



Commercial Air and Hydronic Balancing and Diagnostics Application for Recertification

PLEASE PRINT ALL INFORMATION COMPLETELY AND CLEARLY

Applicant Information

Name _____

Home Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail _____

Company Information

Company Name _____ Owner _____

Street or P.O. Box _____

City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Website: _____

By applying for recertification, I agree to:

- Verify continued ownership of all required instruments and tools per NBC guidelines.
- Submit a record of calibration and maintenance of all required instruments and tools.
- Participate in a recertification class in the next six months as designated by NBC.
- Reaffirm agreement with the National Balancing Council Code of Conduct.
- Submit a minimum of three (3) completed test and balance reports showing compliance with NBC standards, procedures, and reporting forms for which he or she was personally responsible.
- Pay all applicable recertification fees.

As a National Balancing Council certified commercial balancer, I agree to the following Code of Conduct:

PREAMBLE: The National Balancing Council establishes and maintains a set of values, standards, practices, and procedures to govern daily operations and decision making in the commercial testing, balancing, and adjusting industry. NBC contractors are dedicated to the safety and comfort of all of their clients and agree to uphold the highest standards of professionalism and integrity at all times. Our contractors pledge to take all possible measures to ensure that commercial environmental systems are properly installed, adjusted to design specifications, and achieving optimum performance levels.

SYSTEM PERFORMANCE: Going beyond the typical industry practice of merely “matching the numbers”, NBC technicians and supervisors strive to exceed the standard and maximize system performance. NBC technicians go beyond the basics by testing the accuracy of system measured values against available manufacturer’s data when required to assure equipment performance is delivered through the field installed system. NBC technicians field rate the installed efficiency of systems using CSER and HSER procedures and reports, when required.

ACCOUNTABILITY: NBC Certified Firms and Certified Technicians pledge to test, balance, and adjust systems in a precise and orderly manner following published NBC procedures, and using NBC report forms. They consistently use NBC reports matching the systems being tested and offer comprehensive test results and reports that are always repeatable and verifiable. NBC technicians pledge to follow the standardized testing and balancing process, and report the results truthfully.

INTEGRITY: NBC Certified Firms and Certified Technicians document test procedures and results and offer assistance and solutions in the remediation of any deficiencies. Certified Firms and technicians also pledge to continuously improve their skill level and proficiency to stay abreast of the latest industry trends and issues. They strive to be the most qualified, best trained, most professional, and most customer-focused in the industry.

Signature _____ Date _____

National Balancing Council

P.O. Box 329
Avon Lake, OH 44012
Phone: 800.633.7058

| INSTRUMENT NAME | MINIMUM ACCURACY | MINIMUM RESOLUTION | MINIMUM RANGE | CALIBRATION PERIOD | Manufacturer | Model # | Calibration Date |
|----------------------------------|------------------|--------------------|------------------------------|------------------------|--------------|---------|------------------|
| Capture Hood | ± 5% | 1 CFM | 30-2000 CFM | 12 Months | | | |
| Manometer | ± 3% | .01" | 0-1" and up to 20" | 12 Months | | | |
| Pitot Tube | - | - | 24" Minimum | Not Needed | | | |
| Anemometer | ± 5% | 1 FPM | 50-5000 FPM | 12 Months | | | |
| Hygrometer | ± 2% | .1 % | 5%-95% R.H. | 12 Months | | | |
| Tachometer | ± 2% | 1 RPM | 0-5000 RPM | 12 Months | | | |
| Thermometer | ± 1% | .1° | 0°F to 220°F | 12 Months | | | |
| Electrical Meter Remote Clamp | ± 2% ± 2% | 1 Volt .1 Amp | 0-600 Volts 0-100 Amperes | 12 Months 12 Months | | | |

Attach Calibration Certificates