

## **READ and STUDY** the Reference Manual & Online Review!

**PLEASE NOTE:** Review of these materials will greatly enhance your chance of passing the exam. The review sessions are planned only as a **review** of the expanded manual content.

**NFI POLICY MANUAL** - Log onto [nfcertified.org](http://nfcertified.org) and select 'NFI Policy Manual' for further information and an outline of the exams and expectations of the examinee.

**\*\*No Registrations will be accepted less than 10 days prior to event\*\***

1. The probability of passing the exam goes down dramatically if you haven't prepared properly. The HPB Education Foundation will shut down the event registration portion of their website 10-days prior to any scheduled event, which prevents any processing of registrations by the affiliate.

2. The six-hour review class is simply that...a review. As good as our instructors are, they cannot teach everything there is to know in six hours. It is our assumption that the student has already studied the manual & online review for at least TEN (10) hours. Field experience and taking classes helps, but nothing replaces the need to study. There may be more than one way to do things in the field, but the only thing that can be tested is what is in the manual.

3. The number of people taking the exam with less than one year experience has gone up. It seems as though the first thing a dealer says when he hires a new employee is "go and get certified." Trying to pass the exam without field experience is difficult. Our best candidates have at least one to two years' experience in the field before they take the exam.

For specific questions regarding NFI and your certification, please contact NFI directly at (703) 524-8030 or visit [nfcertified.org](http://nfcertified.org)

### Review & Exam Full Day Schedule:

Arrive at location at 7:45AM  
Six-hour review begins at 8AM  
Two breaks and lunch will be provided  
At approximately 2:30-3PM, the two-and-a-half-hour Exam will begin—no breaks during Exam

Rev: 1/16/18

## 2018 Dates & Locations

### Albany, NY

Wednesday, May 23

The Desmond Hotel

(800) 448-3500

660 Albany Shaker Rd, Albany, NY 12211

**Class registration deadline: May 11**

### King of Prussia, PA

Wednesday, June 6

Radisson Hotel Valley Forge

(610) 337-2000

1160 First Ave, King of Prussia, PA 19406

**Class registration deadline: May 25**

**Online reviews (and manuals, if ordered) will be sent upon registration**

### Please note:

(see NFI Policy Manual at [nfcertified.org](http://nfcertified.org) for full details)

- A new student who attends accredited CEU classes within seven (7) days **prior** to taking and passing the NFI exam may earn CEUs at those courses as long as they sign in at the classes (leaving the NFI ID field blank); i.e., *Attend & sign into Annual Meeting classes then attend the NFI Review & Exam immediately following Annual Meeting.*
- All qualifying CEUs must be earned **prior** to the expiration date of the current certification(s) being renewed.
- Attending an NFI site "Review Class-Only" for CEUs can only be used **ONCE** during a three-year period.
- **"Review Class-Only"** - To earn CEUs the student must be currently NFI certified and must stay until review class ends.
- Current/Renew/Re-test **eligibility** will be confirmed with NFI before processing your registration at the discounted rate.

# Regional Training



Hosted by these Affiliates of the Hearth, Patio & Barbecue Association



New England  
& New York

[nehpba.org](http://nehpba.org)




Delaware, Maryland,  
New Jersey, Pennsylvania & DC

[mahpba.org](http://mahpba.org)

## NEW for 2018!

**Hearth Design Specialist Certification**  
Designed for hearth appliance sales staff to learn how to "talk technical" with customers to help with purchasing decisions, also helping the installation process go smoothly.

**Six-Hour Review**  **Class-Only Option**  
— earn six Technical CEUs towards your certification renewal **or** attend for professional development!





# 2018 NFI Registration Form

## Members ONLY!!

**Attention: Owners, Managers & Sales Staff!**  
*New this year...the Hearth Design Specialist certification!*  
 Learn "technical talk" to help your customer make the final decision to purchase. Aid in the smooth installation of appliances long before the job gets to the installer!

