



# PROCTORED EXAM REQUEST

Phone: (317) 837-5362 Fax: (317) 837-5365

**NOTE: Please email a photo for your ID card to [certification@csia.org](mailto:certification@csia.org).**

**EXAM:**  CSIA Certified Chimney Sweep®  CSIA Certified Dryer Exhaust Technician®

**FORMAT:**  ONLINE - Please allow 5 business days.  PAPER - Please allow 10 business days.

Exam Date \_\_\_\_\_ Exam Time \_\_\_\_\_

### CANDIDATE INFORMATION

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**PROCTOR INFORMATION** -  CSIA Approved Proctor (from List on [www.csia.org](http://www.csia.org)) -  College or Testing Center

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

CSIA Certified Chimney Sweep® Exams		Standard	NCSG Member	SUB TOTAL
Certification Exams – Rate includes both exams		\$489	\$289	
RETEST - After 14 days and within 12 months of failure.	RETEST ONLY - Successful Chimney Sweeping (SCS)	\$80	\$80	
	RETEST ONLY - International Residential Code (IRC)	\$80	\$80	
	RETEST ONLY - SCS and IRC Retest (Both Exams)	\$110	\$110	
CSIA Certified Dryer Exhaust Technician® Exam		Standard	NCSG Member	SUB TOTAL
Certification Exam		\$389	\$189	
RETEST (After 14 days and within 12 months of failure.)		\$80	\$80	
STUDY MATERIALS		Standard	NCSG Member	SUB TOTAL
<b>COMPLETE CCS 3-BOOK STUDY SET – includes shipping</b>				
1. Successful Chimney Sweeping (2011 edition)		\$495	\$365	
2. NFPA 211 (2016 edition)				
3. International Residential Code (2015 edition)				
<i>STUDY MATERIALS A la Carte (does not include shipping)</i>				
Successful Chimney Sweeping (2011 edition)		\$340	\$190	
NFPA 211 (2016 edition)		\$60	\$60	
International Residential Code (2015 edition)		\$115	\$115	
CSIA Certified Dryer Exhaust Technician Manual (2013 edition)		\$115	\$65	
Shipping for A la Carte Manuals		\$13 or \$16	\$13 or \$16	
		\$13 – Under \$75 -- \$16 – Over \$76		
<i>Indiana Residents – Add 7% Sales Tax (Materials and Shipping)</i>				
<b>CSIA Approved Proctor Fee</b>				
				<b>\$100</b>
<b>TOTAL DUE</b>				<b>\$</b>

**PAYMENT INFORMATION**     Visa     MasterCard     American Express     Personal or Company Check

Credit Card # \_\_\_\_\_

Card Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Office Use:** O2P C2F AUTH: \_\_\_\_\_

OrgID: \_\_\_\_\_ ProfileID: \_\_\_\_\_

REC'D BY: \_\_\_\_\_ REC'D DATE: \_\_\_\_\_

Valid 9/1/2019-8/31/2020

**REFUND POLICY:** All refund requests must be submitted in writing. Requests submitted more than 14 days prior to the event will receive a 100% refund less an admin fee of \$50 for a 1-day class or \$100 for a 2-day to 6-day class. Any refund request submitted less than 14 days prior to the event a refund will not be granted.