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

Phone: (334) 242-5550  
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**INSTRUCTOR APPLICATION**

**SECTION A: INSTRUCTOR INFORMATION**

Instructor Requirements: (at least one of the following)

1. Found by the Board to have professional or trade experience or other special qualifications qualifying him/her to teach continuing education courses.
2. Display proven knowledge of the subject material.
3. A "qualified code enforcement official" with proven teaching experience.

Name of Instructor: \_\_\_\_\_

Instructor Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

A letter of recommendation from the provider and resume reflecting expertise within his/her area of specialty and prior teaching experience must be submitted with application.

**SECTION B: PROVIDER AND COURSE INFORMATION**

The provider must be approved. If the provider has not been approved by the Board, you must submit form CE-1 along with this application.

Name of Approved Provider: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Course Title(s) Requesting Approval to Teach:  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C: FEES**

Please submit \$25.00 along with this application in order to be considered by the Board. Payments can be made by certified check, money order, or credit card: Be advised there is a 4% convenience fee added to all card transactions. The fee may show as an iGov charge.

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV2: \_\_\_\_\_

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