To all NFRC ENERGY STAR® Partners:

As a Partner in the ENERGY STAR program, you have made a business choice to be part of a brand that communicates the message about the energy efficiency of windows, doors, and skylights to consumers. In late 2010, the ENERGY STAR Partner Commitments were revised to include a requirement that ENERGY STAR partners participate in third-party verification testing. ENERGY STAR requires that all products bearing the logo be made available for independent verification testing to ensure that ENERGY STAR products continue to perform in the marketplace as originally designed and certified.

As an ENERGY STAR Partner, you have the option to participate in a verification program; however, failure to enroll for verification testing or to respond to requests for products or information in a timely manner requires NFRC to inform the EPA.

NFRC will be implementing an Independent Verification Program (IVP) on May 1, 2013 to assist all ENERGY STAR Partners in the NFRC PCP meet their ENERGY STAR Partner Commitments. The enrollment process for participation in the NFRC IVP begins March 5th and requires each ENERGY STAR Partner to complete a two-step process.

- Step one requires completing and submitting the IVP Participation Form.
- Step two requires providing NFRC details about ENERGY STAR qualified product lines.

By satisfactorily completing both steps in the enrollment process and paying associated IVP fees, the Partner is considered a participant in the NFRC IVP.

**Step One – IVP Participation Form**

All ENERGY STAR Partners can access the IVP Participation Form to provide NFRC the Partner’s company information, NFRC Member and ENERGY STAR status, and choice “to participate” or “not to participate” in the NFRC IVP for 2013.

Note: If you as an ENERGY STAR Partner choose *not* to participate in the IVP for 2013, you acknowledge that under the IVP NFRC will be required to report your decision to EPA. NFRC does not have the authority to make determinations regarding your ENERGY STAR partnership and does not hold responsibility for any inaction on a manufacturer's part with respect to participation in the ENERGY STAR program.
The IVP Participation Form will be made accessible in various methods:

Online

- Partners can access an online form by visiting the [Enrollment Page](#) in the new NFRC Community web site.
- Partners can access a PDF file via the [IVP page](#) on the NFRC website for download at your convenience. The form should be returned to NFRC at [ivp@nfrc.org](mailto:ivp@nfrc.org) or by fax at 301-589-3884.

Fax

- NFRC will also fax the IVP form at the request of the Partner. Requests for fax should be made by calling the NFRC Office at 301-589-1776. The form should be returned to NFRC at [ivp@nfrc.org](mailto:ivp@nfrc.org) or by fax at 301-589-3884.

Step Two – ENERGY STAR Product Line Identification Tool

For those Partners that have not already performed this step, NFRC provided ENERGY STAR Partners an [online tool](#) to supply details about which product lines include ENERGY STAR qualified product options that are available for sale. Please note that *qualifying* options within the selected product lines must carry the appropriate ENERGY STAR label, per your partnership agreement with EPA. Similarly, *no* product options in non-ENERGY STAR product lines are permitted to carry the ENERGY STAR label. The information collected from this online tool will assist NFRC with the IVP algorithm when selecting products. A manual to use the tool is located on the [IVP page](#) on the NFRC website. If necessary, NFRC Inspection Agencies and NFRC staff are authorized to access the online tool to assist Partners with completing this step in the enrollment process.

Data and information provided:

The data collected from the IVP Participation Form and ENERGY STAR Product Line Identification webpage will be used to calculate the appropriate IVP fees for each Partner. All IVP participation and product line fees for 2013 will be invoiced beginning April 1st, pending the conclusion of the enrollment process.

To assist NFRC in administering the IVP, Partners are required to complete and submit the IVP Participation Form and ENERGY STAR Product Line Identification to NFRC by March 31st, 2013.

IVP Informational Webinar with Certification Program:

In order to inform our participants about the NFRC IVP and to assist with enrolling in the program, NFRC is hosting a series of webinars. The webinars will provide an overview of the IVP development process, update on NFRC 713 document, the implementation plan for 2013, and Q&A for all attendees to ask NFRC staff questions.
The following dates are scheduled for participants for the following Certification Programs:

AAMA – Already occurred on February 11, 2013.

WDMA – Registration is open for Thursday, March 7th from 11:30 a.m. - 2:00 p.m. EST

NAMI – Registration is open for Monday, March 11th from 1:30 – 2:30 p.m. EDT

Keystone – Registration is open for Wednesday, March 13th from 11:00 a.m. – 12:00 p.m. EDT

NOTE: If you have not received an invitation to register for the webinar from your Certification Program representative, please contact them at your earliest convenience.

IVP Informational Webinar for NFRC Participants:

NFRC will host an open webinar to all NFRC participants on Thursday, March 21st from 11:00 a.m. – 12:00 p.m. EDT. A bulletin containing registration information for the webinar will be distributed by NFRC shortly. You can also visit the NFRC Workshop webpage when further information is available.

IVP Forum for NFRC Participants:

The NFRC Spring Committee Week (April 8-10) will be held in St. Petersburg, FL, and there will be an IVP Forum held on Monday, April 8th during the NFRC Networking Luncheon. Please be sure to attend and ask your questions to the panel of IVP NFRC staff and EPA personnel.

If you have any questions, please feel free to contact Stacy Germann, NFRC’s IVP Coordinator at your convenience.