



**Office of Workforce Development**  
**Monroe Community College**  
 1000 E. Henrietta Road, Rochester, NY 14623

**Registration for BPI Field Proctored Exams and Written Exams\***

**This registration form can be used to:**

- register for a field-proctored exam
- register for a written test **if you are not enrolled in a current BPI class.**

**\*Before submitting registration, student must contact our instructor, Jason Brown 585-303-4488 to schedule exam date.**

**REGISTRATION AND PAYMENT MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO EXAM.**

**USE THIS FORM ONLY IF PAYING WITH CHECK, PURCHASE ORDER OR VOUCHER.**

**IF PAYING BY CREDIT CARD, YOU MUST REGISTER ONLINE AT**

[www.monroecc.edu/workforce\\_courses/](http://www.monroecc.edu/workforce_courses/)

click on "Skills Assessment & Credentialing," and then click on the exam

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

*If someone other than you is paying, please fill in this section also.*

Payer Name: \_\_\_\_\_ PO or Voucher Number: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Payer Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Payer Contact E-mail: \_\_\_\_\_

Check box to register for **FIELD CERTIFICATION** exam.

Building Analyst (\$350) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Envelope Professional (\$350) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Heating Professional (\$350) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Check box to register for **WRITTEN** exam.

Building Analyst (\$200) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Envelope Professional (\$200) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Heating Professional (\$200) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Cooling Professional (\$200) Exam Date: \_\_\_\_\_ Exam Location: \_\_\_\_\_

Please fax completed registration form with PAYER information to **(585) 262-1435**.

If paying by check, mail to Monroe Community College, Office of Workforce Development, 1000 East Henrietta Rd., Rochester NY 14623.

For more information, please call (585) **262-1430**.