



# NAMI Certification Program

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## Enrollment Procedures for the NAMI Certification Program

- \_\_\_\_\_ Complete NAMI's Certification Program Application Form. Forward form to [nami@namiinc.com](mailto:nami@namiinc.com)
- \_\_\_\_\_ Upon receipt of application, NAMI will forward formal licensing documents to include License Agreement and Authorized Personnel Form.
- \_\_\_\_\_ Complete NAMI License Agreement and Authorized Personnel Form and forward these documents to [nami@namiinc.com](mailto:nami@namiinc.com).
- \_\_\_\_\_ A Sample Quality Assurance Manual and NAMI Procedural Guidelines will be forwarded once formal enrollment documents have been processed.
- \_\_\_\_\_ If applying for structural/impact program, forward test reports, bills of material and laboratory stamped drawings to [brandon@namiinc.com](mailto:brandon@namiinc.com). All testing must be conducted by an ISO/IEC17025 accredited independent laboratory.
- \_\_\_\_\_ If applying for NFRC Program, contact simulator to forward simulation and all required thermal files to [brandon@namiinc.com](mailto:brandon@namiinc.com). Contact the physical test laboratory to forward test report, laboratory stamped drawings and bills of material to [brandon@namiinc.com](mailto:brandon@namiinc.com). (Enrollment with NFRC is a requirement for the NFRC program. Instruct simulator and testing facility to upload test data under NAMI for NFRC database.) All data must be from NFRC approved entities.
- \_\_\_\_\_ If applying for Insulating Glass Program, contact [nami@namiinc.com](mailto:nami@namiinc.com) to obtain Instructions for Insulating Glass Test Samples. NAMI will provide information and labels to assist with submitting test samples. (Conditional Approval can be provided once laboratory forwards form back to NAMI verifying receipt and initial gas fill readings, when applicable.) All testing must be conducted by an ISO/IEC17025 accredited independent laboratory.
- \_\_\_\_\_ Forward completed Quality Assurance Manual to NAMI within thirty (30) days of enrollment to [NAMI@namiinc.com](mailto:NAMI@namiinc.com).
- \_\_\_\_\_ Upon successful review of test report, bills of materials and drawings a Notice of Product Certification or Certification Authorization Report (NFRC) will be issued.
- \_\_\_\_\_ Certification labels can be ordered once certification has been issued. Please contact [tanya@namiinc.com](mailto:tanya@namiinc.com) for label mock-ups or orders. If enrolled only in Quality Assurance, labels can be ordered for approved products under this program as well. Labels are not automatic delivery and must be approved and ordered by Licensee. Contact [tanya@namiinc.com](mailto:tanya@namiinc.com) for all label requirements.