



ISO 9001:2015 Certified

STAR HVACR Recertification Examination Request Form

- * The fee per examination 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. For NITC No-Show, Cancellation and Refund Policy refer to the Candidate Bulletin.
- * **This request form must be submitted no later than three (3) weeks prior to examination date.** Please e-mail to starcerts@nationalitc.com.
- * **All exams will be administered via computer.**
- * A minimum of 10 examinees is required for an examination. **If there are less than 10 examinees, a processing fee of \$150.00 will be applied.**

Please complete all information below: (**Required Fields**)

*Examination Location: _____

*Examination Address: _____

*City, State, Zip: _____

*Contact Person: _____ Phone No: _____

*E-mail Results To: _____

*Date of Examination: _____ Time: _____ *Number of Examinees: _____

* 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



Exam materials will be emailed to the proctor

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:	

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*State:		*Zip:	
Phone #:		E-mail:	

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*State:		*Zip:	
Phone #:		E-mail:	



****Required Fields****

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