



APPLICATION FOR CERTIFICATION AND MEMBERSHIP

Application Fee: \$500

Company Name _____

Address _____

Phone (____) _____ - _____

FAX (____) _____ - _____

Email _____

Name and Address of Present Owner(s) _____

1. Educational Background of Present Owner(s):

2. Business and work background of Present Owner(s) for the past 10 years.
(List any affiliation with contractors, manufacturers or engineering firms)

3. Date business was Incorporated _____
4. Names of Original Corporation Members _____

5. Company Banking Facilities:
Name of Bank _____
Address _____

Phone (_____) _____ - _____ Contact Name: _____
6. Attach current financial statement or adequate proof of financial responsibility, including tax returns for previous 3 years.
7. Attach resumes (education and experience) of employees working directly in the field performing testing and balancing services.
8. Attach ten (10) letters of recommendation, at least five (5) of which must be from professional engineers (P.E.s) affiliated with consulting engineering firms or owners. These letters must be current within one year.
9. Attach a list with the name and address of ten (10) sizeable test and balance projects performed by the present company during the last three (3) year period.
10. Include two (2) preliminary and final comprehensive test and balance reports including both air and water balancing; plans and specifications for the projects; and all correspondence relating to preliminary inspections, plan review, troubleshooting, classification, etc., connected with the project. These reports should demonstrate the abilities of the applicant to analyze, balance and report its findings concerning the project.
11. Attach a list of all instruments with calibration dates currently owned by the company.
12. Attach a notarized written statement certifying that the applicant is an independent agency having no affiliation with engineers, architects, installing contractors, or manufacturers of components of environmental systems. The term "Affiliation" includes a financial interest or exchange of personnel.
13. Submit **ten (10)** complete copies of the application packet (including all attachments) to AABC Headquarters.

14. Please answer the following:

- A. If I am accepted and certified by AABC, I agree to perform all work in accordance with the AABC National Standards. Yes No
- B. If accepted and certified, I agree to uphold all professional and ethical standards of AABC. Yes No
- C. If certified, I agree to abide by all decisions and bylaws established by the overall membership and Board of Directors of AABC. Yes No
- D. Have you applied for AABC membership before? Yes No
If you have, you must reimburse AABC for the cost of the investigation.

Upon receipt of a completed application (10 bound copies of all required information), the application will be reviewed by an appointed official of AABC. If the application is approved, an investigation will be made. The results of the investigation, which will include an on-site inspection of the applicant's methods and procedures in the field, will be submitted to the AABC Board of Directors for review. The results of the investigation along with the details as set forth in this application will determine the acceptance or rejection of the applicant.

If the applying company is accepted for membership and certification, an eligible employee must successfully complete the AABC Test and Balance Engineer's (TBE) examination. If this is accomplished AABC will issue a certification number, and the work performed by the agency will then come under the "National Performance Guaranty" as issued by the Associated Air Balance Council.

Incomplete applications or applications not accompanied by the requisite \$500.00 application processing fee will not be accepted.

Application Submitted By: _____

Company Name: _____

Date: _____

**Associated Air Balance Council
1518 K Street, N.W., #503
Washington, DC 20005**

FOR AABC USE ONLY

Date Received: _____ Investigating Officer: _____

Endorsement: _____

Submitted to Board: _____ Date: _____