



# ASCS CANDIDATE'S GUIDE & EXAM APPLICATION

The profession of cleaning HVAC (Heating, Ventilation and Air Conditioning) systems is defined as the safe removal of unwanted substances and foreign materials for the purpose of eliminating conditions that are potentially harmful to health, well-being, productivity of building occupants, or that impede the performance of the HVAC system.

NADCA ASCS certification demonstrates an individual's knowledge and understanding of proper HVAC cleaning practices. Enclosed is a comprehensive guide for preparation of the Air Systems Cleaning Specialist (ASCS) certification exam.

*Over 1,200 certified  
Air System Cleaning  
Specialists*



## Introduction

With increased public awareness of indoor air quality (IAQ) issues, the IAQ field has seen a corresponding demand for HVAC system cleaning services. As a result of this demand and the growth of the HVAC cleaning industry, the need for a credentialing system to recognize competent, qualified HVAC system cleaning specialists has arisen.

The National Air Duct Cleaners Association (NADCA) is recognized as the premiere standard-setting organization today in the field of HVAC system cleaning. In keeping with this tradition, NADCA has developed a certification program. The NADCA Certification Examination is a principal component of the overall program and sets a new standard among HVAC system cleaning professionals.

The NADCA Certification Examination is built around high industry standards of fairness and quality. When you take the test, you will feel challenged. But you will also feel that the test covered what HVAC system cleaners do, and what they need to know to be effective. In other words, the exam is fair.

The NADCA examination will focus on the ability to *apply* knowledge. Of course, some questions will test recall of knowledge, such as industry codes, ethical principles, and basic principles with public health implications. However, skill in evaluating HVAC system cleanliness problems, determining corrective measures, providing proper recommendations, performing cleaning services, and detecting unsafe conditions will be heavily emphasized. These are the skills that underlie the public health importance of HVAC system cleaning, as well as its typical work and professionalism. This matching of the test content with the frequency of vital professional tasks is the basis of the validity and fairness of the test, and is based on the industry-wide Job Analysis Survey performed by NADCA.

This *Candidate's Guide* was developed to assist candidates of NADCA's certification examination in preparing for the exam. It includes a general overview of how the exam was developed, a discussion of the exam's format, sample questions, a recommended reading materials list, an overview of examination content, and additional information.

The NADCA certification test is an opportunity for both the profession and the public. Certification enhances the quality of services performed

As the identification of IAQ as a public health issue grows in importance, the public will view certification as the needed documentation of professional competency. Of course, for HVAC system cleaning contractors, certification will provide recognition of ability that is high in both quality and effectiveness.

The win-win result of the public and the profession benefiting make certification a milestone whose time has come.

## Description of Examination

NADCA administers a multiple-choice, written or web-based examination. This examination measures the knowledge required for safe and effective HVAC system cleaning for both residential and commercial settings. The length of the exam is 150 questions. The time provided for you to complete the exam will be 3.5 hours.

The content of the examination is based on a scientific survey of NADCA members who engage in the practice of HVAC system cleaning. This survey evaluated the relative importance of the knowledge and skills that comprise the practice of HVAC system cleaning. The content areas tested, and their relative emphasis are provided in the examination content outline beginning on page six of this *Guide*.

The exam is available at standardized testing centers and in conjunction with the ASCS Prep Course. The exam is offered via computer in a controlled environment at standardized testing centers. When testing on location following the training course, you will receive an exam booklet with a separate answer sheet on which you will record your choices by filling in a small circle with a pencil. It is a closed book exam -- no notes, books, calculators, pagers or mobile phones will be permitted in the exam room. All exam materials, including pencils, will be provided. No breaks are scheduled during the 3.5- hour administration.

## Scoring

Candidate scores are based on the number of correct responses. Each question receives one point if correct, zero if incorrect or omitted. Therefore, candidates should answer each question, even if they must guess, as there is *no* penalty for wrong answers. However, *only one* response should be selected for each question. If a candidate marks more than one response for a question, that question will be scored as incorrect.

