



## Information Sheet for Journey Level Heating, Ventilation, Air Conditioning & Refrigeration (HVAC) Certification Examination

**TO QUALIFY FOR THIS CERTIFICATION** candidate must have a minimum of four (4) years experience in the air conditioning and refrigeration industry. Completion of a recognized apprenticeship program or proof of four (4) years experience from employers is required.

**THE EXAMINATION FEE** is One Hundred-Forty Dollars (\$140.00). This must be prepaid. Please make check or money order payable to NITC. Visa, Master Card or American Express are also accepted. For Individuals requesting to take an examination at a Prometric Center, there will be an additional sixty-five dollar (\$65.00) processing fee. The method of payment must be attached at the time of submission or contact NITC at (877) 457-6482 to provide credit card payment information. For NITC No-Show, Reschedule, Cancellation and Refund Policy refer to the [NITC Rules and Procedures](#).

To locate a Prometric Test Center, go to [Prometric ProScheduler](#). Login information for scheduling the examination date and time will be provided via email from NITC to the email address provided above within 2 to 3 business days. ***Applications will not be processed until payment is received.***

**Please note:** Candidates may reschedule or cancel 30 days prior to the appointment with no fee. Candidates who reschedule or cancel within 5-29 days will be charged a \$35 fee. Candidates rescheduling or cancelling less than 5 days prior will be charged a \$50 fee and must contact NITC to obtain a new eligibility.

All electronic devices are prohibited. ***No cell phones or any other types of devices that record or send data are allowed to be used during the examination.***

### **SPECIAL REQUESTS FOR TAKING THE EXAMINATION**

Information on special accommodations can be found in Section XVII of the [NITC Rules and Procedures](#), available for download from our web site at [www.nationalitc.com](http://www.nationalitc.com).

***Keep this page for your records. Return Page 2 to NITC via fax (213) 351-7632, e-mail to [nitcjourneycerts@nationalitc.com](mailto:nitcjourneycerts@nationalitc.com), or mail to the address shown below. For more information call (877) 457-6482.***



ISO 9001:2015 Certified

# Application for Journey Level Heating, Ventilation, Air Conditioning & Refrigeration (HVAC) Certification Examination

Journeyman  or Apprentice

- I am currently enrolled in an apprenticeship program.
- I will be taking this exam at a Prometric Test Center. (Provide method of payment below.)
- I will be taking this exam at the instruction site upon completion of my course of instruction.
- I have a minimum of four (4) years experience in the Air Conditioning & Refrigeration Industry
- I have completed four (4) years in a recognized training program.
- I have read the [Candidate Information Bulletin for NITC Journey Level HVAC Examination](#).

First Name	M.I.	Last Name	SSN
Street Address	City	State	Zip
Email Address	Cell/Other Phone		
Training Course Location	Training Course Date	Name of Instructor	
Local Union # (If Applicable)	Applicants NITC ID # / UA ID # (If Applicable)		

List your present or most recent employer first. You must attach documentation for your required four (4) years of experience in the Air Conditioning and Refrigeration Industry. Acceptable documentation: letters from employers, employment history, certification records, state license(s) and any other employment records. **(Phone numbers are required for verification.)**

Employer, City & Phone #	From Month/Year	To Month/Year

I do solemnly swear or affirm that the above statements are true. I further realize that falsification of these statements shall be cause for disqualification. By affixing my signature to this application, I agree to abide by the following rules and regulations of certification holders as set forth by the NITC Certification Committee. As a holder of a NITC Certification I agree to not make any false claims about the scope of my certification(s); I agree to not utilize an NITC certification in any manner that portrays NITC unfavorably; and furthermore, I agree to not engage in false or misleading advertising of my NITC Certification. I understand that NITC reserves the right to suspend or revoke my certification should I violate these obligations. Should my certification be revoked, I agree to cease and desist any and all references to being the "holder" of an NITC Certification and shall return any certificates, including wallet sized photo identification cards to NITC.

I agree to not utilize any written documents, reports, procedures, etc., with the NITC certification mark in any manner whatsoever that may be inaccurate or false.

I understand and agree that my examination results may be shared with the course instructor, training coordinator or training entity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

