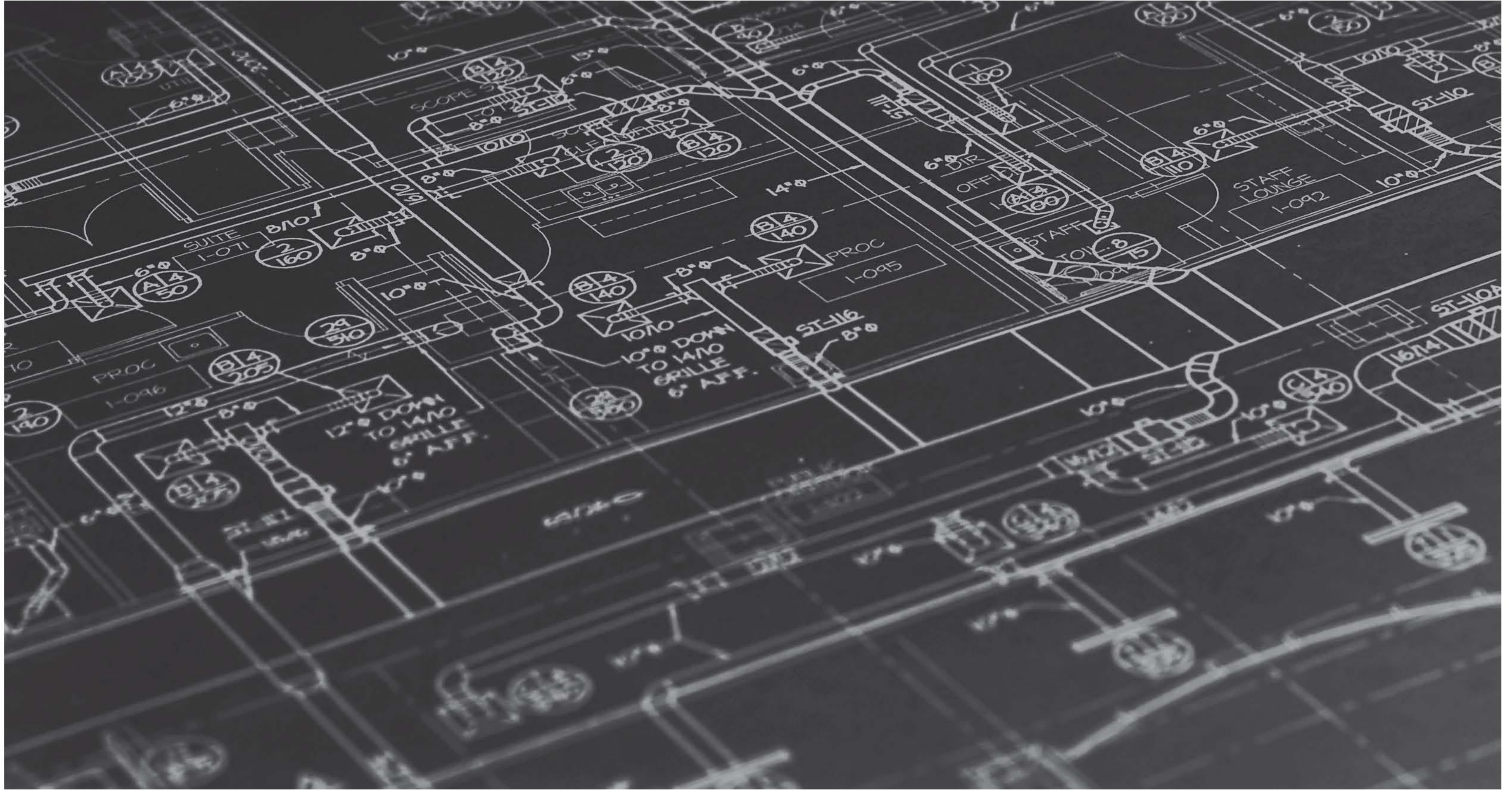


NADCA UNIVERSITY

2009 TRAINING & CERTIFICATION PROGRAMS



- RESIDENTIAL/COMMERCIAL
- PROJECT MANAGEMENT
- AIR SYSTEMS CLEANING SPECIALIST (ASCS)
- VENTILATION SYSTEM MOLD REMEDIATOR (VSMR)
- CERTIFIED VENTILATION INSPECTOR (CVI)

