



ISO 9001:2015 Certified

# STAR HVACR Recertification Examination Request Form

- \* The fee for the exam is \$84.00 dollars. This must be prepaid. Please make check or money order payable to NITC. Visa, Master Card or American Express is also accepted. The method of payment must be attached at the time of submission. Or contact NITC to provide credit card payment information by phone at (877) 457-6482. **Note:** *In some cases, payment is provided by the training agency or employer.* For NITC No-Show, Cancellation and Refund Policy refer to the Candidate Bulletin.
- \* **This request must be submitted, at a minimum, three (3) weeks prior to the examination date.** Please e-mail to [starcerts@nationalitc.com](mailto:starcerts@nationalitc.com).
- \* A minimum of 10 applicants is required for an examination; **if there are less than 10 applicants a processing fee of \$150.00 (computer based) will be applied.**
- \* It is the requesting entity's responsibility to notify each applicant.

**Please fill in the information below:**

\*Examination Location: \_\_\_\_\_

\*Examination Address: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

\*E-mail Results To: \_\_\_\_\_

\*Date of Examination: \_\_\_\_\_ Time: \_\_\_\_\_ \*Number of Examinees: \_\_\_\_\_

\*How would you like the exam to be provided? Computer Based  Paper & Pencil (10 or more)

\* Will any additional examinations be given along with this examination? Yes  No

\*Need NITC to find a proctor: Yes  No

**Method of Payment**  
**(\*\*Required Fields for credit card payments\*\*)**

\*Total Amount Enclosed: \$ \_\_\_\_\_ Check  Money Order  Visa  Master Card  AMEX

\*Credit Card No: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_

\* CVV2: \_\_\_\_\_ *Last three or four digits on back of Visa and Master Card, Amex CVV2 on front of card.*

\*Credit Card "Billing Address": \_\_\_\_\_ \*Credit Card "Billing Address" Zip Code: \_\_\_\_\_

\*Name on Card: \_\_\_\_\_ \*Signature: \_\_\_\_\_  
*As it appears on card (Please Print) Signature as shown on credit card*



## Test packets will not be mailed to P.O. Boxes

Proctor's Name:			
Address:			
City, State, Zip:			
Cell Phone No:		Email:	
Will the proctor waive his/her proctoring fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please **print or type** all the information (completely) for each applicant as you would like it to appear on their certification.

### \*\*Required Fields\*\*

*Name:		*S.S. # / UA #/ Cert ID #:	
*Address:		*City:	*State:      *Zip:
Phone #:		E-mail:	

*Name:		*S.S. # / UA #/ Cert ID #:	
*Address:		*City:	*State:      *Zip:
Phone #:		E-mail:	

*Name:		*S.S. # / UA #/ Cert ID #:	
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Phone #:		E-mail:	

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Phone #:		E-mail:	

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Phone #:		E-mail:	

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Phone #:		E-mail:	



**\*\*Required Fields\*\***

*Name:		*S.S. # / UA #/ Cert ID #:					
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Phone #:		E-mail:					

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