

NATIONAL AIR FILTRATION ASSOCIATION
CERTIFIED TECHNICIAN PROGRAM

Policies & Procedures

1. OBJECTIVES

- 1.1 To raise the professional standards of those engaged in the installation, operation, and maintenance of air filtration systems.
- 1.2 To provide continuing education for air filter service technicians.
- 1.3 To award special recognition to those individuals who have demonstrated a high level of proficiency in the air filtration service industry.
- 1.4 To provide the public or end-user with a list of qualified air filter service technicians.
- 1.5 To enhance the value of membership in NAFA by increasing the marketability of its members.
- 1.6 To spread knowledge of NAFA to end-users and other non-members by making certification available to both members and non-members.

2. ELIGIBILITY

- 2.1 Any employee of any company engaged in the installation, operation, and maintenance of air filtration systems is eligible to become a NAFA Certified Technician (NCT).

3. REQUIREMENTS FOR CERTIFICATION

- 3.1 All applicants must submit a completed application for certification, specifying the NAFA Certified Air Filter Specialist (CAFS) who will be administering the exam.
- 3.2 Applicants must pay all applicable fees as may be determined by the Board of Directors.

4. NCT EXAMINATION PROCEDURES

- 4.1 Examinations will be based on material contained in the NAFA Installation, Operation and Maintenance of Air Filtration Systems (IOM Manual) and classroom tutorial.
- 4.2 Examinations will be administered by a designated CAFS. If no employee of the company is a CAFS, a CAFS from another company may be permitted to administer the test. Examinations will also be administered in conjunction with CAFS Examinations at NAFA annual events.
- 4.3 The applicant must receive a passing grade (70% or better) on the NCT Examination.
- 4.4 If the applicant fails to pass the examination, he or she shall be promptly notified and shall be given the opportunity to re-take the exam at a future date, after paying the appropriate fee.
- 4.5 The CAFS will administer the NCT Examination within two weeks of receipt of the exam materials from Headquarters.
- 4.6 After administering the NCT Examination, the designated CAFS will seal all examination materials and return them to NAFA Headquarters for grading. The CAFS may not copy any of the materials received for the purpose of the examination, and no candidate may be allowed to see examination materials prior to administration.

5. FEES

- 5.1** For NAFA members, testing fees shall be \$75 per person plus an optional \$25 proctor fee per person; for non-members, testing fees shall be \$150 per person plus an optional \$25 proctor fee per person. If the applicant fails to pass the exam, and a re-take is necessary, there will be a \$20 fee charged to re-take the exam.
- 5.2** Annual Certification renewal fees for members shall be \$30.
- 5.3** Annual Certification renewal fees for non-members shall be \$40, and shall include an annual subscription to *Air Media*.
- 5.4** If a NCT should leave a company under which he or she was certified and wishes to retain certification, an application for certification must be submitted along with a transfer fee of \$25.

6. USE OF THE NCT DESIGNATION

- 6.1** A NAFA Certified Technician (NCT) may use the designation on letterhead, business cards, and other forms of address and promotion.
- 6.2** Two (2) cloth patches will be distributed to all candidates who pass the examination. The patches may be displayed on clothing or uniforms. Additional patches will be available from Headquarters at the cost of \$3.00 each.

7. CERTIFICATION RENEWAL

- 7.1** Certification is renewable on an annual basis based on the record of the NCT for preceding year and upon receipt and approval of a completed and signed certification renewal application.
- 7.2** In order to be considered for recertification, an applicant must submit a Certification renewal application, signed by the representing CAFS, and pay the Certification renewal fee.
- 7.3** The Certification Renewal Application must be received at NAFA Headquarters no later than 30 days prior to the recertification date of January 1.
- 7.4** One Continuing Education Requirement is necessary for certification renewal. The Certification Renewal Application lists several options for Continuing Education Requirements to be met by each applicant.
- 7.5** Failure to submit a completed, signed Recertification application by the November 30 deadline shall result in an increased fee of \$50 to recertify. Failure to submit a Recertification application by January 1 shall result in suspension of certification, and will necessitate applying to re-take the certification examination.

8. CERTIFICATION OF COMPETENCY

- 8.1** A certificate shall be issued in the name of the NAFA Certified Technician upon successful completion of the NCT examination and/or submittal of the complete, signed Renewal Application.
- 8.2** The certificate is only valid for the period indicated on the certificate.
- 8.3** Any alteration or misrepresentation of the certificate may result in disciplinary action by the NAFA Board of Directors.
- 8.4** Any changes in the status of the NAFA Certified Technician that would render false information or misrepresentation must be reported to the NAFA Board of Directors and the certificate returned within 30 days.

9. COMPLAINT PROCEDURES

- 9.1** Consult the NAFA Policies and Procedures for infraction procedures.