



## PROCEDURES FOR RESNET TESTING AT REMOTE PROCTORING LOCATIONS

If you fail the RESNET Core Exam you can take it at a University, Community College, Library or Testing Center near your home. If you have failed the exam and would like to retest again remotely, you will have to pay a \$40.00 set-up fee. To do this, please go online to the web site below and choose RESNET National Core Exam, RESNET Field Inspector, RESNET Combustion Simulation or RESNET Combustion Work Scope Exam– Remote Locations

<https://secure.fsec.ucf.edu/fsecstore/do/category/BldgExams>

**Please allow 5 working days for set-up.** The following is the procedure for setting up the exam.

1. Locate an institution (university, community college, library or testing center) that has the ability to proctor an online exam.
2. Make sure you are able to “surf” the internet and there is no restrictions.
3. Make the appointment for an exact time and date with the institution (keep in mind that this is a two hour exam).
4. E-mail [HERSRater@fsce.ucf.edu](mailto:HERSRater@fsce.ucf.edu) with the following information **EACH TIME** you set-up the exam. If we does not receive this information each time, we will not set up the exam even if you have paid. We will set it up when the information is received.
  - a. Name of institution
  - b. Address of institution (including zip code)
  - c. Proctor’s name
  - d. Proctor’s e-mail address
  - e. Proctor’s phone number
  - f. Your name
  - g. Your address (including zip code)
  - h. Your e-mail address
  - i. Your phone number
  - j. Exact time and date you are taking the exam
  - k. Indicate that you desire a **RESNET Rater Exam** or **RESNET Field Inspector Exam**, **RESNET Combustion Simulation Exam** or **RESNET Workscope Exam**

5. The exam is then created and the e-mail informing the proctor of the rules is then sent.
  
6. You may come back to FSEC on RESNET Core Exam day and take the exam with no fee charged. You **MUST** make arrangements ahead of time **online**. Go to the same web page but choose RESNET National Core Exam or RESNET Field Inspector. Please don't just show up, we may have the maximum number of students already taking the exam and you will have wasted your time and gas.

If you have any other questions regarding this procedure, please contact me at any time. Our e-mail addresses and phone numbers are for Tei: [HERSRater@fsec.ucf.edu](mailto:HERSRater@fsec.ucf.edu) (321)638-1437

You can also call the Energy Gauge Office for more general information at 321-638-1715.