



P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 242-5550
Fax: (334) 242-5555
www.hacr.alabama.gov

**CONTINUING EDUCATION
REQUEST FOR NON-TRADITIONAL APPROVAL**

All applications for non-traditional continuing education hours must be submitted no later than 20 days prior to the next scheduled Board meeting. For Board meeting dates visit www.hacr.alabama.gov and click the Board Meeting Dates link.

You must include a copy of all the following information to have this request reviewed for approval:

- Program, brochure or other information which provides a description of the course.
- Instructor's credentials or resume.
- Certificate of completion or proof you attended the course.

CONTRACTOR INFORMATION:

Contractor Name: _____ Certification No. _____

Address: _____
Street City State Zip

Telephone: _____
Home Business

Email Address: _____

COURSE INFORMATION

CONTINUING EDUCATION COURSE DESCRIPTION:

Class Title: _____

Location: _____

Instructor: _____

Date Class Taken: _____ Number of Continuing Education Hours Requested: _____

Additional Information: _____

Please submit \$25.00 along with this application to be considered by the Board. Payments can be made by check, money order, or credit card. (MasterCard and Visa only):

Card Number: _____ **Expiration Date:** _____