

Procedures
Request for Exemption
Product Certification Program
National Fenestration Rating Council

1 Request for Exemption. An NFRC Certification Program participant and licensee (hereafter called the petitioner) formally requests an exemption from NFRC through the petitioner's licensed and accredited Independent Inspection Agency (IA). The IA shall provide the petitioner with the appropriate Request for Exemption Form.

2. Exemption Requested. The petitioner shall complete the form noting the specific exemption requested and the specific product or product line(s) affected by the request.

3. Reason(s) for Exemption Request. The petitioner shall complete the exemption request form noting the reason(s) for being unable to follow the requirements of NFRC Product Certification Program.

4. Fees. The petitioner shall pay a fee to NFRC of \$100.00 per product line that is being forwarded in the Request for Exemption. NOTE: This fee is currently being waived.

4. Petitioner information. The petitioner shall provide the contact information, license number, and sign and date the Request for Exemption Form, verifying that all the information provided is accurate.

5. IA requirements. The IA shall sign and date the Request for Exemption Form, verifying that the petitioner's information is accurate.

6. NFRC staff requirements. NFRC staff shall forward the Request for Exemption Form to the NFRC Executive Committee for review and approval (or disapproval) upon the determination that all of the procedural requirements noted above have been properly completed. NOTE: The identification of the petitioner shall remain confidential.

7. Approval of Exemption. The NFRC Executive Committee shall review the Request for Exemption and make a determination as to approve or not approve the request. The completed Request for Exemption shall be signed by the NFRC Executive Director and forwarded to the accredited IA for action, as needed

8. The actions of the NFRC Executive Committee are final.