

## WTFOCB Exam Application Instructions

1. You must be 18 years of age.
2. Carefully & completely fill out the entire application. Make sure both the applicant **and** the supervisor sign the application. Incomplete applications will be denied.
3. Application must be postmarked no later than 30 days prior to the exam. Applications postmarked after the 30-day deadline will be denied. Mail application with check to:

**NC WTFOCB  
1635 Mail Service Center  
Raleigh, NC 27699-1635**

4. All supporting documentation (certificates, diploma, proof of education, etc.) must be submitted with the application and payment. Incomplete applications will be denied.
5. **Exam Fee** = \$50.00 (non-refundable) and must accompany exam application. Please make checks payable to: **NC WTFOCB**

**APPRENTICE EXAMS:** For individuals that wish to take the exam with NO EXPERIENCE. Exam applicant must read and understand the Apprentice exam rules and requirements.