

CASTILLO TRAINING

NATE Certification Registration Form NATE ID No. 1749

Location: _____

OFFICE USE ONLY

Cost per course exam **\$165.00**

Payment information

(Check One)

Check # _____ Cash _____ Money order _____ Date Rec'd _____ Init. _____

Visa, MASTERCARD, DISCOVERY, AMERICAN EXPRESS accepted. Appr. Code _____

Card # _____ Exp. _____ Cvv code _____ \$6.00 admin fee _____

Make checks payable to **Castillo Training**

Please mark or circle each exam for which you are registering. Installation _____ or Service _____

Core Air Conditioning Air Distribution Gas Heating Heat Pump Oil Heating

Date _____ **NATE ID (if applicable)** _____

Name _____

Address _____

City, State, Zip _____

Phone/Fax _____

Email* _____

*Your email address or other personal information will not be distributed to any outside organizations

Company _____

Address _____

City, State, Zip _____

Phone _____

Email Address _____

Indemnity

You agree to indemnify and hold Castillo Training and its instructors, harmless from any demands, loss, liability, claims or expenses (including attorneys' fees), made against Castillo Training by any third party due to or arising out of or in connection with your training.

I have read the above statements and attached policy.

Signature

NATE Certification Class Policies

Class Enrollment Policies

- Classes are first-come, first-served basis.
- Every class participant is requested to register at least seventeen (17) days prior to the paper exam date. Failure to do so will result in a \$50.00 surcharge that we must pay to order the exam by the scheduled date. (Unless online testing is scheduled.)
- The Registration form may be faxed to reserve a seat.
- Amount due for exam with Registration form must be mailed to the address listed at the bottom of the form prior to seventeen (17) days before the scheduled date, or a \$50.00 surcharge will occur to order the exam. (Unless online testing is scheduled.)
- Online tests give instant results.
- Amount due for Prep Class and exam with Registration form must be mailed to the address listed at the bottom of the form as soon as possible.

Class Cancellation/Refund Policy

- In the event the instructor does not show up for a class, the prepaid fee will be refunded to the class participant.
- In the event the weather prevents a scheduled class from being held, the prepaid fee will be refunded to the class participant.
- In the event a class needs to be cancelled due to any reason, the prepaid fee will be refunded to the class participant.
- In the event the class participant needs to cancel his registration for a scheduled class, it must be done three (3) days prior to the class date. Failure to adhere to this requirement will result in loss of your payment.
- In the event a class participant needs to reschedule a course date, call within three (3) days.
- Only one makeup class is allowed, but it must be taken at the next scheduled date. If the reservation is cancelled again, the training fee will not be refunded.
- There are no refunds for no-shows.

Class Conduct Policy

- All participants will be required to sign a class attendance sheet.
- All participants receiving instruction to obtain their NATE certification must present a photo ID.
- All cell phones and pagers **must be turned off** during class.

NOTE: All completed exams will be mailed back to NATE, graded by NATE, and results or certification will be mailed back to all class attendees. (Unless online test is scheduled, whereas, results are immediate)