## The Pass-Fail Score

Candidates must score 70% or better in order to pass the exam. Each candidate will receive an official score report approximately 4-6 weeks after the exam containing the overall percentage of correct responses, which is the official score.

## Suggestions for Performing Your Best

Substantial effort is made to ensure that the questions are written in a clear, direct, and straightforward manner.

NADCA recommends these test-taking strategies to candidates. Use of these strategies will help candidates maximize

their score.

1.) The test is timed, and proctors must adhere strictly to the time limits. Therefore, candidates should not spend an excessive amount of time on any one question that seems difficult or too time consuming. Instead, candidates should skip these questions temporarily so that easier questions may be answered. Candidates should return to the difficult and time-consuming questions after completing the other questions.

2.) Scores are based *only* on the number of correct answers. Therefore, candidates should answer *each* question, even if they must guess.

3.) All answers must be recorded on the answer sheet. Candidates are responsible for recording their answers in the appropriate spaces on the form. *If a question is skipped, the corresponding space on the answer sheet should be skipped also.*

4.) Get a good night's rest the night before the examination.

5.) The day of the test, be sure to eat a good breakfast. You will not be permitted to bring food or drinks into the exam room.

6.) Arrive at the test location well in advance. This will help you avoid the pressure of feeling rushed just before the test.

7.) Make sure you have exact directions to the test site, as well as reliable transportation.

8.) Dress comfortably.

## Examination Conduct and Irregularities

Candidates are not permitted to bring food or beverage into the test room unless special dietary needs have been

documented, and permission granted. Smoking is not permitted in the test room at any time.

Collaboration and other disruptive conduct during a test are prohibited. Any violation of this regulation shall result in a score of zero for the test, and possible prohibition from sitting for future NADCA certification tests.

NADCA reserves the right to cancel any test score if, in its sole opinion, there is adequate reason to challenge its validity. NADCA also reserves the right to delete from scoring any question that is determined by statistical analysis to have been exposed before the test administration, or is determined to be flawed. Similarly, NADCA reserves the right to cancel a test administration if it has been determined that the security of the test was violated.

Occasionally, an administrative irregularity may unwittingly exert a detrimental effect on candidate performance. Examples of such conditions are poor lighting or distractions from loud noises near the test room. Candidates who experience extraordinary disturbances or distractions during a NADCA test that may detrimentally or materially affect their performance should contact the NADCA office to file a complaint and appeal. Such a complaint or appeal must be filed *within 10 days of the administration of the test*, and must describe the nature and effects of the disturbance or distraction.

## Test Critique Procedure

NADCA uses a formal procedure to allow and encourage all candidates to challenge the content of specific test questions, or the overall test. Under this procedure, candidates receive a special critique form anonymously, noting possible vague or ambiguous aspects of questions or other test quality issues. These forms should be completed during the administration of the test, but after the candidate has completed

all examination questions. The critiques are used by the Certification Committee in its post administration statistical quality control review of the test.

## Sample Test Questions

This section of the *Candidate's Guide* contains six sample test questions to give candidates some practice for the test. As these questions illustrate, NADCA does not use any complicated or contrived formats. The format of each question is simple and direct. All questions contain a maximum of five options. Most questions, however, contain four options. Occasionally, a question will contain three options, if these options represent the only possible answers (e.g., the effect of a damper on HVAC air flow will be to increase, decrease, or have no effect on the flow). No questions will have options such as "all of the above," "none of the above," or subsets such as "a and b above," as research has shown that these option formats exert detrimental effects on test performance.

Many test questions pose a situation requiring candidates to choose the BEST, MOST effective, or LEAST effective action. The purpose of this type of question is not to mislead, "trick," or "split hairs," but rather, to represent some of the kinds of decisions that HVAC system cleaners often confront. In answering this type of test question, candidates should respond as they would in their daily professional lives. Six sample questions follow. These questions are examples of the type that may be expected on the test. Following question number six are the correct answers to all of the sample questions.

