YOU ARE REQUIRED TO FAX THIS FORM TO 517-655-8303 OR SCAN AND EMAIL TO Benjaminl@michigan.gov TO RESERVE A SEAT.

Space is limited so it will be on first received basis. IF THIS FORM IS NOT RECEIVED BY FAX/EMAIL TO RESERVE A SEAT YOU WILL NOT BE ADMITTED INTO THE TESTING SESSION.

THIS FORM WILL STILL BE REQUIRED TO BE MAILED IN WITH THE REQUIRED APPLICATION AND FEES.

Listed below is the date scheduled for Serviceperson Registration Exams. A brief review of Place in Service Report submission will be held starting at 8:30 a.m. on the scheduled date at the E. C. Heffron Laboratory, Conference Room, 940 Venture Lane, Williamston MI 48895. The Exams will begin at 8:45 a.m. following the review. Testing will end at 4:00 p.m.

Complete this form, and return with your application and fees. To reserve your seat fax/email as soon as possible, as seating is limited. Please make a copy for your records.

CHANGE TO TESTING SESSION: MDARD will now be furnishing the required materials needed for testing (Handbook 44 and calculator). You need to only bring your pen/pencils to use. **Do not bring any of your personal testing material as it will not be allowed in the room.**

(AN APPLICATION MUST BE COMPLETED AND SIGNED ALONG WITH THIS FORM.)

Name of Serviceperson: ____________________________________________________________
Registration Expiration Date: ____________________________________________________________
Contact Phone Number: ____________________________________________________________
Name of Company: ____________________________________________________________
Email Address: ____________________________________________________________

**Tuesday, May 3, 2016**

- P.A. 283, MI Weights & Measures Law (required)  
- Railroad Track Scales
- Handbook 44 (required)  
- Retail Computing Scales
- Agri. Chemical Meters  
- Retail Motor Fuel Dispensers
- Belt Conveyor Scales  
- Vehicle Scales
- Livestock & Animal Scales  
- Vehicle Tank Meters
- L.P. Gas Meter  
- Loading Rack Meters
- Medium Capacity Scales  
- Mass Flow Meters
- Multiple Dimension Measuring Device  
- High Flow Retail Meters

**Wednesday, May 4, 2016**

- P.A. 283, MI Weights & Measures Law (required)  
- Railroad Track Scales
- Handbook 44 (required)  
- Retail Computing Scales
- Agri. Chemical Meters  
- Retail Motor Fuel Dispensers
- Belt Conveyor Scales  
- Vehicle Scales
- Livestock & Animal Scales  
- Vehicle Tank Meters
- L.P. Gas Meter  
- Loading Rack Meters
- Medium Capacity Scales  
- Mass Flow Meters
- Multiple Dimension Measuring Device  
- High Flow Retail Meters

IMPORTANT: Tests are involved and reviewing materials in advance is strongly recommended. Please **DO NOT** schedule an exam if you have not **THOROUGHLY REVIEWED** the applicable materials. You may be wasting your time and taking the place of someone who is better prepared for registration. Please consider this before scheduling.

Any questions please call Lori Benjamin at 517/655-7221.