



NFRC Certification Program

Getting Started Guide

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) 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. Authorize the lab to forward copies of the test reports to Keystone at kciadmin@keystonecerts.com. Lists of NFRC labs can be found at:

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

___ Click to review the NFRC’s [10-Step Product Certification Process](#) webpage for “NFRC Product Certification Program” specific information.

2. Certification Licensure:

___ Download the NFRC’s “PCP Manufacturer Packet” by clicking on *Manufacturer* in Step 2 of the above-linked 10 Step web page, then execute, complete and return the NFRC License Agreement & 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 a “NFRC License Agreement Package”. The package will contain the Keystone License Agreement, a Licensee Profile Form, Fee Schedule and NFRC program documents.

___ Fill in the company info on 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:

___ Click to visit Keystone’s [Label Catalog](#) to view NFRC Permanent & Temporary label options, quantities & pricing, then complete and forward the applicable “Permanent” and “Temporary” label order forms to kciadmin@keystonecerts.com, or fax to 717-932-8500.