

NFI Partner Event Procedures

We have a plan to make NFI Partner events even easier based on the feedback we have received. Here are some details you should know:

- All NFI exams are now taken online using our remote proctoring service.
 - The computer needs a webcam and microphone.
 - They will have received an email with their user name and password. You do not have to worry about it.
 - You no longer need to provide a proctor.
- Once you complete the Review Class or other education classes:
 - Simply instruct the examinees to log in and take the exam at home or at the office whenever they are ready.

To set up an event:

1. Call or email Gwen! 703-524-8030 ext. 132 or thompson@nficertified.org
2. Please have the following information available:
 - Venue location with the complete address and telephone number.
 - The review classes that you will be offering at your event.
 - Please do not start advertising your event until it is set up on our website.

You no longer have to add people to the roster. We do that for you.

When people want to sign up to take the review class at your event, direct them to the NFI website. They must register and pay NFI directly for the certification materials.

Other event details:

- Once we are notified that they have registered we will enter them on the roster for your event. If you have an additional charge to cover speakers, food, etc., you will need to settle that amount with the person on your own.
 - Your rebate check will still reflect 25% for the people that register for the review at your event.
 - Here is the verbiage you can send to your members:
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Here's how you register for your certification materials:

1. You do **NOT** have to create an account or log in.
2. Go to <https://www.nficertified.org/nfi-product/>
3. Click on the category:
 - a. NFI Manual, Review and Certification Exam
 - b. NFI Review and Certification Exam ONLY
 - c. Retest NFI Manual, Review and Certification exam
 - d. Retest NFI Review and Certification Exam ONLY
4. Select the fuel type you want
5. Add it to your shopping cart.
 - a. **Don't forget to use a Coupon Code if you qualify to get your discount!**
 - i. If the company a person works for is a HPBA member, they qualify for a 30% discount. The Coupon Code is available from your local HPBA Affiliate
 - ii. If the company is not a HPBA member, but the person is NFI or CSIA certified, you qualify for a 20% discount. You can obtain their discount code from the NFI or CSIA office.

6. During the payment process you will be asked where you want to take the review class. Choose NFI Partner Event and then choose your event from the drop-down box that appears.
 - a. **Remember: the exam will be taken online.**
 - b. You will receive an email with the log in information for the exam as well as your user name and password. **Make sure you have that information when you are ready to take the exam.**