1.) Upon being awarded a contract to clean a hospital's HVAC system, the customer indicates he wants to be sure the air flow is correct to specifications. You should recommend that the customer consult with:

- A. an industrial hygienist.
- B. a filtration specialist.

- C. a test and balance engineer.  
 D. the building's architect.  
 2.) When preparing to wet-clean an evaporator coil in place you should FIRST:

- A. replace the HEPA filters in your wet-vac.  
 B. apply a de-scaling agent to the coils.  
 C. make sure that the secondary drain pan has no leaks.  
 D. make sure that the condensate drain line is working properly.

3.) What percentage and particle size is used when certifying a HEPA filter?

	<i>Percentage</i>	<i>Particle Size</i>
A.	95.0%	.1 micron
B.	97.9%	.3 micron
C.	99.97%	.3 micron
D.	99.99%	.3 micron

4.) After arriving at the job site and familiarizing yourself with the HVAC system, the FIRST task you should perform is to:

- A. remove the vent grills.  
 B. perform a respirator fit test.  
 C. clean the fresh air intake.  
 D. lay down protective covering.

5.) Which of the following pieces of equipment should NOT be used to clean mold on fiberglass duct liners?

- A. Brushes  
 B. Hand vacuum  
 C. Air compressor  
 D. Pressure Washer

6.) How often must a positive / negative fit-check be performed on a half-face negative air respirator?

- A. Each time it is worn  
 B. Quarterly  
 C. Annually  
 D. Semi-Annually  
 E. Monthly

Correct Responses: 1 - C; 2 - D; 3 - C; 4 - D; 5 - D; 6 - A.

## Recommended Reading

Questions on the NADCA examination test a candidate's knowledge of the procedures and information required for safe and effective HVAC System cleaning. Candidates will derive the answers to the questions from two principal sources: first, from their own experience in the actual performance of cleaning services; and second, from industry publications, codes, standards and other reference sources.

Studying a variety of material will assist candidates in preparing for the examination. Listed below are suggested reference sources. Some of the recommended materials are available directly from NADCA, while you must go to other sources for other materials. Information needed to obtain all of these publications is included below.

### Publications Available from NADCA

- *Introduction to HVAC System Cleaning Services*
- *Assessment, Cleaning & Restoration of HVAC Systems (ACR)*
- *NADCA Certification Handbook*
- *NADCA Safety Manual*  
 The safety manual contains over 450 pages of information on safety procedures and regulations. Many of the exam questions are taken directly from this manual. It can also be used as a training tool and in conjunction with the NADCA Online examinations to obtain CECs.

All of the publications listed above are available in CD format from NADCA for a cost of:

NADCA Member Companies	\$145.00
Non-Member Companies	\$280.00

To order these publications, please complete the order form appearing as the last page of this *Candidate's Guide* and mail

or fax it to NADCA Headquarters in Washington, DC or visit [www.nadca.com](http://www.nadca.com).  
Publications Available from Other Sources

- OSHA Standards & Guidelines

**U.S. Department of Labor/OSHA**  
**OSHA Publications, P.O. Box 37535**  
**Washington, D.C. 20013-7535,**  
**(202) 693-1888; Fax: (202) 693-2498.**  
**[www.osha.gov](http://www.osha.gov)**

- ASHRAE Standard 52.1: Gravimetric and Dust Spot Procedures for Testing Air Cleaning Devices, Item #86141 –
- ASHRAE Standard 62: Ventilation for Acceptable Indoor Air Quality, Item #86157 -

**Available from: American Society of Heating, Refrigeration and Air Conditioning Engineers, 1791 Tullie Circle, NE, Atlanta, GA 30329; (800) 527-4723; Fax (404) 321-5478.**  
**[www.ashrae.org](http://www.ashrae.org)**

- *Refrigeration and Air Conditioning Technology, 3rd Edition* by William C. Whitman and William M. Johnson, Delmar Publishers Inc., Item #2169 –
- *Residential Duct Systems - Manual D* by Air Conditioning Contractors of America. Item #210-029D-04

