

Account Application Form for Level C Qualified Users

SIGMA Assessment Systems, Inc. is dedicated to providing world-class assessment services for qualified professionals and their clients. This form allows you to quickly and easily set up your Level C account. It will only take a few minutes and is an important step in getting you the materials you need.

If you haven't already done so, please complete the qualifications form at the following link before proceeding with this application: <http://sigmaassessmentsystems.com/departments/qualificationsform.asp>

Step 1. Review SIGMA's Security Features

The following security features have been established to protect the confidentiality of sensitive data and materials associated with our Level C assessments (DAPP-BQ, BPI, MAB-II, CAB, PAI).

1. Access to electronic reports on SigmaTesting.com requires a unique user name and password and access is restricted to the qualified user
 2. All data collected and transmitted via SIGMA servers are encrypted, and SSL and firewall protection is employed. Security checks on servers and data are regularly performed to maintain up-to-date security features and technologies
 3. Servers are physically located off-site in a controlled environment with 24-hour security measures in place
 4. PDF reports sent by email are password-protected
 5. Windows software is password-protected
 6. Answer sheets used for mail-in and fax-in scoring solutions contain unique serial numbers
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Step 2. Review and Accept Qualified User Responsibilities

Your role is to maintain privacy of data, results, and reports of Level C assessments either scored by yourself or sent to you via mail-in, fax-in, software, or online scoring systems. Indicate your acceptance of the following terms by signing below.

As the qualified user, I, _____, acknowledge and agree that I will be responsible for:

1. Ensuring that all account settings specified on this form remain accurate and current
2. Protecting my password and the security of the data and information that I receive from SIGMA
3. Protecting the confidentiality of the information and responses contained on the answer sheet and results presented in the confidential report and never distributing, disclosing, or circulating SIGMA's proprietary materials without first obtaining SIGMA's express written consent
4. Assuming responsibility for the unauthorized release of confidential information to unauthorized persons, including the respondent
5. Ensuring that all information in the answer sheets has been completed correctly, including the 'Administrator Responsibilities' bubble
6. Understanding that the results should be considered along with other data and the confidential report should not be handed over to the client or patient without facilitation by a qualified user
7. Ensuring that interpretation of the results is always supervised and facilitated by the qualified user
8. Storing and saving both hard copy and electronic testing materials and reports in secure locations
9. Ensuring that any assessments purchased under my account will be used according to all applicable ethical and legal guidelines

Qualified User's Signature: _____ Date: _____

Step 3. Specify my Account Preferences

Qualified User Contact Information:

First Name:	
Last Name:	
Company Name:	
Phone Number:	
Email Address:	
Mailing Address:	

How would you like to administer your assessments? (check all that apply)

- Online at SigmaTesting.com (available for DAPP-BQ and BPI only)
- Software Installation Package (not including PAI)
- Paper-and-Pencil materials (hand score, fax-in, or mail-in scoring) (not including CAB)

For paper-and-pencil materials only, complete the following information:

How would you like to have confidential reports delivered to you?

- By email** – Reports are scored by SIGMA and delivered via password protected PDF format. Access to the reports is restricted to the qualified user. Specify your access password in the space below. This password will allow you to access all C-level reports that are emailed to you. It must contain each of at least 5 letters, 2 numbers, and 1 symbol for security purposes. Specify your secure and confidential return email address below.

Report access password:	
Return email address:	

- By mail** – Reports are scored by SIGMA and returned to the qualified user's mailing address (provided above). Reports will be returned within 2-3 weeks of SIGMA receiving the answer sheets.
- Through SigmaTesting.com** – Qualified user enters test responses into their SigmaTesting.com online account and generates a confidential report in PDF format. Access to the report is restricted to the qualified user/account holder. If the qualified user chooses to have an assistant enter the responses into the online account, it will be the responsibility of the qualified user to ensure the accuracy of data entry and the confidentiality of the data and report.
- I will not need a report; I prefer to hand score the assessment** – Qualified user hand scores the assessment and plots the scores on a profile sheet to obtain the results.

Step 4. Establish my Security Question and Answer

As the qualified user, you are responsible for maintaining accurate and current account settings and must contact us to make any changes. When you do so, we will ask you for the answer to your security question. Select one of the following security questions and provide the security answer below. You are responsible for protecting the confidentiality of your security question and answer.

Select your Security Question:

- What is the name of the first street you lived on?
- What is your mother's maiden name?
- What was your first pet's name?

Provide your security answer: _____

Thank You!

Your application is complete. Please print this form and fax it to us at 800.361.9411 or 519.673.5905 (International). We will process your application and reply within 1-2 business days. If your request is urgent, please call us at 800.265.1285 or 519.673.0833 (International).

Next steps:

1. SIGMA will notify you of approval by phone or email and will then set up your account according to the preferences you've indicated in your account form
2. Place an order by calling a SIGMA representative or by downloading and printing the PDF order form online and faxing it to us
3. SIGMA will confirm your order, and send you the required materials and information to get started
4. If at any point you would like to change your account settings, please call us and we'd be happy to help. We will ask you for the answer to your security question before making any changes.