NADCA.COM // NADCATESTING.COM



The HVAC Inspection, Maintenance
and Restoration Association

YOUR SOURCE FOR HVAC INSPECTION, MAINTENANCE & RESTORATION TRAINING

2009 TRAINING



*The HVAC Inspection, Maintenance
and Restoration Association*

NADCA UNIVERSITY

**2009
TRAINING &
CERTIFICATION
PROGRAMS**

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

NADCA Webinar Series



Need to get your technicians trained but can't afford the lost revenue and expense from sending them to a training seminar? NADCA has a solution for you! In an effort to help meet the needs of the industry, NADCA is now offering an economical and convenient way to train your personnel. Courses are offered online as a full day Webinar. For one flat rate, you can train an unlimited number of personnel from one location without ever leaving the office.

*Need to renew your ASCS certification? Register for a NADCA Webinar and receive complete renewal for one ASCS. Additional ASCSs attending can renew at \$300 each. One easy, simple registration covers your whole renewal process. There are no extra forms or fees to process-letting you focus on doing what you do best: *clean HVAC systems.**

Blueprint Reading, Estimating and Project Management for Commercial Projects Webinar

This one-day course serves as a primer on commercial projects. You'll learn how to better understand blueprints, identify symbols and prepare take-offs. You'll build on this knowledge to develop project estimates. Finally, you'll learn how to manage projects, stay on track and improve accuracy in estimating future projects.

July 17

Webinar

11 am - 6 pm EST

Basics

To register for one of NADCA's training programs, complete and return the enclosed form. Questions? Please visit www.nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

Basics of Residential HVAC Cleaning Webinar

Whether you're just getting into the business, or need to train some new technicians, this course is for you! This Webinar is a cost-effective way to train your technicians in the basics of residential HVAC cleaning, consistent with the ACR Standard. It will also help in preparing for the ASCS Exam, but it is not intended to replace the ASCS Training Course. This course will cover the following:

1. Contaminates and IAQ
2. Types of HVAC Systems
3. Types of Air Distribution Systems
4. System Components
5. Determining the Need for Cleaning
6. Project Assessment
7. Cleaning Procedures
8. Sanitizing and the EPA

November 6

Webinar

11 am - 6 pm EST

Basics of Commercial HVAC Cleaning Webinar

Interested in commercial HVAC cleaning but not sure how to break into the market? Or, perhaps you'd like to expand your company's services to include larger commercial projects. This course is a must for you! Attend this course and expand your company's knowledge on this ever-demanding service. This course will cover the following:

1. Typical HVAC Systems
2. HVAC System Components
3. Performing an HVAC System Inspection
4. Understanding Mechanical Drawing Symbols
5. HVAC Cleaning Procedures/Methods
6. Issues Related to Fiberglass Insulation
7. Repairing or Replacing Fiberglass Insulation
8. Containment Strategies

April 24

Webinar

11 am - 6 pm EST

Basics

To register for one of NADCA's training programs, complete and return the enclosed form.
Questions? Please visit www.nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

NADCA Technical Seminars

NADCA's technical seminars are designed for industry newcomers and HVAC system cleaning professionals who wish to learn the fundamentals of the profession. The seminars provide real world, practical training for technicians, and cover issues faced every day on the job. Attendees will learn the techniques that lead to better quality work and improved performance in the field.

Dozens of companies have sent employees through NADCA's technical training, in order to ensure they are providing the best service to customers.

The ASCS Course & Exam will be administered in conjunction with the 2009 Tech Seminars

NADCA Technical Seminar	Nashville, TN	August 20-22
NADCA Technical Seminar	Baltimore, MD	September 10-12
NADCA Technical Seminar	Las Vegas, NV	October 8-10

**Registration information for the technical seminars will be released at a later date.*

Air Systems Cleaning Specialist Exam Training Course

This one-day course has proven itself to be extremely useful for ASCS Exam candidates. Eighty percent of candidates who take this course pass the exam - significantly higher than the sixty percent pass rate for those who don't! If you or one of your employees is considering taking the ASCS Exam, this class is the best study tool available.

This eight-hour course was designed to provide a thorough understanding of NADCA's Standards, OSHA regulations, safety requirements, mechanical cleaning and other issues addressed on the ASCS Exam. Registrants will also receive a complete study package that includes the NADCA Standards, the NADCA Safety Manual, as well as the presentation materials.

