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**TICO EDUCATION STANDARDS THIRD PARTY AUTHORIZATION FORM**  
**~RELEASE OF INFORMATION AUTHORIZATION~**

CITC is compliant with the federal Privacy Law and therefore we will only release exam results to the person who wrote the exam. Our policy requires that we obtain written consent from an exam candidate in order for us to release exam information to a third party (Example, a supervisor or manager or trainer). Please note that this form pertains only to the current exam that the candidate is registering to write. Should an exam re-write become necessary, then this form must be re-submitted.

CITC *will* share personal information and examination results with The Travel Industry Council of Ontario, as CITC is contracted by TICO to administer the Exam. Some personal information will be shared with Assessment Strategies Incorporated (ASI), which manages the mechanics of the exam writing process and requires candidate information in order to establish personalized registration numbers to access the online exam.

**Please note that this form must be submitted each time the candidate registers to write the exam.** Once the results of the exam have been released, it is the candidate's responsibility to ensure that their employer has a copy of the Pass letter in their files.

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I, \_\_\_\_\_ of \_\_\_\_\_  
PRINT YOUR NAME NAME OF COMPANY, AGENCY OR YOUR HOME ADDRESS

hereby request and authorize CITC to release my results of the TICO Education Standards Exam to the person named below:

Please note that upon receipt of this signed form, CITC will only disclose the information to **one** person, other than the candidate.

Please print clearly:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Date and Place of Exam Writing: \_\_\_\_\_

Your Unique TICO Registration Number : \_\_\_\_\_

I authorize CITC to release the results of the TICO Exam that I am currently registering to write, to the above named individual. I understand that should I be required to re-write the exam, I must re-submit this form if I choose to have the results sent to a third party.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

