

Guidelines for Manufacturers/Responsible Parties Requesting NFRC Product Certification



1. Select and contact a Simulation Laboratory
 - Responsible party must submit all drawings, bill of materials, and other pertinent product specifications to simulation laboratory.
 - Simulation Laboratory will issue a simulation report to the responsible party detailing the product's matrices.
 - Responsible party instructs Simulation Laboratory to release simulation report to its designated IA.
2. Select and contact Test Laboratory
 - NFRC accredited test laboratories conduct the physical test of the baseline product chosen for testing.
 - Responsible party instructs Test Laboratory to release test results to designated IA.
3. Select and contact a Certification and Inspection Agency (IA)
 - IA will review simulation & test reports to ensure proper NFRC procedures.
 - If all reports are in accordance with NFRC procedures, the IA will issue a Certification Authorization Report ("CAR") to the responsible party.
 - To maintain certification, products must be recertified every 4 years
 - IA will authorize the printing of labels.
 - IA will conduct an initial inspection of manufacturing facility within 6 months of issuance of the CAR, and one inspection annually thereafter.
4. Return to the NFRC office, 2 originals of the NFRC License Agreement including Schedules and Data Sheet.
 - Sign 2 copies of the license agreement
 - Complete applicable schedules
 - Complete the Data Sheet
 - Return 2 original copies of the license agreement with schedules and data sheet to NFRC

5. Upon receipt of the CAR from the IA, NFRC will execute the License Agreement and return one copy of the agreement to the responsible party (licensee) along with information regarding the Certified Products Database/Directory (CPD).
 - Licensee **shall not** label product until they have executed the NFRC License Agreement; only NFRC-licensed responsible parties may use the NFRC temporary label.
 - Only values printed on the CAR may be used on the NFRC temporary label (values from the simulation report shall not be used on the label).

6. Review the NFRC fee schedule for the Product Certification Program (PCP) (see attached).
 - PCP participation fees will be invoiced annually
 - PCP product line and label usage fees will be invoiced quarterly
 - IA fees and lab fees will be invoiced by the respective IA and lab separately

NFRC Product Certification Program (PCP) – Fee Schedule

Fenestration Product and Attachment Product Manufacturers	Voting Members	Non-Members
Annual Participation Fee ⁽¹⁾	\$1,100	\$1,650
Per Label Fee for Fenestration products ⁽²⁾ (up to 4 million labels annually)	\$0.011 (\$44,000 max annually)	\$0.011 (\$44,000 max annually)
Per Label Fee for Attachment Products boxed/packaged in rolls ≤ 10 lineal feet ⁽³⁾	\$0.011	\$0.011
Per Label Fee for Attachment Products boxed/packaged in rolls >10 lineal feet	\$0.055	\$0.055
Annual Per Product Line Fee ⁽⁴⁾ (up to 50 product lines)	\$110 (\$5,500 max)	\$165 (\$8,250 K max)

Private Labelers/Resellers/Distributors

Annual Participation Fee	\$1,100	\$1,650
Per Label Fee for Fenestration products ⁽²⁾ (up to 4 million labels annually)	\$0.011 (\$44,000 max annually)	\$0.011 (\$44,000 max annually)
Annual Per Product Line Fee	NA	NA

Glazing Suppliers & Attachment Product Manufacturers⁽⁵⁾

Annual Participation Fee for Glazing Suppliers ⁽⁶⁾	\$1,100	\$1,650
Annual Per Product Fee ^(7,8) (up to 100 products)	\$82.50 (\$8,250 max annually)	\$137.50 (\$13,750 max annually)

Site-Built Licensees⁽⁹⁾

Participation Fee (per project) ⁽¹⁰⁾	\$110
Label Certificate Fees (per project) Certified Site-Built Fenestration Area	
≤1000 ft ²	\$22
≥1000 to 10,000 ft ²	\$110
≥10,000 to 50,000 ft ²	\$275
≥50,000 to 100,000 ft ²	\$550
≥100,000 ft ²	\$1,100

Please Note: Fees incurred by PCP participants for services provided by Certification and Inspection Agencies (IAs) and Accredited Laboratories are separate and apart from the NFRC listed here; please contact the respective agency or lab for information regarding those fees.

(1) Manufacturers licensed under the NFRC Certification Program.

- (2) Based on the number of products labeled. Manufacturers shall have the option of paying the maximum annual Per Label Fee without reporting the actual number of products labeled. However, manufacturers using this option shall provide an estimate of the number of products labeled on an annual basis. The estimate for any given year shall be provided no later than April 1 of the following year.
- (3) Based on the number of labeled boxes/packages containing an attachment product.
- (4) Based on the number of Product Lines authorized for certification by the manufacturer's IA and listed on Schedule II of the manufacturer's License Agreement with NFRC.
- (5) Suppliers of glazing spectral data files for use in determining NFRC U-factor, Solar Heat Gain Coefficient, Visible Transmittance and/or Condensation Resistance ratings.
- (6) Annual Participation fee does not apply to Attachment Product Manufacturers.
- (7) Based on the number of spectral data files provided by the glazing suppliers and Attachment Product Manufacturers and authorized for use to determine U-factor, Solar Heat Gain Coefficient, Visible Transmittance and Condensation Resistance ratings
- 8 For film manufacturers one product line is comprised of the three required spectral data files provided and authorized for use to determine Solar Heat Gain Coefficient and Visible Transmittance of the applied film product.
- (9) Responsible Party licensed under the NFRC Certification Program for Site-Built products.
- (10) Fee assessed per project for use of an unlimited number of NFRC Label Certificates based on square footage of fenestration product area authorized for certification.

Small Business Program

A Small Business shall be defined as a company with annual gross sales of fenestration and/or attachment products of \$2 million or less.

Manufacturers wishing to participate in the Small Business Program shall provide NFRC with a letter of affidavit that the annual gross sales of fenestration products of their company are \$2 million or less. This shall be confirmed on an annual basis.

For manufacturers participating in the Small Business Program, the fee schedule shall be:

Annual Participation Fee	\$550.00
Annual Per Label Fee	NA
Annual Per Product Line Fee	\$55.00