



# PROCTORED EXAM REQUEST

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

**NOTE:** Please be sure the email used is for the individual and not the company.

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

**FORMAT:** ONLINE - Please allow 3-5 business days.

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

### CANDIDATE INFORMATION

Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

### PROCTOR INFORMATION - 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 5 days and within 12 months of failure.	RETEST ONLY – Chimney and Venting Essential (CVE)	\$80	\$80	
	RETEST ONLY - International Residential Code (IRC) 2018	\$80	\$80	
	RETEST ONLY - CVE and IRC Retest (Both Exams)	\$110	\$110	
CSIA Certified Dryer Exhaust Technician ® Exam		Standard	NCSG Member	SUB TOTAL
Certification Exam		\$389	\$189	
RETEST (After 5 business 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. Chimney and Venting Essentials (2019 edition)		\$495	\$375	
2. NFPA 211 (2019 edition)				
3. International Residential Code (2018 edition)				
<i>STUDY MATERIALS Al a Carte (does not include shipping)</i>				
Chimney and Venting Essentials (2019 edition)		\$340	\$190	
NFPA 211 (2019 edition)		\$65	\$65	
International Residential Code (2018 edition)		\$120	\$120	
CSIA Certified Dryer Exhaust Technician Manual (2013 edition)		\$115	\$65	
Shipping for Al a Carte Manuals \$13 – Under \$75 -- \$16 – Over \$76		\$13 or \$16	\$13 or \$16	
<i>Indiana Residents – Add 7% Sales Tax (Materials and Shipping)</i>				
<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: \_\_\_\_\_

<b>For Office Use:</b> O2P C2F AUTH: _____	
OrgID: _____	ProfileID: _____
REC'D BY: _____	REC'D DATE: _____
Valid 9/1/2020-8/31/2021	

**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.