**Available from: Several online bookstores including: Construction Book Express, 30 Oser Avenue, Suite 500, Hauppauge, NY 11788; (800) 253-0541 / 631-348-3690 (International); FAX (800) 647-7233 / 631-348-3750 (International).**  
**[www.constructionbook.com](http://www.constructionbook.com)**

- *Cleaning Fibrous Glass Insulated Air Duct Systems - Recommended Practice* (item AH122)

**Available from: North American Insulation Manufacturers Association (NAIMA), 44 Canal Center Plaza, Suite 310, Alexandria, VA 22314; (703) 684-0084; FAX (703) 684-0427.**  
**[www.naima.org](http://www.naima.org)**

- *The Inside Story, a Guide to Indoor Air Quality* – Free  
EPA Document #: EPA 402-K-93-007, April 1995

***The Inside Story* is available as a free download at:**

**[www.epa.gov/iaq/pubs/images/the\\_inside\\_story.pdf](http://www.epa.gov/iaq/pubs/images/the_inside_story.pdf)**

**Or, from: Indoor Air Quality Information Clearinghouse, U.S. EPA, P.O. Box 37133, Washington, DC 20013; (800) 438-4318; (703) 356-4020; Fax: (703) 356-5386; [iaqinfo@aol.com](mailto:iaqinfo@aol.com).**

- *Building Air Quality - A Guide for Building Owners and Managers*

**To obtain the loose leaf-format version of the Building Air Quality guide, complete with appendices, an index, and a full set of useful forms, GPO Stock # 055-000-00602-4, for \$28, contact the: Superintendent of Documents, U.S. Government Printing Office (GPO), P.O. Box 371954, Pittsburgh, PA 15250-7954, or call (202) 512-1800, fax (202) 512-2250. EPA Document # 402-F-91-102, December 1991.**

## Examination Content

The examination includes questions from a variety of subject areas pertaining to HVAC system cleaning and related indoor environmental issues. These subject areas are divided into four principle “domains.” Within each domain, there are several sub-categories. Listed below are each of the four domains. The percentage of examination questions drawn from each domain appears to the right of each domain.

<i>Domain</i>	<i>Percentage of Questions</i>
A. Assessing Problems	13% to 17%
B. Assessing Mechanical Systems	22% to 28%
C. Protecting the Health and Safety of Employees, Building Occupants, and the Indoor Environment	22% to 28%
D. Performing the cleaning	31% to 39%

Listed below is each domain along with its complete list of sub-categories. This listing is inclusive of all subject areas covered by examination questions.

### A. Assessing Problems

1. Performing visual inspections
  - a. Types of inspection equipment
  - b. Sources of contamination
2. Identifying problem conditions and possible solutions
  - a. Types of contaminants, pathways, and need for testing or referral
  - b. Risks of contamination
3. Referring to related trades, professions and disciplines
  - a. Roles of related trades/professions

### B. Assessing Mechanical Systems

1. Demonstrating knowledge of HVAC systems
  - a. Dual duct
  - b. High pressure
  - c. Medium pressure
  - d. Low pressure
  - e. Constant Volume
  - f. VAV
  - g. Split
  - h. Package Unit
  - i. Multi-zone
  - j. Furnaces
  - k. Exhaust
  - l. Mechanical blueprints
2. Demonstrating knowledge of mechanical components
  - a. Coils
  - b. Fans
  - c. VAV
  - d. Mixing boxes
  - e. Ductwork
  - f. Dampers
  - g. Diffusers/grills/registers
  - h. Sound attenuators
  - i. Drain lines and pans
  - j. Turning vanes

- k. Humidification and dehumidification devices
- l. In-duct sensors
- m. Filtration

C. Protecting the Health and Safety of Employees, Building Occupants, and the Indoor Environment

- 1. Adhering to relevant federal regulations and national standards
  - a. OSHA standards
  - b. NADCA standards
- 2. Preparing and protecting the site
  - a. Indoor air quality
  - b. Office furnishings
  - c. Electronic equipment
  - d. Fire safety and building security

