

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 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.

Email: education@loma.org

CONTACT LOMA



General Phone
770-984-3761



Website
www.loma.org



Email
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)	Email address		

Acknowledgment 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:

In order to protect the integrity of LOMA's Professional Development Programs, examinations delivered via I*STAR are subject to rigorous quality and security controls. I*STAR examination administration must conform to the standards developed by LOMA and its industry consultants. The following regulations are subject to change without notice. Proctors and students are bound by the [Proctored Examination Rules](#) posted on LOMA's website at the time of exam administration.

1. Ed Reps and proctors must keep Login IDs and passwords strictly confidential and must not share them.
2. A student must always show a valid picture ID to the proctor before being allowed to sit for an I*STAR examination.
3. A student must sit in a room conducive to an effective and quiet testing experience with no distractions. Testing must not take place in an area where people can walk by and disturb the testing experience.
4. During testing, a student may not have access to course material of any kind, nor to any personal items or electronic equipment including smartwatches, fitness trackers, cameras, recording or listening devices, or any other type of electronic or communication device.
5. The proctor must be in the same room as the student during testing at all times. A student must be under direct observation of the proctor the entire duration of the I*STAR examination. If a restroom break for the student is absolutely necessary, the student must be monitored by a proctor while they are out of the testing room.
6. Students must sit at a minimum of 4 feet apart from each other. Students should not have a clear view of the computer screen of any other student. If there is more than one student in the testing room at one time, the proctor must have a clear view of all students and ensure that there is no communication between them.
7. LOMA I*STAR examinations must be administered on dedicated testing computers that students do not have regular access to.
8. Students should not have any open applications or browsers besides I*STAR on their testing device at any point during testing. Attempting to do so will result in score cancellation. Students cannot work in any other program or application while taking an exam.
9. Any attempt to give assistance to students, including copying or recreating questions or through the use of an answer key, is strictly prohibited.
10. If a student must leave the exam for an emergency, the exam will be graded at that point. If the student fails the exam, reenrollment with full retake fees will be required to take the exam again.
11. If a student is interrupted by system problems while taking an I*STAR examination, all standards listed here 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 any outside materials, including devices or study materials. If the examination cannot be restarted, please contact LOMA's Office of the Registrar at education@loma.org.
12. The proctor can provide students with one blank sheet of paper along with a pen/pencil. The proctor must collect and shred the paper immediately upon completion of the exam. Students are not permitted to take any written information regarding the examination content from the testing area.
13. 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.
14. If a student wishes to challenge an exam question, the student should make a mental note of the question topic 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.
15. LOMA staff or other authorized representatives may make unannounced inspections of I*STAR facilities at any time to ensure that standards are being upheld.
16. Real, observed, or suspected violation of any of the requirements or standards listed here, in the [Ed Rep Guidebook](#), on LOMA's website, or in any other policy statements issued by LOMA, will be subject to LOMA's Due Process Policy governing irregularities connected with exam administration. policy statements issued by LOMA, will be subject to LOMA's [Due Process Policy](#) governing irregularities connected with exam administration.

Failure to adhere to these standards may result in:

- disqualification of exam score and cancellation of enrollment for involved student(s)
- revocation of LOMA designations obtained as a result of disqualified exams
- disqualification of the proctor(s) and of the testing location(s)
- suspension of the Company from the privilege of enrolling students in LOMA courses and/or administering any type of LOMA examinations
- termination of LOMA membership



Navigate With Confidence