.m.–1:30 p.m. (EST).

Proctor information is kept on file for two years. After two years, proctor information must be updated and submitted again or a new proctor obtained.