*March 9	Orlando, FL	Caribe Royale Orlando
June 26	Webinar	11 am - 6 pm
August 20	Nashville, TN	Technical Seminar
September 10	Baltimore, MD	Technical Seminar
October 8	Las Vegas, NV	Technical Seminar

The Exam pass rate is significantly higher for those who take the Training Course.



** This course is offered in conjunction with our Annual Meeting and has a **reduced rate** as well as a separate registration form. The ASCS Exam will be held on March 10, 2009. Visit www.nadca.com for more details.*

ASCS



To register for one of NADCA's training programs, complete and return the enclosed form.
Questions? Please visit www.nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

Ventilation System Mold Remediator (VSMR) Exam Training Course

Concern about exposure to mold has increased as frequent headlines remind the public mold can cause various health effects and symptoms. This course is designed to educate individuals about industry-accepted methods to assess and remediate mold in HVAC systems.

HVAC systems can be a source of microbial contamination and can distribute contaminants from the source of the conditioned space. Knowing about microbial growth and where it may occur in HVAC systems, as well as proper assessment and remediation procedures, is important to anyone working in the HVAC industry.

This class gives you an understanding of basic microbiological agents and covers how the various types of HVAC systems can become contaminated, it defines the scope of work, project assessment and how to apply NADCA Standards and other industry guidelines. It also discusses environmental engineering controls, testing procedures, personal protective equipment (PPE), necessary tools and equipment, hygiene, quality assurance, and maintenance issues.

Individuals who complete this course are eligible to take the VSMR exam and become NADCA-certified for mold remediation in HVAC systems. The VSMR exam consists of 100 multiple-choice questions, and candidates are given 3 hours to complete the exam in a controlled environment.

NOTE: This course is only open to individuals with a current ASCS certification.

*March 9	Orlando, FL	Town and Country Resort
June 19	Webinar	9 am - 5 pm EST
December 4	Webinar	9 am - 5 pm EST

** This course is offered in conjunction with our Annual Meeting and has a **reduced rate** as well as a separate registration form. The VSMR Exam will be held March 10, 2009. Visit www.nadca.com for more details.*

“This is an excellent course for increasing your understanding of the ACR Standard.”

6
NADCA
CECs



VSMR

To register for one of NADCA's training programs, complete and return the enclosed form. Questions? Please visit www.nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

Certified Ventilation Inspector (CVI) Exam Training Course



The CVI program equips individuals with the knowledge they need to assess the cleanliness and physical condition of a commercial building's HVAC system. By following the methodologies presented in this course and its accompanying manual, HVAC inspectors can objectively determine whether a system is contaminated with a significant accumulation of particulate or microbial growth, or if HVAC performance is compromised due to contamination buildup. This course was designed not just for cleaners, but also for facilities managers, industrial hygienists and building inspectors.



The training includes information about various types of HVAC systems and their components, what tools are needed to perform an inspection, and guidelines for planning and conducting an inspection. Also included are several examples of how to prepare an inspection report - including what questions should be asked and what actions must be documented.

Attendees will receive a comprehensive training manual that includes system component checklists based on the EPA's I-BEAM program. These checklists will ensure that you document the job properly and have all the information necessary to create a detailed report for the client.

Individuals who complete this course are eligible to take the CVI exam and become NADCA certified for commercial ventilation inspection. The CVI Exam is a 100-question, multiple-choice exam, and candidates are given 3 hours to complete the exam in a controlled environment.

*March 9	Orlando, FL	Caribe Royale Orlando
March 31	San Antonio, TX	Hyatt Regency - DUCTZ Annual Convention
May 22	Webinar	11 am - 6 pm EST

** This course is offered in conjunction with our Annual Meeting and has a **reduced rate** as well as a separate registration form. The CVI Exam will be held on March 10, 2009. Visit www.nadca.com for more details.*

CVI

To register for one of NADCA's training programs, complete and return the enclosed form. Questions? Please visit www.nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

2009 TRAINING

NadcaTesting.COM

Those interested in obtaining certification will be happy to know that our exams are now available at standardized testing facilities around the world. These facilities are conveniently located in major metropolitan areas within the US, Canada, Europe, Australia, South America, Asia, Africa and the Middle East.

Candidates can take an exam without incurring much lost time at work or expense due to travel. Candidates can purchase study materials for self-study, or attend one of our exam training courses and take the exam close to home at a later date.

