



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

Candidate Information Summary

Qualification requirements: candidates must provide documentation of a minimum of four (4) years of experience in the air conditioning and refrigeration industry or documentation of completion of four (4) years in a recognized training program.

Before you submit: complete Sections 1-6. Email to nitcjournycerts@nitc.com or mail to NITC, 501 Shatto Place, Suite 201, Los Angeles, CA 90020.

1. Candidate Information

First name	M.I.	Last name	NITC ID / UA ID / Last 6 SSN	
Street address	City	State	ZIP	
Email address	Cell/Other phone		Local union # (if applicable)	
Training course location	Name of instructor		Training course date	

2. Eligibility Checklist

Candidate status: ☐ Journeyman ☐ Apprentice

☐ I am currently enrolled in an apprenticeship program.

☐ I have a minimum of four (4) years of documented experience in the air conditioning and 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](#).

3. Exam Delivery

☐ Instruction site upon completion of the course.

☐ Prometric Test Center. Additional fees apply. (Scheduling information will be emailed after application is approved and payment received).

4. Experience Verification

List present or most recent employer first. Phone numbers are required for verification. Attach supporting documentation verifying the required four (4) years of experience in the air conditioning and refrigeration industry, or completion of four (4) years in a recognized training program. Acceptable records include employer letters, employment history, certification records, state licenses, training records, or other employment records.

Employer / Company	City and phone #	From (MM/YYYY)	To (MM/YYYY)

5. Candidate Attestations and Certification Agreement

- I certify that the information and documents submitted with this application are true, accurate, and complete. I understand falsification, omission, or misrepresentation may result in denial of eligibility, disqualification, invalidation of examination results, suspension, or revocation of certification.
- I will not engage in, facilitate, or participate in fraudulent, dishonest, or unauthorized test-taking practices, including impersonation, unauthorized materials or assistance, or any action intended to compromise examination integrity.
- I agree to comply with NITC Rules and Procedures and the obligations of certification holders. I will make no false claims about the scope or status of my certification, will not use the NITC certification mark or certification documents in a false or misleading manner, and will notify NITC without delay of any change that may affect my ability to fulfill certification requirements.
- I understand NITC may suspend or revoke certification for violation of these obligations and, if revoked, I must stop representing myself as certified and return certificates and wallet cards as requested.
- I understand and agree that my examination results may be shared with the course instructor, training coordinator, or training entity for certification administration purposes.

6. Required Signature

Signature of applicant (wet or digitally verified):	Date:
Typed or printed names are not accepted as valid signatures.	



Payment Authorization and Candidate Information

If you are scheduled to take a computer-based certification examination at a Prometric Test Center, the examination fee of \$205.00 must be paid using one of the accepted payment methods listed below. Alternatively, you may contact NITC directly to provide your payment information. Applications will not be processed until payment is received.

Prometric fees shown above include the \$140.00 examination fee plus the \$65.00 Prometric processing fee.

NOTE: If the examination is open book, candidates are responsible for obtaining their own copies of the required reference materials. These materials must be brought to the Prometric Test Center. Prometric Test Centers do not provide reference materials. **If the examination is closed book**, no reference materials are allowed.

Payment Selection

- ☐ Check or money order payable to NITC enclosed.
- ☐ Credit card payment will be provided by phone to NITC.
- ☐ Credit card authorization below is completed

First Name of Applicant

Last Name of Applicant

Last 6 SSN / NITC ID # / UA ID #

Credit Card Authorization - Complete only when card information is provided on this form.

*Total Amount Enclosed		Applicant fees + processing fee, if applicable				\$	
Payment Method	☐ Check	☐ Money Order	☐ Visa	☐ MasterCard	☐ American Express	☐ Discover	
*Card Number			*Expiration Date MM/YY				
*CVV2		Visa/MasterCard: last 3 digits on back. American Express: 4 digits on front.					
*Billing Address			*Billing ZIP Code				
*Name on Card			*Cardholder Signature				

Electronic devices are prohibited during the examination. No cell phones or devices that record or send data are allowed during the examination.

For NITC No-Show, Reschedule, Cancellation and Refund Policy and information on special accommodations, 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.**

Return completed and signed application pages, attachments, and payment information to nitcjournycerts@nitc.com or mail to NITC National Headquarters, 501 Shatto Place, Suite 201, Los Angeles, CA 90020. For more information call (877) 457-6482.