



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 not refundable.
2. The ten letters of endorsement from Consulting Engineers located in your working territory must be on their letterhead.
3. The next step is to pass the written 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 75%. 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 examination, 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 investigation officer is voluntary, but is reimbursed for travel, food and lodging expenses.
5. After approval of the job site report, 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.
6. 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.
7. 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 post dated monthly cheques.



APPLICATION FOR CERTIFICATION & MEMBERSHIP

Name of Company _____

Address of Business _____

Telephone Numbers _____

Name & Address of Present Owners _____

1. Educational Background of Person Applying for Company Membership:

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

3. Company Banking Facilities _____

4. Date Business Incorporated or Registered _____

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

6. Present Number of Employees _____

7. Designation of each employee (Titles or occupation and time with company)

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. Reports must contain as a minimum, air and hydronics balancing, velocity traverses, schematic diagrams, pump curves, instruments used plus, if applicable, duct leakage tests, noise tests, summary comments.

10. Attach ten letters of endorsement by consulting engineers in the area of working territory.

11. Answer following questions Yes or No:

- A. If I am accepted by CAABC and certified by AABC, I agree to perform all work in field as per latest standards and procedures published in AABC, as a minimum. _____
- B. If accepted and certified, I agree to uphold all professional and ethical standards, as per CAABC requirements. _____
- C. If certified, I agree to abide by all decisions and by-laws established by the overall membership and President of CAABC. _____
- D. Do you have any affiliation with Mechanical or other Trades contractors, equipment manufacturers, control or mechanical consulting engineering firms? _____

Upon approval of this application and later passing of the TBS examination, an investigation will be made by an appointed official of CAABC. During investigation, the applicant must provide a report of and access to one project listed above for field verification. The results of the investigations, which will include an on the job inspection of the applicants methods and procedures in the field, will be submitted to the President for approval. The results of the investigation, along with the details set forth in this application and the CAABC Certification standards will determine the acceptance or rejection of the applicant.

During the first two years of probationary membership the President will request a list of all projects certified and sealed by the new member. The President will select projects to be reviewed by a non-competitive CAABC member.

Do not submit partially completed applications, these will be rejected.

Application Submitted by _____

Company Name _____

FOR CAABC USE ONLY

Date Received: _____ Investigating Officer: _____

Endorsement: _____

Submitted by Chapter by: _____ Date: _____