



NORA GOLD SEMINAR & EXAM (Test for Silver Available)
with Special Bonus Energy Conservation Seminar (7 NORA CEUs)
April 9, 2010 8:00 am- 4:30 pm F.W. Webb - 3091 Cold River Rd - Rutland, VT

NORA Gold Seminar and Special Bonus Energy Conservation Seminar

This seminar will include the NORA Gold Seminar and the new NORA Energy Conservation Analysis Seminar. Certified Technicians attending the program will receive 7 NORA CEUs, as well as the NORA Gold Certification. Going for Gold is the best way for Technician's who's Silver is about to or has already expired to renew their NORA Certification. Passing the Gold Test will also renew their Vermont Certification for another 5 years. This program is designed primarily for Technicians, but Equipment Salespeople, Managers, and anyone wishing to do Energy Conservation Analysis will also find it extremely useful. To sit for the NORA Gold Test technicians must be Silver Certified, and have 5 years experience in the field working on oil burners and 120 hours of training.

NORA Gold Technician Certification

The purpose of the Gold Program is to give participants a better understanding of the following:

- The potential energy in heating oil, as well as how and where that heat energy is lost before it reaches the living space of the building or the hot water faucet.
- The various types of efficiency measures and what they mean.
- How to be sure your customer is getting the most heat for their money from their existing system by covering all the free and low cost energy conservation strategies, including proper tune-up and adjustments as well as common sense conservation advice we can give our customers.
- How to evaluate the various energy conservation investments available.
- How to advise customers on investing in new equipment, including sales techniques, and how to do return on investment calculations.
- How to maximize savings opportunities without sacrificing safety, reliability, and comfort.

NORA Energy Conservation Analysis Seminar

The energy markets are in constant turmoil, and are customers are concerned about the future. Because of the long-term relationship as their energy providers they are turning to Oilheat companies for solutions. If we are unable to give them meaningful answers and helpful suggestions they will look elsewhere. Now more than ever we must be part of their solution, not part of the problem. They must see us as their trusted energy adviser.

The goal of this seminar is to teach participants how to do a NORA Energy Conservation Analysis for their customers. We will cover all the various heating system upgrade options for the customer and the potential savings from each. Recognizing that the building is part of the heating system we will also cover how to evaluate how well the building is sealed and insulated. We will also cover suggestions on how they can lower their electric bills.

NORA's goal for this program is to be sure that every oil-heated building is using energy as efficiently as possible without compromising safety, reliability, and comfort. Not only will this insure customers are getting the most from the money they spend heating and cooling their buildings, energy conservation is also the best answer for protecting our environment. Participants will learn how to be sure the heating system is working at maximum efficiency. They will also learn to identify potential problems with the building and recognize when it would be advisable for customers to call in building shell and insulation experts.

A critical component of this program will be to learn what advice we can give customers about free and low cost do-it-yourself projects they can implement to help lower their energy bills.



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YOU MUST SIGN THIS AFFIDAVIT: I certify that the students listed below meet the requirements for the Certificate they are seeking, that documentation of their required training hours and years of service exists and is on file, and that the student will supply written documentation of their required credentials upon request of Vermont Fuel Dealers Association, National Oilheat Research Alliance, their agents or assigns:

Print name & title _____
 Signature _____ Date _____

Note: It is strongly suggested that students order their books directly in advance from NORA in order to review it before the class date. **You must order a book directly from NORA using the order form in this notice if you want the book before class.** If you already have a book, do not want a book, or are ordering your book directly from NORA via the enclosed order form, then you only need to pay for **seminar and exam**. If you only wish to test and do not want the seminar sign up for **exam only**.

REGISTRATION CHECKLIST	GOLD Seminar & Exam with NECA Seminar	GOLD Exam Only Exam starts at 3:30	SILVER Exam Only Exam starts at 3:30
1. Enter student or student names and circle the dollar amount for the desired class. 2. Complete the Company contact information 3. Indicate your payment choice: 4. Return this page to VFDA by fax or mail. 5. REGISTER BY April 2, 2010. 6. CLASS HELD ON April 9, 2010.			
Student Name _____	\$110	\$50	\$50
Student Name _____	\$110	\$50	\$50
Student Name _____	\$110	\$50	\$50
Go to www.vfec.org for directions and details or call VFDA at 802-223-7750	\$ _____ TOTAL		

We have read, understand and agree to the policies and details as outlined in this notice. We will ensure that students arrive at class with the necessary materials.

Company _____ Contact _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

PAYMENT Check Enclosed **Payment by Credit Card:**
 Payment to Follow Name _____
 Bill Us (*members only*) Card # _____ Exp. Date _____
 Credit Card VFDA accepts Visa & Mastercard (No Amex)

FAX TO VFDA: 802-223-7751
 or mail to VFDA, 250 Main Street, Suite 301, Montpelier, VT 05602

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The new NORA GOLD Program is primarily aimed at technicians, but also intended for anyone engaged in selling heating equipment. The purpose of the GOLD seminar is to give people a better understanding of the following: The potential energy in heating oil, as well as how and where the heat energy is lost before it reaches the living space of the building or the hot water faucet. The various types of efficiency measures and what they mean. How to be sure your customer is getting the most heat for their money from their existing system by covering all the free and low cost energy conservation strategies. This includes proper tune-ups and adjustments as well as common sense conservation advice we can give to our customers. How to evaluate the various energy conservation investments available. How to advise customers on investing in new equipment, including sales techniques, and how to do return on investment calculations. How to maximize saving opportunities without sacrificing safety, reliability, and comfort.

