



NAESA International  
**QEI Training Course and Certification Exam**

**WEB-BASED, ONLINE**

March 29- April 1, 2021



NAESA International is offering a four-day **ONLINE** QEI Training Course and Certification Exam for individuals who are interested in applying to become QEI Certified.

*YOU MUST SUBMIT THE QEI APPLICATION TO BE CONSIDERED FOR THE EXAM.*

**TO APPLY:** Download the Candidate's Handbook from [www.naesai.org](http://www.naesai.org) under Certification/QEI Certification. Read through the entire book. You'll find all the application materials in the addenda. Send all application materials to Emerald at [emerald@naesai.org](mailto:emerald@naesai.org) or fax to 360-292-4973 or mail to PO Box 4367, Mankato, MN 56002. You will be notified by email whether you are approved, denied or we need additional information from you.

**APPLICATIONS ARE DUE NO LATER THAN MONDAY, MARCH 15<sup>TH</sup>, 2021.**

**LOCATION AND TIME**

THIS CLASS WILL BE AN ONLINE TRAINING COURSE HOSTED THROUGH CISCO WEBEX.

TIMES: 8AM-5PM Central Standard Time

**IMPORTANT CHANGES FOR WEB-BASED QEI TRAINING:** You will be responsible for setting up your exam at your location. Following NAESA guidelines, you will be required to have two proctors present as you take the exam

**COST:** Registration for the Course and Exam is \$1295. Registration for the Test only is \$500. Cancellations will be refunded if written notice is given to the NAESA Executive Office at least two weeks before the start date of the course, minus a \$50 cancellation fee. No refunds will be given after this date. You will be allowed to attend a substitute course/exam if you contact the Executive Office ahead of time. No refunds on no-shows.

**EXAM INFORMATION:** The QEI Certification exam is an online, open-book exam consisting of 160 code questions and 6 demographic questions. You will have 8 hours to complete the exam. A half an hour break is required. You will be setting up your own exam, following NAESA Guidelines. You are required to have two proctors for testing.

**IMPORTANT: YOU ARE REQUIRED TO HAVE A LAPTOP WITH AN INTERNET CONNECTION. YOU WILL ALSO BE REQUIRED TO DOWNLOAD SOFTWARE ON YOUR COMPUTER BEFORE YOU TEST. MORE INFORMATION REGARDING THIS WILL BE EMAILED TO YOU ONCE YOUR APPLICATION IS APPROVED.**

**SYSTEM REQUIREMENTS FOR TAKING QEI TRAINING COURSE THROUGH WEBEX:**

- o Must have a laptop/desktop with a working camera, speaker, and microphone along with an appropriate high-speed internet connection and used for class participation only.**
- o Only a Microsoft compatible computer, no tablets, no landlines, no apple products can be used to view the QEI Course!**
- o Code books if electronic must be referenced on a separate device.**

**If you choose this option of Webex, we will have a short meeting with the class a week before ensuring everyone is technically ready the following Monday. Meeting Date and time TBD.**

**REFERENCE MATERIALS REQUIRED:**

**TO BE DETERMINED**

**TO ORDER COURSE MATERIALS:**

NAESA does not sell or lease books. You can purchase codebooks from:

- Tech Street: [www.techstreet.com](http://www.techstreet.com)
- IHS: [www.ihs.com](http://www.ihs.com)
- Elevator World: [www.elevatorbooks.com](http://www.elevatorbooks.com)
- NFPA: [www.nfpa.org](http://www.nfpa.org)
- Amazon: [www.amazon.com](http://www.amazon.com)
- E-Bay: [www.ebay.com](http://www.ebay.com)

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**NOTE:** It's recommended you purchase your books in hardcopy format as you will not have access to any other programs on the laptop you use to take your exam. If PDF is preferable, you must download them onto another laptop or other portable device.