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|  | Document Title:<br><p style="text-align: center;"><b>NFRC<br/>IA Services Program<br/>Getting Started Checklist</b></p> | Doc No: <b>FRM B2-17</b> |         |       |
|   |   | 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](mailto: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](mailto:kciadmin@keystonecerts.com). Lists of NFRC labs can be found at:

|                  |   |
|------------------|---|
| Simulation Labs: | <a href="https://nfrccommunity.site-ym.com/?page=Simlabs">https://nfrccommunity.site-ym.com/?page=Simlabs</a>   |
| Testing Labs:    | <a href="https://nfrccommunity.site-ym.com/?page=Testlabs">https://nfrccommunity.site-ym.com/?page=Testlabs</a> |

### 2. Certification Licensure:

\_\_\_ Visit [www.nfrc.org](http://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](http://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.