DETAILS:

Affadavit: An employer must certify that the students enrolled meet the requirements for Gold Certification and that documentation of their required training hours and years of service exists.

Books and Exams: Registration is required by the registration deadline. It is strongly suggested that students order their books directly in advance from NORA in order to review it before the class date. **Where to Order:** You can order your books directly from NORA, and get them in advance of the class date by using the Book order form with this notice.

Cancellation: VFDA reserves the right to cancel any and all seminars for lack of registrations. Firms prepaid for cancelled seminars will receive a full refund

Certificates will be sent to all students passing the NORA Gold exam. You will also receive a separate certificate from VFDA for the Energy Conservation Course.

Certification Criteria: Gold Certification

1. Minimum of Five years experience as an oil heat technician
2. Minimum of 120 hours of training
3. Completion and passage NORA Silver test based on NORA Oil Heat Technicians Manual administered by a NORA proctor, and then completion and passage of the Gold seminar & exam..

Documentation Requirements:

1. Students registering for this course are certifying that they are Silver certified and have been oil heat technicians for 5 years and received 120 hours of in-house, formal, or on-the-job training, AND have documentation to support these minimum requirements. Letter[s] from employers[s] on company letterhead AND certificates of completion from courses taken are sufficient to document years and hours. Self-employed persons may use their company letterhead.
2. Complete the registration form with the course notice.
3. Submit proper payment or credit card information and return to VFDA by registration deadline
4. Bring to the Test: Either Picture ID or two forms of ID, your social security number, and home address.

Exam: The exam is closed book. The test is 100 multiple-choice questions and takes about an hour.

Exam Only: You may test for Silver or Gold at any Vermont Fuel Dealers Association Oil Heat certificate class starting in 2006 PROVIDED you provide and affidavit that you are qualified, and you register by deadline. VFDA does not stock the exams and must order them from the National Oilheat Research Alliance Education Center for each class. If you are an "Exam Only" registrant showing up in the afternoon ONLY TO TAKE AN EXAM, make sure you are registered on time (and show up at the right time). **Exams generally start at 3:30 p.m.**

Lunch is "on your own." You will have 30 minutes for lunch.

Maximum Students for this seminar: 30

No Shows: Firms registering students and failing to attend will be billed for and liable for the full amount of tuition. Classes may be rescheduled if delivery of tests is delayed for any reason.

Cancellation by VFDA: VFDA reserves the right to *cancel any and all seminars for lack of registrations*. Prepaid registration for cancelled seminars will receive a full refund.

Pencil: All students testing should bring a number 2 pencil.

Qualification Questions: Students who have questions on their individual qualifications should contact our NORA instructor Bob Hedden at 802.325.3509.

Registrations are processed on a first come, first serve basis. **IMPORTANT:** Advance registration is required. You must register by the deadlines shown above.

Questions? : Contact VFDA at 802-223-7750 or training@vermontfuel.com

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ORDER FORM

NORA Gold Oil Heat Technician's Manual
 NOW ONLY \$19.00 thanks to NORA (plus Shipping & Handling).

You can use this order form to order your Gold manual directly from the NORA Fulfillment Center, and have your book shipped to you before the VFDA class. For more information, call NORA Fulfillment Center at 866-924-1100

ORDER FORM – FAX TO NFC at 866-924-1200				
Oil mail to: NORA Fulfillment Center, PO Box 314, Watertown, MA 02471-0314				
Item Number	Item Description	Price	Quantity	Total \$ per item
NOR-GBK	Nora Gold Technicians Book - "Efficient Oil heat" An Energy Conservation Guide	\$19.00 Subject to change	_____	\$
Sales Taxes for Massachusetts and Virginia Companies Only		Massachusetts: Total X 0.05 Virginia: Total X 0.045		\$
Handling/Fulfillment Charges	Add in at the following rate:	IF YOUR TOTAL\$ COST ON LINE A IS: \$0 up to \$25... add in \$7.00; over \$25 up to \$50... add in \$14.00 \$ All orders over \$50, add in \$10.00 plus 15% of sub-total (example: for \$100 order, add in \$25.00)		\$
Total Amount Due, payable to NORA Fulfillment Center				\$
<p>PAYMENT: <input type="checkbox"/> Check/money order payable to NORA OR <input type="checkbox"/> Please charge my credit card:</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Card. No. _____</p> <p>Exp. Date (mm/yy) _____ Signature _____</p> <p>Name as it appears on Card _____</p> <p>Billing ZIP code for this Card _____</p> <p>Today's Date _____</p> <p>Name _____ Company _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Fax _____</p>				

FAX TO NFC at 866-924-1200