



# NORA SILVER SEMINAR & EXAM (Test for Gold Available)



September 14, 2010 8:00 am - 5:00 pm

Vermont Fuel Education Center - 250 Main Street - Montpelier, VT

**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**.

<b>REGISTRATION CHECKLIST</b> 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. <b>5. CLASS HELD ON September 14, 2010.</b>	<b>SILVER Seminar &amp; Exam</b>	<b>GOLD Exam</b> Exam starts at 3:00	<b>SILVER Exam</b> Exam starts at 3:00
Student Name _____	<b>\$110</b>	<b>\$50</b>	<b>\$50</b>
Student Name _____	<b>\$110</b>	<b>\$50</b>	<b>\$50</b>
Student Name _____	<b>\$110</b>	<b>\$50</b>	<b>\$50</b>
<b>TOTAL</b>	<b>\$ _____</b>		

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 to Follow
  - Bill Us (*members only*)
  - Credit Card

### Payment by Credit Card:

Name \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

*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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### DETAILS:

**Affidavit:** An employer must certify that the students enrolled meet the requirements for Silver 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.**

Exams will be shipped to the instructor prior to the class.

**Where to Order:** You can order your books directly from NORA at [www.norastore.org](http://www.norastore.org) or call 866-924-1100, and get them in advance of the class date.

**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 exam.

### Silver Certification Criteria:

1. Minimum of three years experience as an oil heat technician
2. Minimum of 100 hours of training
3. Completion and passage of test based on NORA Oil Heat Technicians Manual administered by a NORA proctor

### Documentation Requirements:

1. Students registering for this course are certifying that they have been oil heat technicians for 3 years and received 100 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

**Exam Only:** You may test for Silver or Gold at any Vermont Fuel Dealers Association Oil Heat certificate class PROVIDED you have an affidavit that you are qualified, and you register by the 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 3:00 p.m.**

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

**Mastercard & VISA:** VFDA accepts either for registration; sorry NO American Express or Discover cards.

**Maximum Students** for this seminar: 25

**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 books and/or tests is delayed for any reason.

**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. Paid Registrations are given priority over registrations received without payment. **IMPORTANT:** Advance registration is required. You must register by the deadlines shown above.

**Questions?** : Contact VFDA at 802-223-7750 or [training@vermontfuel.com](mailto:training@vermontfuel.com)

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