



## STAR HVACR Recertification Examination Request Form

- \* The fee \$100.00 per examination.
- \* **The exam request must be prepaid.** Acceptable forms of payment: Check or Money Order payable to NITC, Visa, MasterCard, American Express. (Attach payment details or contact NITC at (877) 457-6482 to pay by phone). For NITC's No-Show, Cancellation and Refund Policy refer to the [Rules and Procedures](#).
- \* This form and all completed applications **must be submitted no later than three (3) weeks prior** to the scheduled examination date. E-mail to: [starcerts@nitc.com](mailto:starcerts@nitc.com).
- \* **All exams will be administered via computer.**
- \* A minimum of 10 applicants is required. If fewer than 10, a \$175.00 processing fee will apply.
- \* It is the responsibility of the requesting entity to notify each applicant.

### 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 \$ \_\_\_\_\_ Check ☐ Money Order ☐ Visa ☐ Master Card ☐ AMEX ☐ DISCOVER ☐

\*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 ensure that all required information is fully completed and legible for each applicant. Incomplete, incorrect, or illegible submissions may delay processing. Please note that examinees without an email address on file will **NOT** receive their exam results.

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |                        |  |
|----------|--|------------------------|--|
| Name:    |  | SSN / UA #/ Cert ID #: |  |
| Address: |  | City:                  |  |
| E-mail:  |  | State:                 |  |
|          |  | Zip:                   |  |
|          |  | Phone #:               |  |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |

|          |  |  |       |                        |  |        |      |
|----------|--|--|-------|------------------------|--|--------|------|
| Name:    |  |  |       | SSN / UA #/ Cert ID #: |  |        |      |
| Address: |  |  | City: |                        |  | State: | Zip: |
| E-mail:  |  |  |       | Phone #:               |  |        |      |