D. Performing the cleaning

- 1. Accessing and closing the system
  - a. Duct codes and standards (SMACNA, NAIMA, NADCA)
  - b. Sheet metal
  - c. Duct
  - d. Fiber glass
  - e. Ceiling construction
- 2. Selecting equipment
  - a. Vacuums
  - b. Pressure Washers
  - c. Steam Cleaners
  - d. Agitation Devices
  - e. Hand tools
  - f. Power tools
- 3. Selecting materials, chemicals, and methods of application
  - a. Coatings/Sealants
  - b. Biocides
  - c. Cleaning chemicals
  - d. Methods of chemical application
- 4. Selecting Cleaning Methods
  - a. Negative air with agitation
  - b. Hand or contact vacuuming
  - c. Hand washing
  - d. Power washing
  - e. Steam cleaning
  - f. Brushing
- 5. Verifying HVAC Cleanliness
  - a. NADCA standards
  - b. Visual inspection equipment
  - c. Test instruments

# NadcaTesting.COM

Those who are interested in obtaining their ASCS will be happy to know that our exam is now available at standardized testing facilities around the world. These facilities are conveniently located in major metropolitan areas within the US, Canada, Europe, Australia, South America, Asia, Africa and the Middle East.

With only a minimum standardized testing fee above the regular cost for the exam, candidates can take the exam without incurring too much lost time at work or expense due to travel. Candidates can purchase Study Materials for self study or attend one of our Exam Training Courses (more details on the next page) and take the exam close to home at a later date.

**You choose the location and date. To learn more, or register visit [www.nadcatesting.com](http://www.nadcatesting.com).**

<u>Exam Costs:</u>	<u>Member/Pending</u>	<u>Non-Member</u>
ASCS Exam	\$385	\$1610
ASCS Retake	\$260	\$885

## 4 Simple Steps

### To Become Certified:

#### 1. Visit NadcaTesting.com

Register at [www.nadcatesting.com](http://www.nadcatesting.com).

#### 2. Schedule Appointment

Receive confirmation and call testing center to schedule your appointment.

#### 3. Take Exam

Take the exam at an authorized Kryterion HOST Location.

#### 4. Results & Materials Sent

NADCA sends official results as well as certification materials to new ASCSs.

To learn more or register visit [www.nadcatesting.com](http://www.nadcatesting.com).  
Still Have Questions? E-mail [membership@nadca.com](mailto:membership@nadca.com) or call (202) 737-2926.

## Authorized Kryterion HOST Locations

(Please note: Locations are continually updated. Visit [www.nadcatesting.com](http://www.nadcatesting.com) for the most recent list.)

