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National Automotive Radiator Service Association

NATIONAL AUTOMOTIVE RADIATOR SERVICE ASSOCIATION

**Application for Certification as a
NARSA Heavy Duty Radiator Technician**

- Please Print Legibly -

Applicant: _____, residing at
Name

_____, _____, and
Street Address City, State and Zip

employed by: _____ at its facility located at:
Shop Name/Employer

_____, _____, hereby
Street Address City, State and Zip

applies for certification by the National Automotive Radiator Service Association, with offices at 15000 Commerce Parkway, Suite C, Mount Laurel, NJ 08054 (“NARSA”), as a heavy-duty radiator repair technician.

Applicant understands that to achieve NARSA HD certification, (i) the Applicant must have completed at least one year of continuous service in the heavy duty automotive, truck and heavy equipment radiator repair field, (ii) the Applicant’s employer must certify, in writing, that it maintains certain equipment as listed on the NARSA form titled “LIST OF NECESSARY SHOP EQUIPMENT,” (iii) the Applicant must successfully complete a course of self-administered study and then pass NARSA’s written Heavy Duty Radiator Repair certification

test, and (iv) the Applicant and his or her employer must meet all additional criteria as spelled out in the “GUIDELINES FOR CERTIFICATION IN THE NARSA HD PROGRAM.”

In connection with the preceding requirements, the Applicant affirms that he/she has _____ years of continuous service in the heavy duty automotive, truck and heavy equipment radiator repair field, and that he/she desires to be tested and qualified to wear the NARSA Heavy Duty Radiator Technician certification patch and to display a Certificate of Achievement.

The NARSA Heavy Duty Radiator Technician certification test is a closed book examination updated by NARSA every three years for the purpose of certifying individual HD cooling system technicians. In addition, repair shops, which employ one or more individuals who have successfully completed the Heavy-Duty Radiator Repair Certification test and become NARSA certified, may advertise the fact, subject to terms and conditions set out elsewhere.

Furthermore, Applicant acknowledges and agrees that:

A. At the time he/she takes the NARSA Heavy Duty Radiator Repair certification test (and each recertification test), the Applicant will not have in his/her presence any manuals or other written study aids.

B. After the passage of three years, Applicant’s certification will expire. He or she may apply for a renewal certification at any time prior to the expiration of the then current certification or recertification or, if he/she fails to initiate this renewal process, NARSA will issue one renewal reminder by mail to the Applicant at his/her address stated above or at such address as may be provided in writing to NARSA. As a condition to receiving each renewal certification, the Applicant shall be required to (i) pass NARSA’s closed-book written, recertification test, and (ii) pay the then applicable recertification fee. In addition, the Applicant’s employer shall continue to maintain the list of required shop equipment.

C. NARSA may modify or terminate this certification program at any time upon prior notice, to Applicant.

C. Subject to terms set forth in Exhibit "A" attached hereto, NARSA also may terminate Applicant's NARSA certification at any time for cause shown including, without limitation, for any failure of the Applicant to comply with the terms and conditions of this Application or of the certification program generally.

D. Upon notification of termination of the certification program or of Applicant's certification, Applicant agrees to remove the NARSA certification patch and return it immediately to NARSA along with the Certificate of Achievement.

E. Applicant's rights to this certification, if granted, are personal to him/her and may not be transferred to anyone else.

F. In no event shall NARSA be liable to Applicant or to anyone else for any acts or omissions, intentional, negligent or otherwise, by Applicant that cause any damage or injury whether economic or personal.

G. Applicant shall defend, indemnify and hold harmless NARSA and its officers, directors, employees and members, from and against any and all losses, damages (including special, incidental or consequential damages), claims, settlements, costs, expenses and other liabilities (including attorneys fees) arising out of any acts or omissions on Applicant's part, whether such acts or omissions are negligent, intentional or otherwise, and including, without limitation, claims, losses, damages, etc. arising from Applicant's services as a technician or arising from Applicant's failure to remove and return the NARSA certification patch and Certificate of Achievement as set forth in this Application.

Applicant encloses a check/money order in the amount of \$ _____, as payment of the non-refundable application fee in connection with the certification process. Or, Applicant authorizes payment of the amount of \$ _____ on his/her credit card, as follows:

Check One: Visa Master Card Amex

Cardholder's Name: _____

Card No.: _____

Expiration Date: _____

Signature of Cardholder: _____

Applicant understands that he/she will not receive the manual and test materials until the application fee and this Application for Certification are received by NARSA.

Applicant also acknowledges and agrees that NARSA acceptance of this Application for Certification and the application fee shall not constitute a guarantee or assurance that Applicant will receive certification from NARSA as a heavy-duty radiator technician.

Date: _____ Signed: _____
Applicant

EXHIBIT "A"

Rights of Applicants/Certified Technicians

1. In the event an Applicant who applies for certification as a NARSA certified heavy duty repair technician fails to obtain such certification from NARSA, or in the event NARSA revokes, or refuses to renew, the existing certification of a Technician, NARSA shall promptly furnish written notice of such adverse action to the Applicant or Technician (at his/her address set forth in this application or at such other address as may be subsequently provided to NARSA).

2. The notice sent to the Applicant/Technician shall set forth the reason or reasons why such action was taken and will also disclose to the Applicant/Technician that he/she can request reconsideration of NARSA's action in one of the following two ways:

a. The Applicant/Technician can set forth in writing to NARSA the reason(s) why he/she believes the action taken by NARSA was not appropriate, and request that NARSA reconsider its action, or

b. The Applicant/Technician can request, in writing, that a hearing be convened by NARSA to reconsider its action, and at such hearing the Applicant/Technician shall have the opportunity to defend its position.

The Applicant/Technician must transmit its written position to NARSA (as provided in a. above) or its written request for a hearing (as provided in b. above) no later than thirty days after the Applicant/Technician receives the initial notice from NARSA under paragraph 1 above. If the Applicant/Technician fails to provide a response in writing within such thirty day period, it will thereby relinquish all rights to a reconsideration or a hearing as set forth above, and the decision of NARSA shall be final and binding upon the parties.

3. In the event the Applicant/Technician transmits to NARSA its written request for a reconsideration or a hearing in a timely manner, then:

a. If the Applicant/Technician has requested a reconsideration of NARSA's action (under paragraph 2a. above), NARSA will evaluate the reason(s) and argument(s) advanced by the Applicant/Technician in his/her letter and, within sixty days after receipt of such letter, NARSA's Executive Director shall issue, in writing, on behalf of NARSA, the final decision concerning the Applicant/Technician's certification status, which thereby shall be final and binding upon the parties.

b. If the Applicant/Technician has requested a hearing (under paragraph 2b. above), NARSA shall convene such proceeding within 120 days after receipt of such hearing request. The Applicant/Technician shall be notified of the hearing date at least sixty days in advance, and such notice shall indicate the date, time and place of the proceeding. At the time of the hearing, the Applicant/Technician may have a representative appear with, or in place of, him/her to state the position of the Applicant/Technician before a hearing panel consisting of the Executive Director of NARSA and two staff members. Within thirty days after the convening of the hearing, the NARSA panel shall issue its final decision concerning the Applicant/Technician's certification status, and such decision shall be final and binding upon the parties.