



ADMISSION PROCEDURES

1. Complete the enclosed application for certification and membership and forward it with a \$250.00 application fee to the Membership Chairperson. This fee is non-refundable.
2. After successful verification of application statements, a job site verification of procedures and instrumentation report is to be completed on one of the 10 projects listed in the application. The cost of this investigation is to be borne by the applicant. The investigating officer's time is voluntary, but is reimbursed for travel, food and lodging expenses.
3. After passing the investigation stage, the applicant will be invited to write the TBS examination. This examination will be administered by a proctor approved by the President. The exam is an open book type; bring any reference material you desire. The examination is short fundamental questions in a 4-hour morning session and problem questions for the afternoon 4-hour session. The passing mark is 70%. If the applicant receives a failing grade on the examination, he or she shall be granted the opportunity to retake the exam after three months. If the applicant rewrites the exam a second time and fails the exam again, he or she would be given the opportunity to rewrite the exam after a twelve-month waiting period for this and any subsequent exam.
4. After passing the TBS exam, the applicant (upon payment of the balance of the annual dues and the signing of the Performance Guaranty-Resolution and the Code of Ethics), shall become a probationary member of the Canadian Associated Air Balance Council, be certified by AABC and receive a CAABC seal to be impressed on all reports. All certified and sealed reports are guaranteed by CAABC.
5. The first two years of probationary membership will include a review of reports, procedures, and practices. Upon a satisfactory review the President will advise the applicant of full membership in good standing with the Canadian Associated Air Balance Council. Certification is renewed annually to members who remain in good standing. Certification can be revoked by the CAABC Board of Directors, for just cause.
6. Notice of Membership will be published in the TAB Journal.

POLICY REMINDERS

1. The Performance Guaranty of the CAABC is valid only for projects tendered after the formal certification date of that member.
2. The CAABC will offer every assistance and encouragement possible to applicants who show potential for full membership.
3. Presently the CAABC dues are \$3000.00 per year payable annually by 12 postdated monthly cheques.



APPLICATION FOR CERTIFICATION & MEMBERSHIP

Name of Company _____

Address of Business _____

Telephone Numbers _____

Name & Address of Present Owners _____

1. Membership Applications Minimum Requirements:

A. Applicant company is an independent test and balance firm. *An independent test and balance company is defined as having no affiliation with manufacturers of equipment or system components, installing contractors, engineering firms, architects, or any other person or company which could affect the ability of the Member to render an independent test and balance report.*

Do you meet this requirement?

- Yes
- No

B. As an independent test and balance firm, has been in business for a period of not less than three years. Do you meet this requirement?

- Yes
- No

If you meet both requirements, CAABC will be pleased to receive your application.

If you do not meet both requirements but feel you can demonstrate to the Council that you have sufficient expertise and experience to adequately and properly perform test and balance work, you may reach out to the Membership Chairperson to discuss.

2. Educational Background of Person Applying for Company Membership:

3. Business and work background of Present Owners - period of last 10 years.

4. Company Banking Facilities and Six Consecutive Months of Bank Statements _____

5. Date Business Incorporated or Registered _____

6. Names of Corporation Officers, Partners and Major Shareholders _____

7. List all Current Employees, Titles and Years with Company (a separate sheet may be attached) _____

8. List name and address of 10 sizable projects on which test and balance work was performed by the applying company during the last three year period.

9. Attach a complete balancing report on one or more of the projects listed in item 8. Report(s) must contain as a minimum, air and hydronic balancing, velocity traverses, schematic diagrams, pumps curves, instruments used plus, if applicable, duct leakage tests, noise tests and summary comments.

10. Professionalism Statements

A. Have you personally or the applying company ever been kicked off a jobsite?

No _____ Yes _____ If yes, attach an explanation for each occurrence.

B. Have you personally or the applying company ever had a balancing report rejected?

No _____ Yes _____ If yes, attach an explanation for each occurrence.

11. Attach 10 letters of endorsement by consulting engineers, on their letterhead, in the area of working territory.

12. Membership Commitment:

If I am accepted by CAABC and certified by AABC:

Yes/No

A. *I agree to perform all work in field as per latest standards and procedures published in AABC, as a minimum.*

B. *I agree to uphold all professional and ethical standards, as per CAABC requirements.*

C. *I agree to abide by all decisions and by-laws established by the overall membership and President of CAABC.*

D. *I certify that the applying firm is, and will remain, an independent test and balance company having no affiliation with manufacturers of equipment or system components, installing contractors, engineering firms, architects, or any other person or company which could affect the ability of the Member to render an independent test and balance report.*

- E. *I agree to maintain a place of business and that must maintain properly equipped and staffed office facilities capable of compiling and distributing appropriate reports and data established from field measurements, and of furnishing the consulting engineer with completely reliable documentation of system information that can be verified by the engineering firm or its clients. All equipment shall be calibrated in accordance with the manufacture's recommendations or annually, whichever is less. Confirmation of certification shall be available upon request.* _____

- F. *I agree to carry the required coverage for its employees under the provincial worker's compensation laws.* _____

- G. *I recognize that a certified the firm must have a full-time Test and Balance Specialist (TBS) on staff who is responsible for ensuring that the firm performs work on all projects in accordance with CAABC standards and reviews and certifies all test and balance reports.* _____

- H. *I agree to honour and preserve the high standards and independence of the CAABC and must not take any unreasonable measures or actions to undermine the construction industries' confidence in the CAABC.* _____

- I. *I agree to abide by the Bylaws, Policies and Procedures, and Code of Ethics of the CAABC.* _____

Application Submitted by _____

Company Name _____ Date _____

Do not submit incomplete applications, these will be rejected.

Attachment Confirmation:

- Current Employees List, if necessary
- Completed Balancing Report
- Professionalism Statements, as necessary.
- Endorsement Letters

FOR CAABC USE ONLY

Application Received by: _____ Date: _____

Investigating Officer Assigned: _____ Date Assigned: _____

Endorsement: _____

Recommendation: _____