

ITI HVAC Certification Policies and Procedures



Administered by

The International Training Institute

for the

Sheet Metal and Air Conditioning Industry

Edward F. Carlough Plaza • 601 N. Fairfax Street, Suite 240 • Alexandria, VA 22314

Telephone: 703/739-7200

www.sheetmetal-iti.org

A Joint Labor Management Program

Foreword on HVAC Certification Policies and Procedures

The International Training Institute for the Sheet Metal and Air Conditioning Industry (the "ITI") is a training trust fund established by the Sheet Metal Workers International Association ("SMWIA") and Sheet Metal and Air Conditioning Contractors' National Association, Inc. ("SMACNA"). The ITI trains and certifies technicians in various disciplines.

For further information on ITI certification of HVAC Mechanics, Technicians and Master Mechanics, contact the ITI at:

601 North Fairfax Street, Suite 240
Alexandria, Virginia 22314
Attn: HVAC Certification
Telephone: 703/739-7200
www.sheetmetal-iti.org

The ITI reserves the right to modify this Manual without prior notification to any applicant. The ITI alone may interpret and apply requirements and procedures set forth in this Manual.

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Introduction

1.1 PURPOSE AND OVERVIEW

This Manual states how an “Eligible Applicant” can become a Certified HVAC Mechanic, Technician, or Master Mechanic. An Eligible Applicant is an individual employed by an employer, and performing work (“covered employment”) that is covered by, the terms of a Collective Bargaining Agreement that provides for the payment of contributions by the employer to the ITI (and to a Local Joint Apprenticeship and Training Committee). Such an employer is termed a “signatory employer.” Certification is available to Eligible Applicants who meet the qualifications stated in Section 2 of this Manual.

Section 3 of this Manual focuses-on HVAC Procedures and includes an application form.

To become ITI certified in HVAC, read this Manual carefully. Questions should be directed to the International Training Institute (ITI) at:

International Training Institute for the Sheet Metal and Air Conditioning Industry
601 North Fairfax Street, Suite 240
Alexandria, Virginia 22314
Attn: HVAC Certification
Telephone: 703/739-7200
www.sheetmetal-iti.org

1.2 AMENDMENT AND INTERPRETATION

The ITI may at any time amend any part of this Manual or any procedures, proficiency requirements, application forms, lists, and other items to which this Manual refers. An amendment may change certification requirements, and may affect current certifications, renewals and/or new applications for certification.

The ITI alone will interpret and administer its standards and procedures, including those set forth in this Manual. The ITI may waive or modify any requirement.

The ITI may at any time adopt, change or discard rules and guidelines pertaining to certification or related activities, and/or set standards for the certification process.

1.3 THE MEANING OF CERTIFICATION/QUALIFICATION

Certification is a statement that the Certified HVAC Mechanic, Technician, or Master Mechanic has met the ITI's standards for certification. The aim of these certification standards is to ensure that Certified HVAC Mechanics, Technicians, and Master Mechanics are competent, reliable, and qualified craftspeople.

One requirement of maintaining ITI HVAC certification status is continuing compliance with the HVAC Service Certification Code of Conduct. That Code of Conduct includes the general standard which certification represents:

ITI Certified HVAC Mechanics, Technicians, and Master Mechanics should practice their crafts consistent with applicable HVAC standards and procedures and the highest quality of workmanship.

What ITI HVAC certification should mean to the customer is that this standard has been met.

1.4 CERTIFICATION DOCUMENTS

On certification of an HVAC Mechanic, Technician, or Master Mechanic, the ITI will issue the following:

- A. A certificate including:
 - 1. Date of certification
 - 2. Name
 - 3. Type of certification
 - 4. Other pertinent information AND

- B. To an HVAC Technician or Master Mechanic, a certification card including:
 - 1. Name
 - 2. Photograph
 - 3. Type of certification
 - 4. Expiration date AND
 - 5. Other pertinent information

Certification is for five (5) years, unless earlier suspended or withdrawn. See the *HVAC CERTIFICATION PROCEDURES* in this Manual.