Business Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Company Email Address: \_\_\_\_\_

Please enter the correct NFI Option Code(s) for each attendee/event.  
  
*Renewal/Retest Options will be confirmed with NFI in order to receive discount.*

GAS		PELLET		WOOD		NEW! Hearth Design Specialist	
NFI Reviews & Exams (5th Edition Manual)		NFI Reviews & Exams (5th Edition Manual)		NFI Reviews & Exams (5th Edition Manual)			
5/23/18	6/6/18	5/23/18	6/6/18	5/23/18	6/6/18	5/23/18	6/6/18
Albany, NY	King of Prussia, PA	Albany, NY	King of Prussia, PA	Albany, NY	King of Prussia, PA	Albany, NY	King of Prussia, PA
			6N				

Student/Attendee Name/Title	Student's Email Address
Example: John Q. Public Jr, Installer	johnjr@yourcompany.com

**PAYMENT OPTIONS:** Enclosed please find our check made payable to either **NEHPBA (NY)** or **MAHPBA (PA)** for \$\_\_\_\_\_

Visa    MasterCard    Discover

Charge \$\_\_\_\_\_ to our credit card below(\$):

Card #: \_\_\_\_\_

Exp Date (MM/YY): \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing ZIP if different than address: \_\_\_\_\_

*These codes to correspond with attendee & location.*

Code	Enter Codes Under Location(s) Above	QTY	Price/Each	Total
<b>RC</b>	<b>New Option!</b> Review Class-Only (includes lunch) earn Six Technical NFI CEUs or attend for professional development only		<b>\$99</b>	
<b>5N</b>	NEW Student: Online & Site Reviews/Exam (no manual)		<b>\$349</b>	
<b>5R</b>	Renewal*/Retest***: Online & Site Reviews/Exam (no manual)		<b>\$269</b>	
<b>6N</b>	NEW Student: Manual/Online & Site Reviews/Exam Materials: Printed <b>OR</b> PDF (circle one)		<b>\$449</b>	
<b>7N</b>	NEW Student: Manual/Online & Site Review/Exam Materials: Printed & PDF		<b>\$499</b>	
<b>6R</b>	Renewal*/Retest***: Manual/Online & Site Reviews/Exam Materials: Printed <b>OR</b> PDF (circle one)		<b>\$349</b>	
<b>7R</b>	Renewal*/Retest***: Manual/Online & Site Reviews/Exam Materials: Printed & PDF		<b>\$399</b>	
	<i>*Renewal: for those who are currently certified and need to renew. **Retest: for those who failed the exam in the past 13 months.</i>		<b>Total</b>	

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**Site reviews are only available through your local affiliates...Join Today!**

**Cancellation/Change Policy**

Please email any cancellations or change requests to: [education@mahpba.org](mailto:education@mahpba.org) or [education@nehpba.org](mailto:education@nehpba.org)  
 There will be a partial refund (minus the manual cost, if applicable) if the request is received within seven business days of class date; six business days or less will incur a \$50 cancel or change fee.  
**NO SHOWS will be charged \$100 per class.**

**Mail:** 904 Hanover St Ste 3, Manchester, NH 03104  
**Fax:** (603) 669-2741 or (877) 334-0748  
**Email:** [education@nehpba.org](mailto:education@nehpba.org) or [education@mahpba.org](mailto:education@mahpba.org)  
 Please contact us with any questions or to register by phone:  
**NEHPBA (603) 669-2740 or MAHPBA (603) 669-2744 Ext 102**

Register online or download this brochure at:  
[nehpba.org/education](http://nehpba.org/education) (Members located in New England & NY) OR [mahpba.org/education](http://mahpba.org/education) (Members located in DC, DE, MD, NJ & PA)

Regardless of class location, use your respective affiliate's website to register.

(\$)

(\$) We cannot accept credit card payment information by email. We shall have no liability for any losses related to credit card information included in email messages.

**We reserve the right to cancel any class if minimum required attendance is not met. In that case, refunds will be in full (minus the manual cost, if applicable).**