**PATH TO CERTIFICATION**

AMCA International advances the air systems industry's integrity, health, and growth. Our not-for-profit international association brings together the world's manufacturers of related air system equipment. Please note AMCA is a member focused organization, resources, knowledge, and expertise are available to members and affiliates only.

**Eligibility**

AMCA membership/affiliate is eligible to manufacturing companies that design, fabricate, assemble, **AND** sell as a regular offering at least one of the following products in AMCA's air systems scope.

|  |  |  |
| --- | --- | --- |
| **AIR-MOVEMENT PRODUCTS** | | **AIR-CONTROL** |
| **FANS**  Agricultural  Arrays  Axial  Centrifugal  Circulating  Induced flow  Jet  Large-diameter ceiling (blade tip dia.>84.5”)  Mixed flow  Propeller | Air-curtain units  Axial impeller  Evaporative coolers  Single room air-handler  **Ventilators**  Energy-recovery  Heat-recovery  Positive pressure  Power roof  Residential ceiling | Acoustical duct silencer  Airflow-measurement station  Dampers  Duct  Louver  Spiral gravity roof ventilator |

**Member vs. Affiliate**

Consider whether your company would like to apply as a member or an affiliate. Companies that aim to have a positive impact on the air systems industry and prioritize certification tend to become AMCA members. On the other hand, companies that prefer to concentrate on certification testing choose the affiliate path to certification.

|  |  |  |
| --- | --- | --- |
| **Resources** | **Member** | **Affiliate** |
| Certified Ratings Program | 50% off non-member price.  Priority timeframe over affiliates. | Full price, paid in advance. |
| Testing | 50% of non-member price.  Priority timeframe over affiliates. | Full price, paid in advance. |
| AMCA/ANSI Test Standards | Included | $90 each. |
| Product Rating Publications | Included | Included |
| Standards & Publication Committees | Included | Yes |
| Certified Seals & Labels | Yes, additional cost.  Priority timeframe over affiliates. | Yes, additional cost. |
| Communities & Networking | Included | No |
| Webinars | Included | Fee |
| Technical Seminars | 20-30% off full price. | Full price. |
| Engineering Conferences | 20-30% off full price. | Full price. |
| Annual Meeting | At cost. | No |
| Member Committees | Included | No |
| Advocacy & Governmental Affairs | Included | Included |
| Voting Rights | International, region & division. | No |
| Run & Hold Office | Included | No |

**Application Fees**

**Changes:** Dues, fees, and assessments are subject to change without notice and are in USD.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fees** | **Minimum** | **Maximum** | |
| **New Member -North America** | **12,708.33** | **90,000.00** | |
| Submitted with application, non-refundable | 2000.00 | 2000.00 | |
| Non-refundable site visit: In region $1,250, outside of region $2,500 | 1250.00 | 2500.00 | |
| Financial commitment (based on Dun & Bradstreet & AMCA report) \* | 5000.00 | 15,000.00 | |
| Prorated member dues (July-June) | 458.33 | 5500.00 | |
| Annual sales assessment (0.00109 x combined value of annual report of sales within AMCA scope) | 4000.00 | 65,000.00 | |
| **Yearly Fees – North America** | **9,500** | **70,500** | |
| Full year member dues (July-June) | 5500.00 | 5500.00 | |
| Annual sales assessment (0.00109 x the combined value of annual report of sales within AMCA scope) | 4000.00 | 65,000.00 | |
| **New Member - Outside North America** | **12,743.33** | | **43,435 .00** |
| Submitted with application, non-refundable | 2000.00 | | 2000.00 |
| Non-refundable site visit: In region $1,250, outside of region $2,500 | 1250.00 | | 2500.00 |
| Financial commitment (based on Dun & Bradstreet &AMCA report)\* | 5000.00 | | 15,000.00 |
| Prorated member dues (fiscal year July-June) | 458.33 | | 5500.00 |
| Annual sales assessment (0.00109 x combined value of annual report of sales within AMCA scope) | 4000.00 | | 17,400.00 |
| International processing fee, per transaction | 35.00 | | 35.00 |
| **Yearly Fees - Outside North America** | 9535.00 | | **22,935.00** |
| Full year member dues (fiscal year July-June) | 5500.00 | | 5500 |
| Annual sales assessment (0.00109 x the combined value of annual report of sales within AMCA scope) | 4000.00 | | 17,400.00 |
| International processing fee, per transaction | 35.00 | | 35.00 |
| **New Application Fees – Affiliate** | **32,035.00** | | **100,785.00** |
| Submitted with application, non-refundable | 2000.00 | | 2000.00 |
| Non-refundable site visit: In region $2,500 outside of region $5,000 | 2500.00 | | 5000.00 |
| Financial commitment (based on Dun & Bradstreet &AMCA report)\* | 5000.00 | | 15000.00 |
| Annual fee | 11,250.00 | | 11,250.00 |
| Annual sales assessment (0.00396 x the combined value of annual report of sales within AMCA scope; one-year minimum assessments) | 11,250.00 | | 67,500.00 |
| International processing fee, per transaction | 35.00 | | 35.00 |
| **Yearly Fees -Affiliate** | **22,535.00** | | **78,785.00** |
| Annual fee | 11,250.00 | | 11,250.00 |
| Annual sales assessment (0.00396 x the combined value of annual report of sales within AMCA scope) | 11,250.00 | | 67,500.00 |
| International processing fee, per transaction | 35.00 | | 35.00 |