Each certificate and certification card is paid for by and remains the property of ITI. A charge will be assessed to replace lost or damaged certification documents. Certification documents must be surrendered to the ITI whenever the ITI demands. Misuse of, or misrepresentation concerning, any certificate may lead to withdrawal of certification, and rescission of the certificate and card.

HVAC Certification Standards

Mechanic - Technician - Master Mechanic

2.1 WHAT CERTIFICATION MEANS

2.1 Generally. ITI certification of a HVAC Mechanic, Technician, or Master Mechanic is a statement that the individual is a competent, reliable, and qualified craftsman who is able to perform HVAC Installation and Service, and to ensure that HVAC systems are installed and operating at established requirements. Normally, “established requirements” are design specifications, if applicable and if attainable given the equipment and installation involved. Otherwise, “established requirements” are applicable SMACNA standards.

2.1.2 Initial and Continuing Eligibility. Only Eligible Applicants (identified in Section 1.1) are eligible for ITI certification. An ITI Certified HVAC Mechanic, Technician or Master Mechanic who ceases to be an Eligible Applicant (because she or he ceases to be employed by a signatory employer, or ceases to perform work covered by a Collective Bargaining Agreement that requires contributions to ITI, or otherwise) automatically loses her or his ITI certification, must immediately cease to represent that she or he is an ITI Certified HVAC Mechanic, Technician or Master Mechanic (as applicable), and must immediately return certification documents to the ITI.

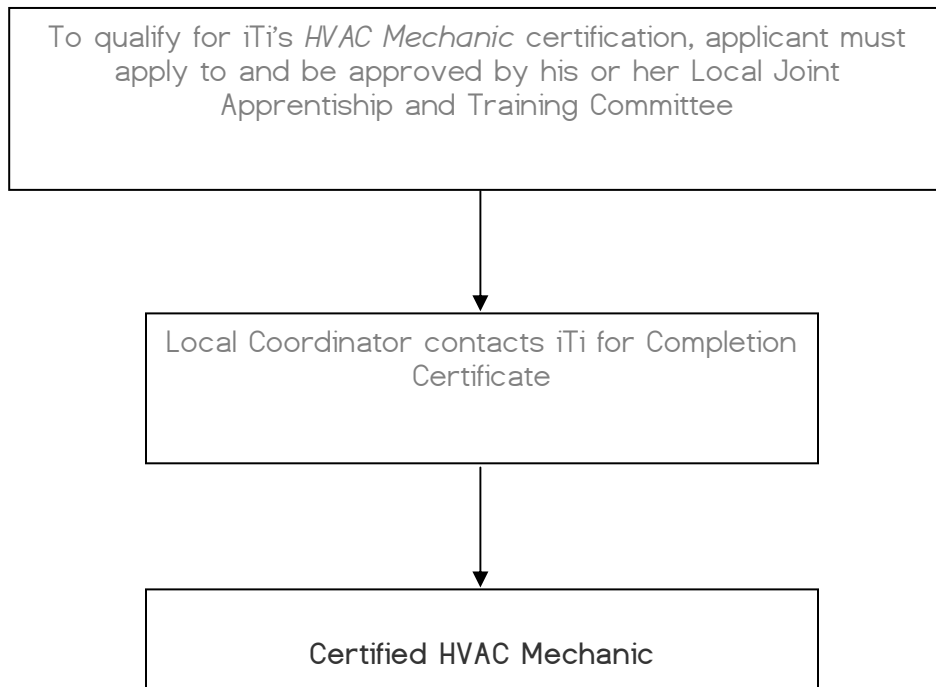
2.1.3 Basic Technical Expectations of a Certified HVAC Mechanic, Technician or Master Mechanic.

The Certified HVAC Mechanic, Technician, or Master Mechanic should, commensurate with certification level, verify that instruments used for measurements are correctly calibrated for accuracy (per manufacturer or SMACNA standards). The Certified HVAC Mechanic, Technician, or Master Mechanic should, commensurate with certification level, assure the entire system has been serviced to established requirements (design specifications if applicable and achievable, otherwise applicable SMACNA standards). The Certified HVAC Mechanic, Technician, or Master Mechanic should report on the work performed and report any problems encountered.

