

	Document Title: <p style="text-align: center;">NFRC IA Services Program Getting Started Checklist</p>	Doc No: FRM B2-17		
		Rev No: 0	Page: 1	Of: 2
Required By: PRO B-01				

1. NFRC Simulations and Validation Tests:

___ Consider contacting the extruder / designer of the fenestration product(s) to determine if simulation and validation test reports are available for reissue. If NFRC simulation reports are available, they may require the addition of your “glazing options” (low e coatings, IG spacers, etc.) if these options are not included in the existing “simulation matrix”.

___ *If reports are available for reissue*, request the extruder / designer instruct the lab to issue the report(s) with your company info and product model names to you and copy to Keystone at kciadmin@keystonecerts.com.

___ *If reports are not available for reissue*, contact a NFRC licensed simulation lab and a NFRC licensed test lab to arrange the simulations and validation tests. The laboratory will provide instructions as to the product design information required, as well as test unit sizes & configurations. Instruct the lab to forward copies of the test reports to Keystone at kciadmin@keystonecerts.com. Lists of NFRC labs can be found at:

Simulation Labs:	https://nfrccommunity.site-ym.com/?page=Simlabs
Testing Labs:	https://nfrccommunity.site-ym.com/?page=Testlabs

2. Certification Licensure:

___ Visit www.nfrc.org, click Industry – Product Certification Program to access the NFRC’s [11-Step Product Certification Process](#) webpage.

___ Expand Step 2 of the above to download the NFRC’s “Manufacturer License Agreement”, “Sales Revenue Affidavit”, “Responsible Party Data Sheet”, and Schedules.

___ Complete, execute and return the NFRC License Agreement and Schedules per the instructions provided. Contact the NFRC offices at 301-589-1776 with any specific questions regarding their Agreement & associated materials. *Note NFRC fees are invoiced separate from Keystone fees.*

___ Contact Keystone to request the Keystone NFRC IA Services License Agreement Package.

___ Complete the Keystone License Agreement, define the corporate and manufacturing info / address(es) on Schedule I, place a check under “NFRC Thermal” and have the Agreement executed by a company officer.

___ Return the executed Keystone License Agreement with the completed Licensee Profile Form and a check for the initial annual fee (see Fee Schedule), to Keystone at the address listed above.

3. Certification Labels:

___ Visit www.keystonecerts.com and click [Label Catalog](#) to view NFRC permanent and temporary label options, quantities & pricing. Login credentials will be provided upon initiation of licensure to enable online label ordering.