Completing Your Answer Sheet

Use a No. 2 pencil! Do not use blue or black ink! Always refer to the INSTRUCTIONS on your answer sheet.

Fill in the “circles” completely! Make sure your mark is dark!

Write your Student Number in the Student Number boxes. Fill in the “circles” below the boxes completely!

Write your Birth Date, Year, Month and Day in the boxes. Fill in the “circles” below the boxes completely!

It is very important to fill in your EXAM CONTROL NUMBER! Inside your exam, the number is located at the top of every page. Without it, we are unable to grade your exam and this answer sheet will be returned to you!
Please help us maintain accurate records on your students by completely filling out this form in accordance with the instructions provided. Type or print legibly the requested information for all students. **KEEP A COPY FOR YOUR RECORDS AND RETURN ORIGINAL** together with completed examinations to the AHLEI.

Return to:
AHLEI  
6751 Forum Dr., Ste. 220  
Orlando, FL 32821  
Phone: 888.575.8726

<table>
<thead>
<tr>
<th>Company Name</th>
<th>American Institute</th>
</tr>
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<tbody>
<tr>
<td>Address</td>
<td>456 First Street</td>
</tr>
</tbody>
</table>

City: **Lansing**  
State/Province: **MI**  
Postal Code: **48906**  
Phone: **(517) 555-8888**

Instructor’s Name: **Chris Jones**  
Instructor’s E-Mail Address: **cjones@gmail.com**  
No. of exams completed: **10**  
Final Exam Control #: **333003**  
Exam date: **6-30-19**

**RESULTS SHIPPING ADDRESS, IF DIFFERENT:**
Person’s Name: **Chris Jones**  
Address: **123 Main Street**  
City: **Lansing**  
State/Province: **MI**  
Postal Code: **48906**  
Phone no. for shipping address: **(517) 555-8888**  
Customer No.: **028461**

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**STUDENT # (Leave blank if unknown)**  
**NAME** (List name as it should print on Certificate)  
**Retake**  

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Please type or print information legibly!

Be sure to fill in your student’s information completely. The student number is needed for accessing their record.