



# AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL, INC.

30 West University Drive  
Arlington Heights, IL 60004-1893 U.S.A.  
Tel: (847) 394-0150 • Fax: (847) 253-0088  
E-Mail : info@amca.org • Web: www.amca.org



AMCA International Member Logo cannot be used in catalogs containing performance data.  
AMCA International Corporate Identity Logo can only be used by AMCA International, Inc.



**MEMBER**

## SUMMARY STEPS TO CERTIFY AIR CONTROL PERFORMANCE UNDER AMCA INTERNATIONAL'S CERTIFIED RATINGS PROGRAM



**AMCA Seal can only be used in conjunction with AMCA Licensed Products.**

This is a summary only. The Certified Ratings Program is fully described in AMCA Publications 11 and 511. Please read these publications, particularly the Product Rating Requirement Subsections.

### STEP 1 APPLY TO BECOME AN AMCA INTERNATIONAL MEMBER OR CRP AFFILIATE (APPLICANT'S RESPONSIBILITY)

Newcomers to AMCA International's Certified Ratings Program must first decide whether they would like to become an AMCA International Member or a CRP Affiliate. Although it is usually less costly to participate in the Certified Ratings Program as a Member, *it is not necessary to become an AMCA International Member in order to participate in the Certified Ratings Program.*

Membership is limited to any business engaged in the design, fabrication, assembly and sale of devices within the product scope of AMCA International. Information on membership can be obtained by submitting a request to AMCA International's Executive Director, or by completing the Membership Interest Form located at <http://www.amca.org/services/productscopefees.aspx>, on AMCA International's website.

If you are not eligible to become an AMCA International Member, or if you do not wish to become an AMCA International Member, you must complete an application to become an AMCA International CRP Affiliate. Applications are available from AMCA International upon request.

*Please note: The original manufacturer's product must be AMCA Licensed in order for an alternate manufacturer or nameplated product to be eligible for certification.*



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**STEP 2 SIGN LICENSE AGREEMENT - Publication 11, Section 6.1  
(APPLICANT'S RESPONSIBILITY)**

*License Agreements are signed only once, prior to the first product being certified.*

Upon approval of the application, AMCA International will mail two License Agreements to the Licensee Representative. Sign, witness and seal both copies and return them to AMCA International. AMCA International will then sign, witness and seal both copies and return one copy to you along with the License Appendix for your first product line after Step 11 is completed. *A product is certified only after a License Appendix has been issued by AMCA International. Each certified product will have a unique License Appendix Number.*

**STEP 3 TESTING - Publication 11, Section 7.3  
(APPLICANT'S RESPONSIBILITY)**

The louvers and dampers may be tested in AMCA International's Laboratory, an independent laboratory licensed to perform tests for AMCA International, or in an AMCA International Accredited Laboratory. Contact AMCA International's Director of Laboratory Services to arrange for testing in AMCA International's Laboratory, or for information on AMCA International's Laboratory Accreditation Program.

**STEP 4 APPLY FOR LICENSE AGREEMENT APPENDIX - Publication 11, Section 7.4 and 7.5  
(APPLICANT'S RESPONSIBILITY)**

**SUBMIT TO AMCA INTERNATIONAL:**

- A. Completed CRP Forms signed by the Licensee Representative. Please visit <http://www.amca.org/certified/forms.aspx> to download a form. Please submit a separate CRP-5 form for each product line.
- B. Test data in conformance with the test standard used. These results must be corrected to standard air density.
- C. Performance curves of the test results with the test points identified.
- D. Photographs of each test setup.
- E. Dimensional drawings of each size of the product line.

**STEP 5 STAFF REVIEW OF SUBMITTAL DATA - Publication 11, Section 7.6  
(AMCA INTERNATIONAL'S RESPONSIBILITY)**

**AMCA INTERNATIONAL STAFF WILL CHECK THAT:**

- A. The completed CRP-5 form is signed by the Licensee Representative.
- B. Every test listed on the CRP-5 form is contained in the submittal and in conformance with the standard used.
- C. Performance curves are included with the test results.
- D. Photographs of the test(s) are included.
- E. Drawings and dimensions are provided.



If the submittal is in conformance, the AMCA International staff will select a Precertification Test Unit and e-mail a Precertification Check Test Request to the Licensee Representative. A Precertification Test is not necessary if all tests were run in AMCA International's Laboratory or an independent laboratory licensed to perform tests for AMCA International. If the submittal is not in conformance, the AMCA International staff will notify the applicant by e-mail of the items required to complete the application.

