



**NORA SILVER SEMINAR & EXAM**  
 February 19, 2020 8:00 am – 4:30 pm  
 AGC Building - 1 Graves 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 the 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 if you want the book before class, please see details section on the next page.**

<b>NORA Silver Seminar &amp; Exam</b> <b>February 19, 2020</b> Please register by February 12, 2020. <i>Please put a check in the box that you are signing up for.</i>	<b>SILVER Seminar &amp; Exam</b> <b>\$150 per student</b>
<i>Student Name</i>	
1	
2	
3	
4	
<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 \_\_\_\_\_

<b>P A Y M E N T</b>	<input type="checkbox"/> Check Enclosed	<b>Payment by Credit Card:</b>
	<input type="checkbox"/> Payment to Follow	Name _____
	<input type="checkbox"/> Bill Us <i>(members only)</i>	Card # _____
	<input type="checkbox"/> Credit Card	Exp. Date _____ CVV _____

**FAX TO VFDA: 802-419-3313**  
 or mail to VFDA - PO Box 1370 - Montpelier, VT 05601

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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. Books will not be provided, you must order from NORA.

**Where to Order:** You can order your books directly from NORA at [www.norastore.org](http://www.norastore.org) to receive them in advance of the class date.

**Cancellation:** VFDA reserves the right to cancel any and all seminars for lack of student registrations. Firms that 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 an 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 employer[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.

**Lunch** is on your own, available locally.

**Maximum Students** for this seminar: 25

**No Shows:** Firms registering students and failing to attend will be billed for and liable for the full 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-served 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 [steph@vermontfuel.com](mailto:steph@vermontfuel.com).