

**ARI INDUSTRY COMPETENCY/TECHNICIAN CERTIFICATION EXAMS  
VOLUNTEER TEST SITE CONTRACT**

DATE: \_\_\_\_\_

CHIEF EXAMINER/PROCTOR'S NAME: \_\_\_\_\_

SCHOOL'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

The HVAC Instructor will be responsible for confirming a testing room and testing time to each candidate. I verify our Volunteer Chief Examiner is not an instructor with our HVACR program. Our site will provide one for testing groups with more than 25 candidates, when a Volunteer proctor is required. Twenty-six candidates for example, would require one Chief Examiner and one Proctor. Our site will provide one Volunteer Chief Examiner and the necessary number of proctors. Custodial services will be provided so that the site is conducive for test-taking purposes. Our test site understands that candidates from other organizations may be assigned to this test site to take the examinations. We will also follow all test security procedures. I understand that this contract is good for one calendar year from the date listed above.

**UPON RECEIPT OF THIS CONTRACT, THIS ORGANIZATION WILL BE RECOGNIZED AS A TEST SITE FOR THE INDUSTRY COMPETENCY AND/OR EPA TECHNICIAN CERTIFICATION EXAMS.**

Please note: ICE Scores should be available within three weeks of their receipt to AHRI/VGI Testing Service.

\_\_\_\_\_  
SCHOOL OR ORGANIZATION OFFICAL/TITLE

\_\_\_\_\_  
DATE

DAY PHONE: \_\_\_\_\_

PLEASE RETURN COMPLETED CONTRACT WITH THE TWO  
PAGE ICE ORDER FORM TO:

[Kreiley@ahrinet.org](mailto:Kreiley@ahrinet.org)

PHONE: 703-524-8800, Ext 354 FAX: 703-562-1942