<b>Country</b>	<b>State/Province</b>	<b>City</b>
Argentina		Buenos Aires
Australia	Victoria	Melbourne
Belgium		Antwerp, Brussels
Canada	Alberta	Calgary Edmonton
	British Columbia	Burnaby Vancouver
	Manitoba	Winnipeg
	New Brunswick	Fredericton
	Newfoundland	St. Johns
	Nova Scotia	Halifax
	Ontario	Kitchener, London, Mississauga, North York, Ottawa, Richmond Hill, Toronto
	Quebec	Montreal
	Saskatchewan	Regina
Czech Republic		Brno, Prague
Eritrea		Asmara
France		Paris
Germany		Berlin Potsdam
India		Secunderabad
Ireland		Dublin
Italy		Milan
Japan		Minato-ku, Tokyo
Netherlands		Arnhem
New Zealand	Auckland	Otahuhu
Pakistan		Karachi
Singapore		Singapore
South Africa		Cape Town Morningside, Johannesburg
Switzerland		Bern
United Arab Emirates		Dubai
United Kingdom		London
United States	Alabama	Birmingham, Huntsville, Mobile
	Alaska	Anchorage
	Arizona	Mesa, Peoria, Scottsdale, Tucson
	Arkansas	Little Rock
	California	Bakersfiled, Culver City, Emeryville, Fountain Valley, Fresno, Irvine, Mission Viejo, Montclair, Monrovia, Pleasanton, Redondo Beach, Sacramento, San Bernidino, San Bruno, San Diego, San Francisco, San Jose, Vacaville, Walnut Creek
	Colorado	Aurora, Colorado Springs, Pueblo, Westminster, Lone Tree
	Connecticut	Manchester, Orange
	Delaware	Wilmington
	Florida	Altamonte Springs, Brandon, Clearwater, Davie, Deerfield Beach, Jacksonville, Kendall, Miami, Palm Beach Gardens, Pembroke Pines, Pensacola, Plantation, Sarasota, Tallahassee, Tampa, W. Palm Beach
	Georgia	Athens, Atlanta, Augusta, Columbus, Duluth, Smyrna
	Hawaii	Honolulu
	Idaho	Boise, Idaho Falls, Moscow
	Illinois	Chicago, Peoria, Schaumburg
	Indiana	Anderson, Bloomington, Evansville, Gary, Indianapolis, Kokomo, Lafayette, Sellersburg, South Bend, Terre Haute
	Iowa	Des Moines
	Kansas	Hutchinson, Wichita
	Kentucky	Covington, Lexington
	Louisiana	Baton Rouge, Lafayette, Metairie, Shreveport

Maine	South Portland
Maryland	Columbia, Glen Burnie, Rockville, Towson
Massachusetts	Boston, Braintree, Danvers, Framingham
Michigan	Ann Arbor, Detroit, Grand Rapids, Novi, Southfield
Minnesota	Bloomington, Inner Grove Heights, Roseville
Mississippi	Ridgeland
Missouri	Bridgeton, Cape Girardeau, Columbia, Kansas City, Sunset Hills
Montana	Billings
Nebraska	Omaha
Nevada	Las Vegas, Reno
New Hampshire	Nashua
New Jersey	Edison, Mt. Laurel, Paramus, Parsippany, Totowa
New Mexico	Albuquerque, Farmington
New York	Albany, Amherst (Buffalo), Farmingdale, Garden City, Hauppauge Manhattan, New York, Rochester, White Plains
North Carolina	Cary, Fayetteville, Greensboro, Morrisville, Raleigh, S. Charlotte
North Dakota	Williston
Ohio	Cincinnati, Columbus, Dayton, Fairlawn, North Olmsted
Oklahoma	Oklahoma City, Tulsa
Oregon	Eugene, Tigard, White City
Pennsylvania	King of Prussia, Montgomeryville, Philadelphia, Pittsburgh, Wilkins Township
Rhode Island	Warwick
South Carolina	Greenville, Irmo, No. Charleston
South Dakota	Rapid City, Sioux Falls
Tennessee	Chattanooga, Knoxville, Murfreesboro, Nashville, Tracy City
Texas	Arlington, Amarillo, Austin, Beaumont, Corpus Christi, Dallas, El Paso, Ft. Worth, Houston, Houston – Galleria, Hurst, Lewisville, Mesquite, San Antonio, Wichita Falls
Utah	Salt Lake City
Virginia	Alexandria, Fairfax, Falls Church, Glen Allen, Newport News, Norfolk, Vienna
Washington	Bellevue, Renton, Spokane, Tukwila
West Virginia	Summersville
Wisconsin	Brookfield, Green, Milwaukee, Oshkosh, Pleasant Prairie
Wyoming	Cheyenne, Riverton

