



Contact LOMA:

General Phone:

1-800-ASK-LOMA,  
Option 1

1-800-275-5662,  
Option 1

1-770-984-3761

Website:

[www.loma.org](http://www.loma.org)

Email:

[education@loma.org](mailto:education@loma.org)

## 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 short online education programs.

1. Register and create a record at [www.loma.org](http://www.loma.org). 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 and return it to LOMA's Office of the Registrar. Please provide the work address where **you** are located.

Fax: 770-984-6415

Email: [education@loma.org](mailto:education@loma.org)

## Access to I\*STAR

I\*STAR is LOMA's software for administering proctored, electronic exams. If your company is already using I\*STAR at your location, please read and complete the I\*STAR Regulations on Part 2 of this form to receive access to the system. If you need to set up I\*STAR for your location, download the I\*STAR Certification Form to get started.

- [I\\*STAR Certification Form](#)
- [Learn more about I\\*STAR](#)

# Ed Rep Application Form

Part 1: Ed Rep Registration

Form



## 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)		Fax	
Email address			

## Acknowledgement Statement

I am an employee of \_\_\_\_\_ . I have been appointed by my company to serve as the Ed Rep to LOMA and administer educational 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 educational programs and recommend LOMA products, conferences, committees to employees and management where appropriate.
3. **Be a LOMA Champion:**
  - Promote LOMA Education & Training throughout the company to employees and management and show value of LOMA to my organization.
  - Locate areas of my company where LOMA can be part of employees' career paths and help implement LOMA programs into the paths.
  - Make recommendations and coach students on designation progress and encourage and motivate employees as they work toward a LOMA designation.
  - Organize award and recognition programs to celebrate achievements.

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

[Print Form](#)