*\*Please refer to the appropriate application for more information.*

**Phase One: Member or Affiliate Application**

AMCA is a member-focused association. Resources, knowledge, and expertise are available to members/affiliates only. We can only provide testing and pricing information after a formal inquiry or an application.

Submit to [membership@amca.org](mailto:membership@amca.org) and [accounting@amca.org](mailto:accounting@amca.org), subject: AMCA Application

1) a complete and accurate application

2) copy of the submitted application fee transaction

3) attach brochures, catalogs or product specification sheet(s)

**Application**

The 9-page application consisting of:

* Application for Member or Affiliate, pages 1,2
* Application agreement, pages 3,4
* Personnel Contacts, page 5,6
* Nondisclosure Agreement, pages 7,8
* Code of Ethics, page 9

**Application Fee**

Payment information in USD as follows:

Harris Bank, N.A.

3225 Kirchoff Rd., Rolling Meadows, IL 60008 USA

Account #0901111612; SWIFT Code: HATRUS44

For further credit to: Air Movement and Control Association International, Inc.

30 West University Drive, Arlington Heights, IL 60004-1893 U.S.A.

Phone: +1 847-394-0150 Fax: +1 847-253-0088 [amca@accounting.com](mailto:amca@accounting.com)

If you require an invoice for the application fee, complete the following [invoice request form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.amca.org%2Fassets%2Fresources%2Fpublic%2F2-RVSD-Word%2Famca-invoice-request032024p.docx%3Fbcs-agent-scanner%3Dcdd7eae5-c25b-1347-b00a-2ba0c00c1bdc&wdOrigin=BROWSELINK), subject: AMCA Application.

**Application Process**

|  |  |  |
| --- | --- | --- |
| **Step** | **Phase l: Application Process** | **Business Days** |
| 1. Application | Submit to [membership@amca.org](mailto:membership@amca.org) and [accounting@amca.org](mailto:accounting@amca.org), subject: AMCA Application  1) a complete application  2) copy of the submitted application fee transaction  3) attach brochures, catalogs or product specification sheet(s) | Day 1 |
| 2. Verify | AMCA reviews and verifies documentation. | Day 10 |
| 3. Financial Evaluation | AMCA conducts a financial risk evaluation. | Day 10 |
| 4. Site visit | A site visit invoice will be issued and will be scheduled upon payment. The site visit is an informal process for AMCA to document and include images of the AMCA scoped product(s) manufactured. The report and images will remain confidential. | Day 55 |
| 5. Vote | AMCA Board of Directors will formally vote after reviewing the company website, personnel contacts, and public brochures, catalogs, or product specification sheet(s). All other material is confidential. | Day 75 |
| 6. Approval | The membership team will notify you upon board vote, and if approved, send an invoice. | Day 95 |
| 7. Payment | Upon payment, AMCA resources, knowledge, and expertise are available, and certification enrollment documentation is provided. | Day 125 |

**Phase Two: Certification Enrollment**

Your company can begin enrollment for certification. Referencing the timeline below the enrollment phase typically takes up to 18 weeks. Follow the details below to streamline the process, expedite your timeline, and prepare for your meeting with the certification and testing team.

