

NEBB QUALITY ASSURANCE PROGRAM (QAP) CONFORMANCE CERTIFICATION CERTIFICATE

APPLICATION PROCESS

Listed below is a step-by-step procedure for obtaining a Conformance Certification Certificate for a project.

Making Application

The attached description of the NEBB Quality Assurance Program should be studied to become thoroughly familiar with the program. You can use the program description to inform the specifying design professional and owner (or his agent) regarding the details of the program.

The enclosed NEBB "Conformance Certification Certificate Application" must be submitted to the National office for those jobs/projects you desire to be covered by a Conformance Certification Certificate. There is no fee for the Conformance Certification Certificate.

Conformance Certification Certificate

Applications will be processed by the NEBB National office which will issue the Conformance Certification Certificate, according to the process below.

1. Each certificate of Conformance Certification issued will include a unique certificate number, providing registration of each project (sample attached).
2. The original certificate of Conformance Certification will be sent to the contact person at the firm identified under "Contract With The Following Firm" on the application and will include a copy of the NEBB Quality Assurance Program description.
3. The NEBB Certified Firm will receive a copy of the Conformance Certification Certificate.
4. The NEBB Certified Firm's affiliated Chapter office will be sent a copy of the Conformance Certification Certificate. If the work is performed in another Chapter's area, a copy will also be sent to that other Chapter office.