You choose the location and date. Visit www.NadcaTesting.com to learn more and register. To schedule the ASCS Retake Exam or the VSMR Exam, please contact NADCA Headquarters, (202) 737-2926.

Exam Costs:	Member/Pending	Non-Member
ASCS Exam	\$385	\$1610
ASCS Retake	\$260	\$910
VSMR Exam	\$275	\$375
CVI Exam	\$275	\$375

4 Simple Steps To Get Certified:

1. Visit NadcaTesting.com

Create an Account & Register at www.NadcaTesting.com.

2. Confirmation

Receive confirmation e-mail & schedule your exam.

3. Take Exam

Take the exam at an authorized Kryterion HOST Location.

4. Results & Materials Sent

NADCA sends official results as well as certification materials to newly certified individuals.

“We were able to get 10 of our guys tested in two days without losing productivity in our business. I don’t see why anyone wouldn’t want to do this!”
- Bill Lundquist,
Monster Vac, Inc.

To learn more or register visit www.NadcaTesting.com.
Still Have Questions? E-mail membership@nadca.com or call (202) 737-2926.

2009 NADCA TRAINING PROGRAMS

ASCS Online Course

2009 TRAINING

This feature is a fantastic benefit to members and potential members in search of convenient training and preparation for the ASCS Examination.

In the past, ASCS training was only available several times a year as an 8-hour in-person course, or Webinar. The ASCS Online course enables this training to be accessible online 24 hours a day, 7 days a week. When payment is submitted, access to the ASCS Online training is granted through the Internet and users may complete it at an individualized pace. Users will have the ability to log-out of the training course and return to it again at a later time. The online format enabled NADCA to reduce the course time down to three hours (assuming the course runs uninterrupted).

Through ASCS Online, your employees will receive the training they need to prepare for ASCS certification, without the hassle of travel and missed work days. The program will save time and money for business owners and their employees, as users have the ability to take the ASCS course, in whole or in parts, at any time, from home or office.

The cost of the ASCS Online course is \$395 for members and pending applicants.

- This registration fee entitles a user to access the course for a total of five hours.
- The extra time allows users to take the course, and then review (if desired) before taking the ASCS examination.
- Registrants also receive an electronic copy of the slide presentation used for the ASCS Course in pdf format, and the NADCA Safety Manual, as well as the other materials that comprise the ASCS Study Materials.
- **The cost of the ASCS Online course is \$595 for non-members.**



The HVAC Inspection, Maintenance
and Restoration Association

To register for one of NADCA's training programs, complete and return the enclosed form.
Questions? Please visit www.nadca.com or call (202) 737-2926.

Study Materials for ASCS Certification Examination

Important: Below is the list of publications that should be studied in preparation for the ASCS Exam. These documents will help thoroughly prepare candidates for taking the ASCS Exam. The NADCA Safety Manual is particularly helpful as it contains information on the various safety regulations that are covered on the exam. Several other publications that are available from other sources are recommended as reading materials for examination candidates. Studying *only* the materials available from NADCA *may not* adequately prepare candidates to take the examination. Refer to the NADCA *Candidate's Guide* for a complete list of recommended reading materials and sources for obtaining them.

Study Guide Package Includes:

- *Introduction to HVAC System Cleaning Services*
- *Assessment, Cleaning & Restoration of HVAC Systems, 2006 edition*
- *NADCA Certification Handbook*
- *NADCA Safety Manual.* This safety manual contains over 300 pages of information on safety procedures and regulations. Many of the exam questions are taken directly from this manual. It can also be used as a training tool for a customized Safety Program for your company.

NOTE: If you are planning to attend the ASCS Exam Training Class, you will receive a set of study materials as part of your registration fees.

NADCA Member (and Pending Member) Companies:

ASCS Exam Study CD: \$145.00 (includes regular shipping) _____ CD(s) @ \$145 = \$ _____

Non-Member Companies:

ASCS Exam Study CD: \$280.00 (includes regular shipping) _____ CD(s) @ \$280 = \$ _____

Shipping: International Companies should call NADCA Headquarters for shipping costs. Allow 2 weeks for shipping.

S&H = \$ _____

For FedEx 2-day Service add \$15 per CD or enter your

FedEx Account # here: _____

TOTAL \$ _____

Name

Payment Information

Pay by check, money order or credit card.

