



APPLICATION FOR CTQP EXAMINATION

APPLICANT INFORMATION:

First Name: _____ MI: _____ Last Name: _____
 FL Driver's License #: _____ Work Location (City): _____
 Employer: _____

CONTACT INFORMATION *(Person responsible for scheduling and payment of this exam session):*

Contact Person: _____ Phone #: _____
 E-mail: _____ Fax #: _____
 Name of Organization: _____
 Billing Address: _____ City, State, Zip: _____

EXAMINATION INFORMATION

EXAM NAME	WRITTEN EXAM	PROFICIENCY EXAM	TOTAL
Asphalt Paving Level 1	\$ 200.00	N/A	
Asphalt Paving Level 2	\$ 200.00	N/A	
Asphalt Plant Level 1	\$ 200.00	N/A	
Asphalt Plant Level 2	\$ 200.00	N/A	
Asphalt Mix Designer	\$ 200.00	N/A	
Concrete Batch Plant Operator	\$ 200.00	N/A	
Drilled Shaft Inspector	\$ 200.00	N/A	
Earthwork Construction Inspection Level 1	\$ 200.00	\$ 200.00	
Earthwork Construction Inspection Level 2	\$ 200.00	N/A	
FDOT Concrete Field Inspector Spec.	\$ 200.00	N/A	
FDOT Concrete Laboratory Inspector	\$ 200.00	N/A	
Final Estimates Level 1	\$ 200.00	N/A	
Final Estimates Level 2	\$ 200.00	N/A	
Pile Driving Inspection	\$ 200.00	N/A	
QC Manager	\$ 200.00	N/A	
TOTAL			\$
EXAM DATE		EXAM LOCATION	

PAYMENT AND CANCELLATION

Payment - Prepayment of registration fees is required. Applications for exam registration submitted without payment will not be processed. Payment shall be submitted by check and made payable to METRIC ENGINEERING, INC. **14 days prior to the date of the session. Visa or MasterCard also accepted by phone only.**

Cancellation for exam sessions - If a request for cancellation is received in writing at least seven (7) calendar days before the exam session, the full fee will be refunded. If a student cancels from an exam session less than seven (7) calendar days or is a "no show" for the exam session, the fee for the exam session will be assessed.

Substitutions - Substitutions will be permitted up to the date of the exam. The trainee should bring to the session a letter of authorization from the employer and a completed application for the new trainee.

MAIL APPLICATION & CHECKS TO THE ATTENTION OF:

Bruce Morales, Metric Engineering, Inc. 13940 SW 136 Street, Miami, FL 33186
 Phone: 305-235-5098 | Fax: 305-235-5271 | E-mail: CTQP@metriceng.com

PAYMENT

Prepayment of registration fees is required. Applications submitted without payment will not be processed. Payment may be submitted currently by check only and must be received 14 days prior to the date of the session.

CANCELLATIONS - TRAINEE REQUESTED

GREATER than seven days in advance of the exam session:

If a request for cancellation is received in writing at least seven (7) calendar days before the exam session, a credit memo for the full fee will be issued. The credit memo is good for one year from the session start date. Reschedules will be processed once the request is received.

LESS than seven days in advance of the Written Exam-Only session:

A charge of seventy-five dollars (\$75.00) will be assessed for "written exam only" sessions if the registration is not canceled prior to seven (7) calendar days of the exam date. A credit memo for the remaining amount will be issued and is good for one year from the session start date.

LESS than seven days in advance of the Proficiency Exam-Only session

If a trainee cancels from a proficiency exam only session less than seven (7) calendar days or is a "no show" for the proficiency exam session, the entire fee for the proficiency exam will be assessed.

CANCELLATIONS - METRIC INITIATED

Hurricane / Weather Related

Cancellation of any METRIC session(s) due to threatening weather conditions will be at the sole discretion of Metric Engineering, Inc. Notification will be posted on this website and/or email to affected registrants.

Registrants in session(s) cancelled by METRIC will receive full credit or refund if requested. If a registrant/student is unable to attend a session because of hurricane or storm related weather or damage, they will have fourteen (14) days after the session to provide written documentation to METRIC requesting a refund or credit. For hurricane or storm information, please be sure to visit any of several weather websites for your particular area such as <http://www.weather.com/weather/hurricanecentral>

Other Cancellations

If METRIC cancels a session, full credit (or refund if requested) will be given. METRIC will notify the trainee about the cancellation and determine at that time if a credit memo or refund is requested. METRIC is not responsible for non-refundable travel fares or lodging deposits. Reschedules will be processed once the request is received.

SUBSTITUTIONS

Substitutions will be permitted up to the date of the session. The substituting trainee should bring to the session a completed METRIC application. Across the top of the application please indicate "Substitution for name of original trainee".