

Examination session appointment request

To complete this form on your computer you must first download it. Alternately, you may print the form, fill it out, and send it by email attachment, fax, or by letter mail. The contact information is found at the bottom of this form.

Personal information (please print)

Last Name		First name	
Home telephone No.	Telephone No. at work	Email	
Area code	Number	Area code	Number

Once you have determined the places and dates that are convenient for you, **please inform us at least ten (10) business days before this date.** If you have paid by cheque, please allow twenty (20) business days.

Examination identification

For the examination rooms available in your area, you can consult the list appearing at the following link:

Examination rooms

➔ **Please indicate the first examination for which you want to make an appointment.**

Examination title	Selected date	Selected time
Selected test center	City	

➔ **Please indicate the second examination for which you want to make an appointment.**

Examination title	Selected date	Selected time
Selected test center	City	

In the days preceding the examination, we will confirm the date and time you have selected by mail. You must report to the testing centre at the scheduled time or you may be refused entry into the examination room.

You are required to bring a photo I.D. (health insurance card or driver's license).

During the examination, you will have access to an English dictionary; however, you are required to bring your own calculator. No other documentation (guidebook, notes, etc.) or electronic devices will be allowed.

Once you have duly completed this form, please send it to the address noted below or by email or fax.

Customer Service SOFAD

2100 de Maisonneuve Blvd E, Suite 200, Montreal (Quebec) H2K 4S1
 Telephone No.: 514 529-2800 or 1 866 840-9346 – Fax No.: 514 529-4788
 Email: info@sofad.qc.ca

I confirm that the information provided above is proof of my examination registration with SOFAD.

Reminder: Policy regarding changes to examination session appointments

- **There is no charge** for a change to an appointment if it is made ten (10) business days or more prior to the session date.
- **A fee of \$20** per examination session, plus applicable taxes, is charged to change an appointment with less than ten (10) business days prior to the session date.
- **A fee of \$150** per examination session, plus applicable taxes, is charged to change an appointment after the session date. You must then also complete a new **Registration form** and a new **Examination sessions appointment request**.

Our current policy is available on our website at www.sofad.qc.ca, section **Services/Pesticides**.