Circle one for credit card payments:

Company

VISA MC AMEX Exp: __/ __

Address (No PO boxes!)

Card #:

City, State, Zip, Country

Name on Card

Phone:

Signature

Return this form and payment to: NADCA · 1518 K Street, NW, Suite 503 · Washington, DC 20005
Phone: (202) 737-2926 · Fax (202) 347-8847

Order online at www.nadca.com.

Study Materials for VSMR Certification Examination

The VSMR Study Materials will help thoroughly prepare candidates for taking the VSMR Exam. If you would like to purchase the study materials for VSMR Certification, please complete the information listed below.

NOTE: If you are planning to attend a VSMR Exam Training Class, you will receive a set of study materials as part of your registration fees.

NADCA Member (and Pending Member) Companies:

VSMR Study Materials: \$145.00 (includes regular shipping) ___ CD(s) @ \$145= \$ _____

Non-Member Companies:

VSMR Study Materials: \$280.00 (includes regular shipping) ___ CD(s) @ \$280= \$ _____

Shipping: International Companies should call NADCA
Headquarters for shipping costs. Allow 2 weeks for shipping.
For FedEx 2-day Service add \$15 per CD or enter your
FedEx Account # here: _____

S&H = \$ _____

TOTAL \$ _____

Name

Company

Address (No PO boxes!)

City, State, Zip, Country

Phone:

Payment Information

Pay by check, money order or credit card.
Circle one for credit card payments:

VISA MC AMEX Exp: __/ __

Card #:

Name on Card

Signature

Return this form and payment to: NADCA · 1518 K Street, NW, Suite 503 · Washington, DC 20005
Phone: (202) 737-2926 · Fax (202) 347-8847
Order online at www.nadca.com.

Study Materials for CVI Certification Examination

The CVI Study Materials will help thoroughly prepare candidates for taking the CVI Exam. If you would like to purchase the study materials for CVI Certification, please complete the information listed below.

NOTE: If you are planning to attend a CVI Exam Training Class, you will receive a set of study materials as part of your registration fees.

NADCA Member (and Pending Member) Companies:

HVAC Inspection Manual & CD: \$50.00

(includes regular shipping)

_____ Manual(s) @ \$50 = \$ _____

Non-Member Companies:

HVAC Inspection Manual & CD: \$80.00

(includes regular shipping)

_____ Manual(s) @ \$80 = \$ _____

Shipping: International Companies should call NADCA Headquarters for shipping costs. Allow 2 weeks for shipping.

S&H = \$ _____

For FedEx 2-day Service add \$15 per CD or enter your FedEx Account # here: _____

TOTAL \$ _____

Name

Payment Information

Pay by check, money order or credit card.
Circle one for credit card payments:

Company

VISA MC AMEX Exp:___/___

Address (No PO boxes!)

Card #:

City, State, Zip, Country

Name on Card

Phone:

Signature

Return this form and payment to: NADCA · 1518 K Street, NW, Suite 503 · Washington, DC 20005
Phone: (202) 737-2926 · Fax (202) 347-8847
Order online at www.nadca.com.

NADCA Webinar Registration Form

Instructions

This form registers your company for a NADCA Webinar. This form is valid for the _____ Webinar Program at _____ (Eastern Time) on _____. Please use one form per computer connection, regardless of the number of individuals who will be participating from that connection. A confirmation e-mail will be issued following receipt of this form. Cancellations must be received one week prior to webinar and must be in writing. All cancellations are subject to a \$75 processing fee.

Registrant Contact: _____

Company: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

E-mail Address (**required**): _____

US & Canada Registrants

NADCA Member: \$795

Non-member: \$1,245

International Registrants

NADCA Member: \$925

Non-member: \$1,400

Please circle one: **Visa** **Mastercard** **AMEX**

Credit card number: _____ Exp: ____ / ____

Name on Card: _____ Signature: _____

Amount authorized to charge: \$ _____ USD

Return form with payment to:
NADCA · 1518 K Street, NW, Suite 503 · Washington, DC 20005
FAX: (202) 347-8847



ASCS Online Training & Prep Course Registration Form

NADCA's widely popular ASCS Training Course, which has been successful in preparing candidates seeking the Air Systems Cleaning Specialist (ASCS) certification designation, is now available online. This self-paced, three hour course, gives participants 5 hours access to the training which can be conveniently accessed from any computer with Internet connection. Participants have the option of completing the training in one or multiple online sessions, and can move back and forth for review as desired.

