

# PSI EXAMINATION APPLICATION

## FOR THE GEORGIA STATE CONSTRUCTION INDUSTRY LICENSING BOARD DIVISION OF CONDITIONED AIR CONTRACTORS

**INSTRUCTIONS:** If you are paying your examination fees by credit card, please complete this application online at <http://schedule.psiexams.com>. To pay by company check or money order (no personal checks), please complete this form and mail to PSI, 18000 W. 105th St., Olathe, KS 66061-7543. Use this form whether you are applying for examination or re-examination.

### EXAMINATION TESTING WINDOWS:

Examinations are administered by computer at 15 Test Centers in Georgia and more than 300 PSI Test Centers geographically distributed throughout the United States. Examinations are administered by appointment only Monday through Saturday. Appointment starting times may vary by location.

Your eligibility to take the examination for which you are submitting this application is valid only for the testing window for which you have applied. If you fail to schedule an appointment during this testing window, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

Examination Window	Date PSI must receive scheduling form or online application submitted
February 7-19, 2022	December 20, 2021
June 6-18, 2022	April 25, 2022
October 3-15, 2022	August 22, 2022

**DISABILITY ACCOMMODATION:** Persons who have a disability and may require accommodation should contact the Board office at 478-207-1419 to obtain the "Request for Disability Guidelines" form.

**VETERANS:** If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veteran's Preference Points to be added to your examination scores. Submit a copy of your DD214 form to Exam Development and Testing Unit, Professional Licensing Board Division, 237 Coliseum Drive, Macon, GA 31217-3858.

**COMPLETE YOUR APPLICATION ONLINE AT [HTTP://SCHEDULE.PSIEXAMS.COM](http://schedule.psiexams.com)**

**OR MAIL THIS FORM AND FEE TO:**

**PSI, 18000 W. 105th St., Olathe, KS 66061-7543  
855-898-0711**

SUBMIT THIS FORM  
AND FEE TO:

**PSI**  
18000 W. 105th St.  
Olathe, KS 66061-7543

855-898-0711

## Conditioned Air Contractors Form for the State of Georgia

\* SAMPLE OF HOW  
TO COMPLETE  
THIS FORM.

1 0 2 4 | A N Y W H E R E | S T | # 1 0 - A | |  
↑  
LEAVE ONE SPACE BETWEEN EACH WORD.

### 1. NAME

Print your name.  
(See sample  
above.)\*

Last (Surname) and Suffix

First Name

Middle Name

Former/Maiden Name

### 2. ADDRESS

For communica-  
tion regarding  
the examination.

Street Address (example: 1024 Anywhere Street, in care of)

Additional Address (Example: PO Box, Rural Route #, apt #, etc.)

City

State/Province    Zip/Postal Code    -    Country

Email Address (one character per box including . [dot] and @)

Business Telephone Number    -    Home Telephone Number

### 3. DATE OF BIRTH

Provide your  
date of birth.

Month    Day    Year    0 1    3 1    1 9 8 5  
= January 31, 1985

### 4. U.S. SOCIAL SECURITY NUMBER

U.S. Social Security Number

REFER TO OTHER SIDE FOR FURTHER INFORMATION  
**SEND ORIGINAL - DO NOT COPY THIS FORM**

**5. EXAMINATION(S)  
AND FEE**

Mark the appropriate circle for the examination for which you are applying.

Check only one circle.

- Class 1 – \$267
- Class 2 – \$267

If you are paying by credit card, complete this application online at <http://schedule.psiexams.com>. Company checks or money orders (no personal checks) should be made payable in U.S. currency to PSI Services Inc. **DO NOT** staple your payment to this form. **FEES ARE SUBJECT TO CHANGE.** Checks returned to PSI for non-payment will be subject to a \$25 penalty. Repayment must be made with a **cashier's check or money order.**

**6. EXAMINATION  
DATE**

Mark the appropriate circle for the date of examination.

Indicate the examination date desired. Darken in the circle completely.

- February 7-19, 2022      *PSI must receive this form by December 20, 2021.*
- June 6-18, 2022      *PSI must receive this form by April 25, 2022.*
- October 3-15, 2022      *PSI must receive this form by August 22, 2022.*

**7. STATUS**

- I am applying as a first-time (NEW) candidate.
- I am a REPEAT candidate.

**8. VETERANS**

Fill in the "YES" circle if you are claiming Veteran's Preference Points.       YES  
Please submit a copy of your DD214 form to Exam Development and Testing Unit, Professional Licensing Board Division, 237 Coliseum Drive, Macon, GA 31217-3858.

**9. SPECIAL  
EXAMINATION  
ARRANGEMENTS**

- I have a disability and will need special arrangements. I have completed the required Request for Special Accommodations form.

**10. CANDIDATE  
STATEMENT**

Date and sign.

I certify that the information provided is correct and that I have met the requirements for taking the examination I have selected. I understand that I may be dismissed from the examination room and/or denied a license for irregularities including, but not limited to:

1. talking, signaling, or disrupting other candidates in any way;
2. attempting to copy answers from another candidate;
3. allowing my answers to be copied;
4. failing to follow the examination supervisor's instructions.

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