



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](http://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 certified check, money order, or credit card: Be advised there is a 4% convenience added to all card transactions. The fee may show as an iGov charge.

**Card Number:** \_\_\_\_\_ **CVVD:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_