Registration Information

To register for the ASCS Online Training Course, please complete the following:

Name of Registrant: _____

Company: _____

Address: _____

Address 2: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Email (required): _____

Phone: _____ Fax: _____

After processing, NADCA will send information to access the ASCS Online Training Course.

Payment

Amount Due: **\$395 US Dollars (Member) / \$595 US Dollars (Non-Member)**

Check Enclosed: _____ Amount Authorized to Charge: \$ _____

Credit Card: VISA MasterCard AMEX Exp. Date: _____ Verify code: _____

Card #: _____

Name on Card: _____

Signature: _____

Fax or Mail Registration Form & Payment to:

Fax: (202) 347-8847; NADCA, 1518 K Street NW, Suite 503, Washington, DC 20005

CODE OF PROFESSIONAL STANDARDS

No individual is eligible to apply for or maintain certification unless in compliance with all NADCA rules, Standards, policies and procedures, including but not limited to those stated in NADCA's Code of Professional Standards and NADCA's Code of Ethics. An individual may not make and shall correct immediately any statement concerning the individual's status that is or becomes inaccurate, untrue, or misleading. Any change in facts or events bearing on eligibility or certification must be reported to NADCA within sixty (60) days of the change. NADCA does not warrant the performance of any individual.

In accordance with NADCA rules, guidelines and procedures, NADCA may deny certification or render sanctions against an applicant or certificant in the case of:

1. Ineligibility for NADCA certification;
2. Irregularity in connection with any NADCA examination;
3. Failure to pay fees required by NADCA;
4. Unauthorized use of, or access to NADCA publications, certificates, cards, and logos of NADCA, the name "National Air Duct Cleaners Association," NADCA certification designations, the term "NADCA," and any other NADCA documents and materials;
5. Unauthorized use of, or access to Air Systems Cleaning Specialist (ASCS) examinations, certificates, cards, and the Quality Through Knowledge logos, the name "Air Systems Cleaning Specialist," ASCS certification designations, the term "ASCS," and any other Certification documents and materials;
6. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to NADCA;
7. Misrepresentation of NADCA certification or certification status;
8. Failure to provide or update any information required by NADCA;
9. Gross or repeated negligence in professional work;
10. False or misleading advertising relating to duct cleaning work, NADCA membership status, or individual certification;
11. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to duct cleaning and/or public health;
12. The conviction of, plea of guilty or plea of *nolo contendere* to a felony or misdemeanor related to duct cleaning and/or public health and safety;
13. Failure to abide by applicable bonding and/or licensing regulations;
14. Failure to perform work using Source Removal methods, or other failure to comply with NADCA Standards for air duct cleaning;
15. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
16. Other violation of any NADCA rules, Code of Ethics, Standard, policy or procedure as provided in any NADCA brochure or other material provided to candidates or certificants.

APPLICANT'S SIGNATURE

By signing I certify that all information contained in this application is true and accurate to the best of my knowledge. I authorize the National Air Duct Cleaners Association, its officers, directors, committee members, employees, agents and divisions ("NADCA") to review my application and I will cooperate promptly and fully in such review. I will submit to NADCA such documents and information deemed necessary to confirm the information in this application. All documents submitted to NADCA are the property of NADCA and will not be returned to me. I authorize NADCA to communicate any information relating to my application, certification and review thereof, including but not limited to pendency or outcome of actions taken pursuant to NADCA's *Code of Professional Standards*, to state and federal authorities, licensing boards, employers, other certificants, and others. I release, discharge and exonerate NADCA for any action taken relating to such review, including denial of my application, revocation, suspension or other sanction. I agree to indemnify and hold harmless NADCA for any action taken pursuant to the rules and Standards of NADCA with regard to this application, and/or my certification.

I acknowledge that I have read and understood this information, the NADCA *Code of Professional Standards* and agree to abide by these terms and rules. I understand that, if granted, certification is valid for a period of one year and must be renewed annually.

Name: _____

Signature: _____ Date: _____

IMPORTANT INFORMATION

Passing the NADCA Certification Examination and/or being re-certified as an ASCS does not grant membership in NADCA. To obtain a NADCA Membership Application, please contact NADCA Headquarters, 1518 K Street, NW, Suite 503, Washington, DC 20005.