

Pre-REGISTRATION CHECKLIST

This checklist is for those who are registering ahead of time and mailing the **documents** (15) **days** prior to the testing day to **ensure** receipt and process.

Please know that we **STRONGLY** encourage pre-registration for groups of (6) or more.

It is imperative that you enclose the following:

1. A COMPLETED Registration form

-ALL fields in the Registration form **MUST** be completed before you can register on exam day. (Include: Social Security Number, signature, and date.)

-In case we need to mail your license, the address field **MUST** be an address where we can send CERTIFIED MAIL to (someone **MUST** be available to sign a notice of Receipt).

-Fill in the date/time and test type for your preferred exam. If you are a worker, please mark English or Spanish. Also, mark if you are requesting that someone read the exam to you.

2. Copy of current ORIGINAL certificate from Training Provider course

-bring the ORIGINAL on testing day.

-**If course not taken at the time of payment**, please make a note on the Certificate Number section.

3. Payment of \$60 in check (personal or company) or money order made out to the Maryland Clean Air Fund.

- o **One (1) check** can be mailed for multiple test takers.

NOTE: Valid photo identification must be presented the day of the test.

Payment, registration form, and copy of the training certificate MUST be mailed to:

**Maryland Department of the Environment
PO Box 2037
Baltimore MD 21203-2037**

* **ONLY** the US Postal Service (**USPS**) will deliver to the lockbox.

* For overnight express mail, use the overnight service provided by USPS.

* UPS, FedEx, etc. **cannot** deliver to the lockbox.

The test is administered at:

Maryland Department of the Environment
1800 Washington Boulevard
Baltimore MD 21230