

## POLICIES & PROCEDURES

### 1. OBJECTIVES

- 1.1 To raise the professional standards of those involved in the air filtration industry.
- 1.2 To provide continuing education for those involved in the air filtration industry.
- 1.3 To award special recognition to individuals who have demonstrated a high level of proficiency in the air filtration industry.
- 1.4 To provide the public or end-users with a list of qualified air filtration specialists.
- 1.5 To enhance the value of membership in NAFA by increasing the marketability of its members.
- 1.6 To educate nonmembers of NAFA.

### 2. ELIGIBILITY

- 2.1 Member is defined as any owner or employee of a company who is an Active, Associate, Supplemental or Professional Individual member of NAFA.
- 2.2 Nonmember is defined as any person who does not fit the definition of Member. A nonmember may become a CAFS at the nonmember rates and must follow the Policies and Procedures as set forth in this document.
- 2.3 An applicant is defined as anyone who applies to take the CAFS exam.

### 3. REQUIREMENTS FOR CERTIFICATION

- 3.1 All applicants must submit a completed application for certification at least 30 days in advance of the examination date.
- 3.2 Applicants must pay all applicable fees as may be determined by the Board of Directors.
- 3.3 All applicants must agree in writing to conduct their business in accordance with the NAFA Code of Ethics.

### 4. CAFS EXAMINATION PROCEDURES

- 4.1 Examinations will be based on material contained in the current edition of the NAFA Guide to Air Filtration.
- 4.2 Examinations will be administered by designated NAFA Officials each year at the NAFA Technical Seminar, NAFA Annual Convention, by an appearance at NAFA headquarters, as a standalone exam or in conjunction with an outside organization.
- 4.3 Examinations for 5 or more people may also be administered by a staff member or designated representative on-site at a members' location. The company requesting the exam would pay all regular exam fees, all travel expenses (including airfare, hotel, meals, transportation to and from airport, etc.) and an additional administration fee of \$500. The webinar tutorial will be available to examinees. Designated representatives must have approval from the NAFA Executive Officers.
- 4.4 The applicant must receive a passing grade (70% or better) on the CAFS Examination. The applicant will receive a pass or fail grade only; individual scores will not be released.
- 4.5 If the applicant fails 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.

### 5. FEES

- 5.1 Testing fees for NAFA members shall be \$200.
- 5.2 Testing fees for nonmembers of NAFA shall be \$500.
- 5.3 If the applicant fails to pass the exam, and a re-take is necessary, there will be a \$25 fee charged to re-take the exam.
- 5.4 Annual recertification fees shall be \$40 for NAFA members.
- 5.5 Annual recertification fees shall be \$300 for nonmembers of NAFA.

## **6. USE OF THE CAFS DESIGNATION**

- 6.1** A NAFA Certified Air Filter Specialist (CAFS) may use the designation on letterhead, business cards, and other forms of address and promotion. Members must use the NAFA logo in conjunction with the CAFS logo whenever it is used.
- 6.2** Nonmembers may not use the NAFA logo.

## **7. CERTIFICATION RENEWAL**

- 7.1** Certification is renewable on an annual basis based upon receipt and approval of a completed and signed Certification Renewal Application.
- 7.2** Continuing education requirements are also necessary for certification renewal. The Certification Renewal Application lists several options for continuing education requirements to be met by each applicant.
- 7.3** The application for members must be signed by the Official Representative of the member company
- 7.4** The application for nonmembers of NAFA will be signed by the Executive Director of NAFA and must include a certificate of attendance for any training used as a CEU.
- 7.5** The Certification Renewal Application must be received at NAFA Headquarters no later than 30 days prior to the recertification date of January 1.
- 7.6** Failure to submit a completed, signed Renewal Application by the deadline stated in 7.5 shall result in a late fee of \$100 to recertify in addition to the renewal fee. Failure to submit a Renewal Application by January 1 shall result in suspension of certification, and may necessitate applying to re-take the certification examination.

## **8. CERTIFICATION OF COMPETENCY**

- 8.1** A certificate shall be issued in the name of the person and the member company represented by the Certified Air Filter Specialist (CAFS) upon successful completion of the CAFS examination and/or submittal of the complete, signed Renewal Application. For nonmembers, the certificate will be issued in the name of the individual only.
- 8.2** The certificate is only valid for the period indicated on the certificate.
- 8.3** Any alteration or misrepresentation of the certificate will result in disciplinary action by the NAFA Board of Directors.
- 8.4** Any changes in the status of the CAFS that would render false information or misrepresentation must be reported to the NAFA Board of Directors and the CAFS certificate returned within 30 days.

## **9. TRANSFER OF CERTIFICATION**

- 9.1** If a CAFS should leave a member company under which he or she was certified, notice must be given to NAFA and the CAFS certificate returned to NAFA immediately.
- 9.2** If the CAFS transfers to another NAFA member company, an application for certification must be submitted along with a transfer fee of \$25.
- 9.3** If a CAFS should leave a NAFA member company and join a non-member company, the CAFS will be assessed the non-member fee for recertification. To retain recertification as a non-member, the CAFS must meet all non-member criteria for recertification.

## **10. COMPLAINT PROCEDURES**

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