Beer Judge Certification Program

Exam Data Administration Form (EDAF)

You can only schedule one type of BJCP examination per request with this form. A separate request must be made for each of the exam types. Approval for one type does not imply approval to offer the other exam types at the same site at the same time. Completed forms can be submitted to calendar@bjcp.org

Exam Detail - We do not allow a site to be registered with an open day within the month. Provide the date and location of the requested exam. Please indicate whether the site requests to administer exams in languages in addition to English. The Contact Person or Exam Administrator may be contacted by the Exam Directorate to coordinate applicable language services before approving exams.

Exam Detail
Date of submission:
Date of exam:
City and state of exam:
Language:

Section I: Judging Exams (Tasting)

Type of exam **-** check only one of the following
- □ Beer Judging Examination (tasting)
- □ Mead Judging Examination (tasting)
- □ Cider Judging Examination (tasting)

Exam Administrator - The Exam Administrator is the person with whom an Exam Director communicates to coordinate the examination. *The Exam Administrator must be BJCP National or higher-ranked Judge.* Administrators with qualifications other than these require pre-approval from the Exam Directors.

Exam Administrator Details (Judging Exams)	
Name:	BJCP ID #
Telephone:	
Email address:	

Contact Person – When possible, it's best that the Exam Administrator also serve as the Contact Person for communication efficiencies. If that's not feasible, a site may have a contact person for organizational support. The contact information provided below is displayed as part of the BJCP's online list of scheduled examinations at http://bjcp.org/exams.php. This is the contact potential examinees will use for additional details about the exam. Most sites list a person with an email address and/or a telephone number. There is also the option to provide a URL instead of an email address or telephone number. Note that the Exam Director typically communicates with the Exam Administrator, not the general contact.

Contact Details (* notes required field)
* Name:
Telephone:
* Email address or URL:

Proctor Details - For Judging Exams, provide a list of proctors for the exam. We require at least two proctors per site and allow up to three proctors. The BJCP requires proctors that are active in the program and have a National rank or higher. When possible, we further desire that at least one proctor be a *Master* judge or a judge with a minimum tasting score of 90 and with at least 20 judging experience points. Proctors with qualifications other than these require pre-approval from the Exam Directors. Proctors may be contacted by the Exam Directorate to confirm participation.

Proctor Details	
Proctor Name	BJCP ID#

Section II. Written Proficiency Exams

Type of Exam
☐ Beer Written Proficiency Exam (essay)
☐ Quarterly Beer Written Proficiency Exam (essay)

Quarterly Exams – Only active graders are eligible to administer the quarterly written proficiency exam. Please review the online list of pre-determined dates at http://bjcp.org/exams.php. For exams administered through the quarterly written program, the active grader shall serve as both the Administrator and Contact Person.

Exam Administrator Details (Written Proficiency Exams)	
Name:	BJCP ID #
Telephone:	
Email address:	

Stand-alone written exams can be scheduled using procedures similar to Judging Exams. The Exam Administrator must be BJCP National or higher-ranked Judge and the exam requires a minimum of 6 participants.