**STEP 6      PRECERTIFICATION CHECK TEST - Publication 11, Section 7.7  
(APPLICANT'S RESPONSIBILITY)**

(Required if the tests were conducted in an AMCA International Accredited Laboratory)

A. Complete the Application and Agreement for Testing Service Form (TAF) using [My AMCA](#) (unless otherwise instructed) and ship (prepaid) the Precertification Check Test Unit to AMCA International. The Test Application Number should be marked on the outside of the test unit and its crate.

**(AMCA INTERNATIONAL'S RESPONSIBILITY)**

B. Tests are scheduled after both the TAF and unit are received. AMCA International will run the tests and notify the applicant of the results. *If the test is unsatisfactory, AMCA International will select an additional Precertification Check Test Unit.*

**STEP 7      SUBMIT PROPOSED CATALOG DATA - Publication 11, Section 7.8  
(APPLICANT'S RESPONSIBILITY)**

The data may also be submitted with the CRP-5 form in Step 4 above, or as part of the catalog proof copy in Step 9 below.

**STEP 8      AMCA INTERNATIONAL REVIEW OF PROPOSED CATALOG DATA - Publication 11,  
Section 7.9 and 7.10  
(AMCA INTERNATIONAL'S RESPONSIBILITY)**

The AMCA International staff will review the proposed catalog data. If the proposed data is not satisfactory, staff will notify the applicant by e-mail. If the proposed catalog data has been verified as correct by AMCA International staff, a "Notice of Acceptability" will be sent by e-mail.

**STEP 9      SUBMIT CATALOG PROOF COPY - Publication 11, Section 7.11  
(APPLICANT'S RESPONSIBILITY)**

Submit a proof copy of the catalog and/or electronic media to AMCA International staff for verification of the performance data and conformance to the requirements of the Certified Ratings Program. AMCA International will retain the proof copy of the catalog. Electronic versions of the AMCA International Seal are available from AMCA International for use in catalogs.

**STEP 10     AMCA INTERNATIONAL REVIEW OF PROOF COPY - Publication 11, Section 7.12  
(AMCA INTERNATIONAL'S RESPONSIBILITY)**

The AMCA International staff will review the proof copy and notify the applicant by e-mail of any necessary corrections or of the proof copy's acceptability.



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**STEP 11      SUBMIT FINISHED CATALOG - Publication 11, Section 7.13  
(APPLICANT'S RESPONSIBILITY)**

Submit one copy of the printed catalog and/or electronic media to the AMCA International staff immediately prior to being released to the public.

**STEP 12      AMCA INTERNATIONAL REVIEW OF PUBLISHED CATALOG AND ISSUANCE OF  
LICENSE - Publication 11, Section 7.14  
(AMCA INTERNATIONAL'S RESPONSIBILITY)**

The AMCA International staff will review the printed catalog and, if it is unchanged from the proof copy shall issue an Appendix to the License Agreement for the product line.

In the event that the catalog does not meet the requirements of the program, the applicant shall be notified immediately by e-mail of the discrepancy, advised not to distribute the catalog to the public and a License Appendix shall not be issued. The applicant must then correct the discrepancy and resubmit the catalog to the AMCA International staff for review and approval.

*Note: This post-printing action will only happen if changes are made to the AMCA International approved proof copy.*

**MANUFACTURING/PRODUCTION CHECK – Publication 11, Section 9.3**

If the base tests are conducted on a prototype, AMCA International will request a Check Test within one year after the License Appendix is issued. If the base tests are conducted on a production model, the Check Test will be requested within three years after the License Appendix is issued.



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**CHECK LIST**

<b>Company</b>	<b>Model</b>
<input type="checkbox"/> Step 1	Apply to Become an AMCA International Member or CRP Affiliate
<input type="checkbox"/> Step 2	Sign License Agreement
<input type="checkbox"/> Step 3	Testing
<input type="checkbox"/> Step 4	Apply for License Agreement Appendix
<input type="checkbox"/> Step 5	Staff Review of Submittal Data
<input type="checkbox"/> Step 6	Precertification Check Test
<input type="checkbox"/> Step 7	Submit Proposed Catalog Data
<input type="checkbox"/> Step 8	AMCA International Review of Proposed Catalog Data
<input type="checkbox"/> Step 9	Submit Catalog Proof Copy
<input type="checkbox"/> Step 10	AMCA International Review of Proof Copy
<input type="checkbox"/> Step 11	Submit Printed Catalog
<input type="checkbox"/> Step 12	AMCA International Review of Published Catalog and Issuance of Licenses



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Date	Description
12/06/2013	Added note on page 1.