



## Request for Exemption Product Certification Program

The following establishes the procedure for a licensee under NFRC's Product Certification Program (NFRC 700), Component Modeling Approach - Product Certification Program (NFRC 705), and Requirements for Participating Insulating Glass Certification Programs (NFRC 706) (collectively, the "Certification Program Documents") to make requests to NFRC for the grant of an exemption from compliance or for an extension of time to achieve compliance with a specific requirement of the Program Document applicable to that licensee (hereafter called the petitioner). The Request process shall be available only to organizations with current NFRC licenses in good standing, provided that NFRC's Executive Committee may, in its sole discretion, on a case by case basis, extend the right to file a Request to other NFRC licensees or NFRC members if it determines that that would be in the best interests of NFRC's certification programs.

1. **Request for Exemption:** An NFRC Certification Program participant and licensee formally requests an exemption from NFRC through the petitioner's licensed and accredited Independent Inspection Agency (IA).
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 \$250.00 per product line that is being forwarded in the Request for Exemption.
5. **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.
6. **Inspection Agency (IA) Requirements:** The IA shall sign and date the Request for Exemption Form, verifying that the petitioner's information is accurate. Either the petitioner or the IA will forward the request to NFRC.
7. **NFRC Staff Requirements:** NFRC staff shall forward the Request for Exemption Form to the NFRC Executive Committee for review upon the determination that all of the procedural requirements noted above have been properly completed.
8. **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 Chief Executive Officer and forwarded to the licensed IA and petitioner for action, as required.
9. The actions of the NFRC Executive Committee are final.