



Dear ASHRAE Certification Examinee,
The Certification Committee is pleased to announce a recently adopted policy impacting non-native English speakers. Non-native English speakers now receive an additional 30 minutes of testing time. If you are a non-native English speaker who failed an ASHRAE certification exam prior to March 31, 2016, you may reapply by December 31, 2016 to retest at no charge. To take advantage of this opportunity, the first step is to [submit a completed certification application](#). When completing the application, be sure to enter the word **thirty** in the “Discount Code” box.

Discount Code:

Here are some helpful FAQs:

Q. If I failed two different certification exams, can I retake both?

A. Yes, but you’ll have to apply for both in separate applications by December 31, 2016.

Q. I’m interested in applying for a different certification than the one I failed. Will I receive an additional 30 minutes of testing time for that exam, too?

A. Yes, if you are a non-native speaker of English. The fee for that application will be at the regular amount.

Q. How many times can I use the Discount Code thirty?

A. Once per certification exam type failed.

Q. If I failed the first time and passed the second time, will the second application fee be refunded?

A. Unfortunately, it will not.

Please don’t hesitate to contact us with any additional questions you may have. Thank you for your continued interest in earning a valuable ASHRAE certification!

Sincerely,

Erin Dupree
Certification Coordinator
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