



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
- _____ 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.
- _____ Requirements for a 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. All testing must be conducted by an ISO/IEC 17025 accredited laboratory.
- _____ If applying for **NFRC Program**, contact simulation/testing laboratory to forward all required thermal files, reports, stamped drawings and bills of material to 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 **CSA A440.2**, contact simulation or testing laboratory to forward all required thermal file, reports, stamped drawings and bills of material to brandon@namiinc.com. All test data must be from ISO/IEC 17025 accredited laboratories.
- _____ If applying for **Insulating Glass Program**, contact nami@namiinc.com to obtain Instructions for Insulating Glass Test Samples. NAMI will provide information and labels to assist with submitting test samples. All testing must be conducted by an ISO/IEC 17025 accredited independent laboratory.
- _____ Forward completed Quality Assurance Manual to NAMI within thirty (30) days of enrollment to 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 nami@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 nami@namiinc.com for all label requirements.