## Application Instructions for ASCS Course and ASCS Exam

1. Fill out this application as completely as possible.
2. Make sure all dates and addresses are complete.
3. The application must be signed and dated. It should be submitted with course and exam fees.
4. Applications will not be processed and admittance to the course will be denied if this application and full payment for the course has not been received prior to the course date.
5. Applications, remittances and all correspondence should be directed to:  
NADCA, 1518 K Street NW, Suite 503, Washington DC 20005 Fax: (202) 347-8847.
6. Cancellations must be received one week prior to class/exam and must be in writing. All cancellations are subject to a \$75 processing fee.
7. Study materials for the Exam are included in the cost of the ASCS Course and will be shipped directly if you register more than one week in advance. Late registrants will receive their materials on site. (If you are not taking the Course, study materials can be ordered online at [www.nadca.com](http://www.nadca.com).)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **NADCA ASCS COURSE / ASCS EXAM:**

Fill out this portion for the ASCS Course and/or a NADCA administered ASCS Exam Administration taking place on: (See [nadca.com](http://nadca.com) for a list of dates and locations.)

Date: \_\_\_\_\_

**Please note: This form is only for NADCA administered exams. Do not use this form to register for the standardized testing center.**

Location: \_\_\_\_\_

**FEES: Circle Applicable fees.** (Companies with a pending member application may register at the member rate.)

	<u>NADCA Members</u>	<u>Non-Members</u>
<b>ASCS COURSE</b>	\$490.00	\$690.00
<b>ASCS EXAM</b>	\$275.00	\$1500.00
<b>TOTAL</b>	\$765.00	\$2190.00

**ASCS RETAKE**            \$150.00                            \$775.00

You are not required to take the class in order to sit for the exam. Registration for the exam is also optional; however, those who do not take the exam cannot receive the ASCS credential.

**PAYMENT:** Make check payable to NADCA, or fill out the credit card information in the spaces below.  
Credit Card (circle one): VISA MC AMEX Exp. Date: \_\_\_\_\_ Amt. Authorized to charge: \$ \_\_\_\_\_

Card #: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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 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 certification 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, 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 re-certification 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) relation 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 failure to comply with other NADCA Standards for air duct cleaning.
15. 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 below, 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, its officers, directors, committee members, employees, agents and divisions ("NADCA") to review my application and I will cooperate promptly and fully in such review. I will submit to NADCA such documents and information 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 granted, certification is valid for a period of one year and must be renewed by July 1 each year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT INFORMATION

Passing the NADCA Certification Examination and/or being re-certified as an ASCS does NOT grant membership in NADCA. To obtain a NADCA Membership Application, please contact NADCA Headquarters.

Please complete both sides and return to: NADCA, 1518 K Street, NW, Suite 503, Washington, DC 20005  
Phone: (202) 737-2926; Fax: (202) 347-8847; E-mail: [membership@nadca.com](mailto:membership@nadca.com)

# Study Materials for ASCS Certification Examination

**Important:** Below is the list of publications that should be studied in preparation for the ASCS Exam. These documents will help to thoroughly prepare candidates for taking the ASCS Exam. The NADCA Safety Manual is particularly helpful as it contains information on the various OSHA regulations that are covered on the exam. Several other publications that are available from other sources are recommended as reading materials for examination candidates. Studying *only* the materials available from NADCA *may not* adequately prepare candidates to take the examination. Refer to the NADCA *Candidate's Guide* for a complete list of recommended reading materials and sources for obtaining them.

## Study Guide CD Includes:

- *Introduction to HVAC System Cleaning Services*
- *Assessment, Cleaning & Restoration of HVAC Systems, 2006 edition*
- *NADCA Certification Handbook*
- *NADCA Safety Manual*. This safety manual contains over 450 pages of information on safety procedures and regulations. Many of the exam questions are taken directly from this manual. It can also be used as a training tool and in conjunction with the NADCA Online examinations to obtain CECs.

**NOTE:** If you are planning to attend the ASCS Exam Training Class, you will receive a set of study materials as part of your registration fees.

### NADCA Member (and Pending Member) Companies:

ASCX Exam Study Packet CD: \$145.00 \_\_\_\_\_ CD(s) @ \$145 = \$ \_\_\_\_\_

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ASCX Exam Study Packet CD: \$280.00 \_\_\_\_\_ CD(s) @ \$280 = \$ \_\_\_\_\_

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