**Certified Ratings Program Operating Manual**

AMCA will provide access to [AMCA Publication 11-22 | Certified Ratings Program Operating Manual](https://www.amca.org/publish/publications-and-standards/program-documents/amca-publication-11-22.html) and a License Agreement. Any individual product line may be certified to bear the Seal after the requirements of the program have been met and an appendix to the License Agreement has been issued by AMCA International for the product line.

**Testing and Rating Procedures**

AMCA will provide access to the appropriate [AMCA Rating Program Documents](https://www.amca.org/publish/programdocuments.html) and [AMCA Test Standards](https://www.amca.org/publish/standards/) that you require. The type of product and performance of interest dictates which AMCA/ANSI Standard(s) of testing is applied. Some standards contain multiple test methods and setups. While AMCA/ANSI Standards determine how a product is tested, AMCA Publications determine how a product is rated. Sometimes, two products tested in the same way can be rated differently.

**Certification and Testing Meeting**

After you have reviewed all the appropriate documentation, you’re ready for a productive meeting with the certification and testing team, where they can provide their knowledge and expertise regarding testing, processes, documentation, and costs.

**Certification Enrollment Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Phase ll: Certification Enrollment** | **Member** | **Affiliate** |
| 8. License Agreement | Submit a complete License Agreement. | Day 1 | Day 1 |
| 9. Enrollment | AMCA Supplies Testing Agreement Form (TAF), AMCA/ANZI test standard(s), AMCA ratings publication(s), and the Certified Ratings Program (CRP) form. | Day 7 | Day 7 |
| 10. Test plan | Submit Testing Agreement Form (TAF) | Day 10 | Day 40  Invoice issued |
| 11. Test Agreement | AMCA approves TAF applying the appropriate test standard(s) and ratings publication(s). | Day 20  Invoice issued | Day 65 |
| 12. Test product received | AMCA receives product to be tested. | Day 20 | Day 65 |
| 13. Testing | Begin testing | Day 40 | Day 90  Paid invoice begins testing |
| 14. Apply for CRP | Submit CRP form to connect the product to testing and ratings. | Day 60 | Day 110 |
| 15. Review | Receive test reports with paid invoice. | Day 80  Paid invoice | Day 180 |
| 16. Publication | Submit proposed publication data. | Day 100  Remaining fees invoiced | Day 210  Remaining fees invoiced |
| 17. Audit | AMCA verifies catalog formatting and performance data and if necessary, indicates adjustments. | Day 110 | Day 235 |
| 18. Publication revision | Submit revision. | Day 120 | Day 260  Paid invoice for issuance |
| 19. Certify | Once approved, AMCA signs a license agreement with issuance of appendix. | Day 130  Paid invoice of remaining fees | Day 290 |
| 20. Published | The directory of products certified to bear the Seal shall be updated and identify the latest approved catalog containing the ratings of each certified product. | Day 137 | Day 305 |

**Tips to Expedite the Process**

1. Submit a complete and accurate 9-page application, a copy of your application transaction fee, and attached brochures, catalogs, or product specification sheet(s).
2. Have your AMCA product scope offerings on your website with an image and brief description.
3. Prepare to have an informal site visit within 55 days of applicant submission.
4. Send products to test on time or ahead of the due date.
5. Supply catalog(s) or specification sheet(s) with formatting according to the standard with accurate performance data.
6. Pay all invoices upon receipt.

Thank you for your interest in AMCA International and your interest in the advancement of the health, growth, and integrity of the air systems industry. We look forward to working with you.

Sincerely,

The AMCA Membership & Certification Team