

MOT Intermediate or Advanced Refresher Extension Request

This form enables the Provider, Student or Students Employer to request an extension allowing a student, with an approaching expiration date, to sit for a near future Refresher Course. Student must have already been registered for a class. When complete email to admin@motadmin.com

Choose the box that best describes the reason for the request. VALID Reasons for Approval listed below.

- Provider cancelled a class 1-2 weeks prior to the scheduled date (Attach email)(*Not valid if Student cancels*)
- Jury Duty (Dates: _____) (*Copy of Summons Form*)
- Active Duty (Dates: _____) (*Copy of Orders*)
- Death in Family (Dates of Bereavement: _____)
- Illness/Hospitalized (*Provide Doctors Note/Discharge paper*)

Student Information:

Student Name:
Level of Certificate:
Expiration Date:
Next Scheduled Refresher Class (Provider and Date):
Did student/company make payment for Original Class? Yes or No

Provider Information:

Provider Name and Number:
Original Class Date:
Cancellation Date:

Provider Information:

Requester's Name:
Requester's Title:
Date of Request:
Name of Company:

IMPORTANT INFORMATION: (Students MOT Certificate must be valid when submitting form. Response from FDOT may take a week.)

Student may not do any MOT work related to his/her certificate until a valid MOT Certificate is received.

OFFICE USE ONLY

Reviewed and Approved: