



NADCA ASCS Certification Renewal Application

An individual certified by NADCA as an Air System Cleaning Specialist (ASCS) must renew his or her certification every year. Renewal of certification may be achieved by either retaking and successfully passing the NADCA certification exam, or by accruing a sufficient number of continuing education credits (CECs) prior to the expiration of an individual's certification. This application is to be used by those individuals who have accrued the necessary CECs.

We request that the following application be completed, signed and returned, along with the appropriate fees, to NADCA Headquarters **no later than July 1, 2009. Applications received after this date will be assessed a \$75 late fee.**

Name of ASCS _____

Company Name (name of company the ASCS is affiliated with) _____

Company Address _____

City, State, Zip _____

Phone _____ Fax _____

E-Mail _____

CODE OF PROFESSIONAL STANDARDS

By signing below, I agree to abide by the NADCA Code of Professional Standards for Air Systems Cleaning Specialists (ASCSs) listed on the back of this form.

Signature (required): _____

CONTINUING EDUCATION REQUIREMENTS

A certified ASCS must complete a number of continuing education credits (CECs) prior to the expiration of his/her certification. Please refer to the table below for CECs needed for renewal.

<u>Date Certified</u>	<u>CECs Needed For Renewal</u>
Certified before August 31, 2008	6 CECs Needed
Certified between September 1 - October 31, 2008	4 CECs Needed
Certified between November 1 - December 31, 2008	2 CECs Needed

CEC CATEGORIES

The categories listed below are just some of the ways ASCSs can earn CECs. A complete list can be found online at www.nadca.com.

- Attended NADCA CEC Training Program - Signed Affidavit required. (6 CECs)
 - Attended NADCA Annual Meeting (6 CECs)
 - Attended NADCA Training Program: Tech Seminar or Certification Training Course. *Please note a separate renewal Application Is used for Webinar participants.* (6 CECs)
 - Gave a presentation at a NADCA Seminar, Annual Meeting, or other event related to duct cleaning, HVAC or IAQ. (4 CECs)
 - Company received 2008 Safety Award. (2 CECs)
 - Attended industry related training (1-4 CECs)
 - Passed online renewal quiz at www.nadcatesting.com. (2 CECs)
- This form is not required if you take the 6 CEC online renewal quiz.**

Please describe on a separate sheet the CECs obtained during the one-year period, including the date each activity was completed. Supporting documentation for all activities must be provided to receive credit.

PAYMENTS (Applications that are not accompanied by certification renewal fees will not be processed.)

FEES: NADCA Member **\$75** / Non-Member **\$775** **After July 1, 2009:** NADCA Member **\$150** / Non-Member **\$850**

SEND CHECK OR CREDIT CARD TO: NADCA, 1518 K STREET NW, SUITE 503, WASHINGTON, DC 20005 FAX: (202) 347-8847

Type of Credit Card: (circle one): VISA MasterCard American Express Amount Authorized to Charge: \$ _____

Card # _____ Expiration Date _____

Name on Card _____ Signature of Cardholder _____



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CODE OF PROFESSIONAL STANDARDS

No individual is eligible to apply for or maintain certification unless in compliance with all NADCA rules, Standards, policies and procedures, including but not limited to those stated in NADCA's Code of Professional Standards and NADCA's Code of Ethics. An individual may not make and shall correct immediately any statement concerning the individual's status that is or becomes inaccurate, untrue, or misleading. Any change in facts or events bearing on eligibility or certification must be reported to NADCA within sixty (60) days of the change. NADCA does not warrant the performance of any individual.

In accordance with NADCA rules, guidelines and procedures, NADCA may deny certification or render sanctions against an applicant or certificant in the case of:

1. Ineligibility for NADCA certification;
2. Irregularity in connection with any NADCA examination;
3. Failure to pay fees required by NADCA;
4. Unauthorized use of, or access to NADCA publications, certificates, cards, and logos of NADCA, the name "National Air Duct Cleaners Association," NADCA certification designations, the term "NADCA," and any other NADCA documents and materials;
5. Unauthorized use of, or access to Air Systems Cleaning Specialist (ASCS) examinations, certificates, cards, and the Quality Through Knowledge logos, the name "Air Systems Cleaning Specialist," ASCS certification designations, the term "ASCS," and any other Certification documents and materials;
6. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to NADCA;
7. Misrepresentation of NADCA certification or certification status;
8. Failure to provide or update any information required by NADCA;
9. Gross or repeated negligence in professional work;
10. False or misleading advertising relating to duct cleaning work, NADCA membership status, or individual certification;
11. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to duct cleaning and/or public health;
12. The conviction of, plea of guilty or plea of *nolo contendere* to a felony or misdemeanor related to duct cleaning and/or public health and safety;
13. Failure to abide by applicable bonding and/or licensing regulations;
14. Failure to perform work using Source Removal methods, or other failure to comply with NADCA Standards for air duct cleaning;
15. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
16. Other violation of any NADCA rules, Code of Ethics, Standard, policy or procedure as provided in any NADCA brochure or other material provided to candidates or certificants.

APPLICANT'S SIGNATURE

By signing the front of this form, I certify that all information contained in this application is true and accurate to the best of my knowledge. I authorize the National Air Duct Cleaners Association (NADCA), its officers, directors, committee members, employees, agents and divisions to review my application and I will cooperate promptly and fully in such review. I will submit to NADCA such documents and information deemed necessary to confirm the information in this application. All documents submitted to NADCA are the property of NADCA and will not be returned to me. I authorize NADCA to communicate any information relating to my application, certification and review thereof, including but not limited to pendency or outcome of actions taken pursuant to NADCA's *Code of Professional Standards*, to state and federal authorities, licensing boards, employers, other certificants, and others. I release, discharge and exonerate NADCA for any action taken relating to such review, including denial of my application, revocation, suspension or other sanction. I agree to indemnify and hold harmless NADCA for any action taken pursuant to the rules and Standards of NADCA with regard to this application, and/or my certification.

I acknowledge that I have read and understood this information, the NADCA *Code of Professional Standards* and agree to abide by these terms and rules. I understand that, if renewed, certification is valid for a period of one year and must be renewed annually.

IMPORTANT INFORMATION

Passing the NADCA Certification Examination and/or being re-certified as an ASCS does not grant membership in NADCA. Only NADCA Members are authorized to use the NADCA logo as outlined in the Policies for the Use of the NADCA logo for Regular, Associate and Affiliate Members. To obtain a NADCA Membership Application, please visit NADCA's website: www.nadca.com.