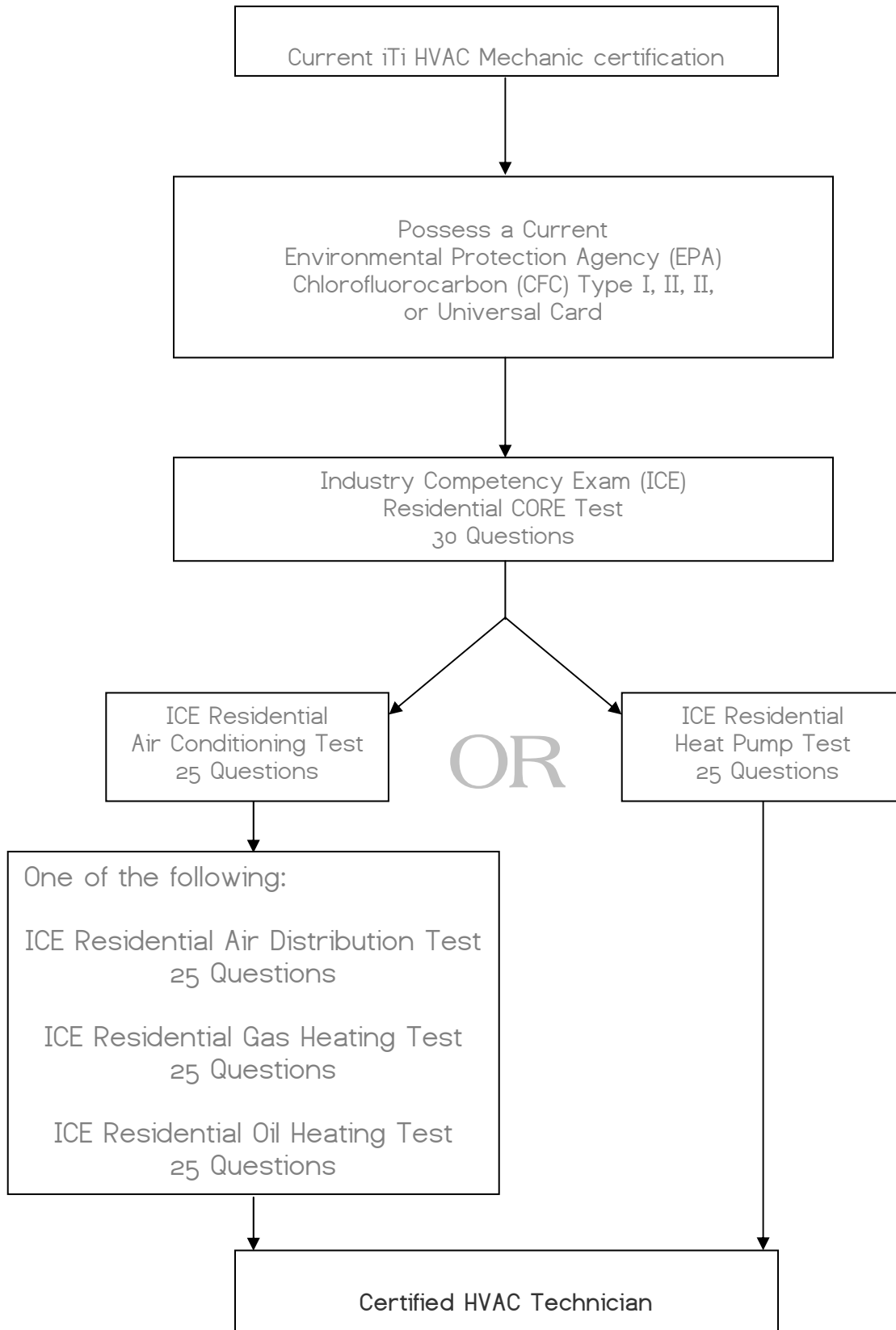
The Certified HVAC Mechanic, Technician, or Master Mechanic should determine when all HVAC systems and components have been serviced within acceptable tolerances. The Certified HVAC Mechanic, Technician, or Master Mechanic should verify that the systems have been left in proper working order. The HVAC Service Certification Code of Conduct also contains certain basic technical and other expectations.

2.2 CERTIFICATION REQUIREMENTS

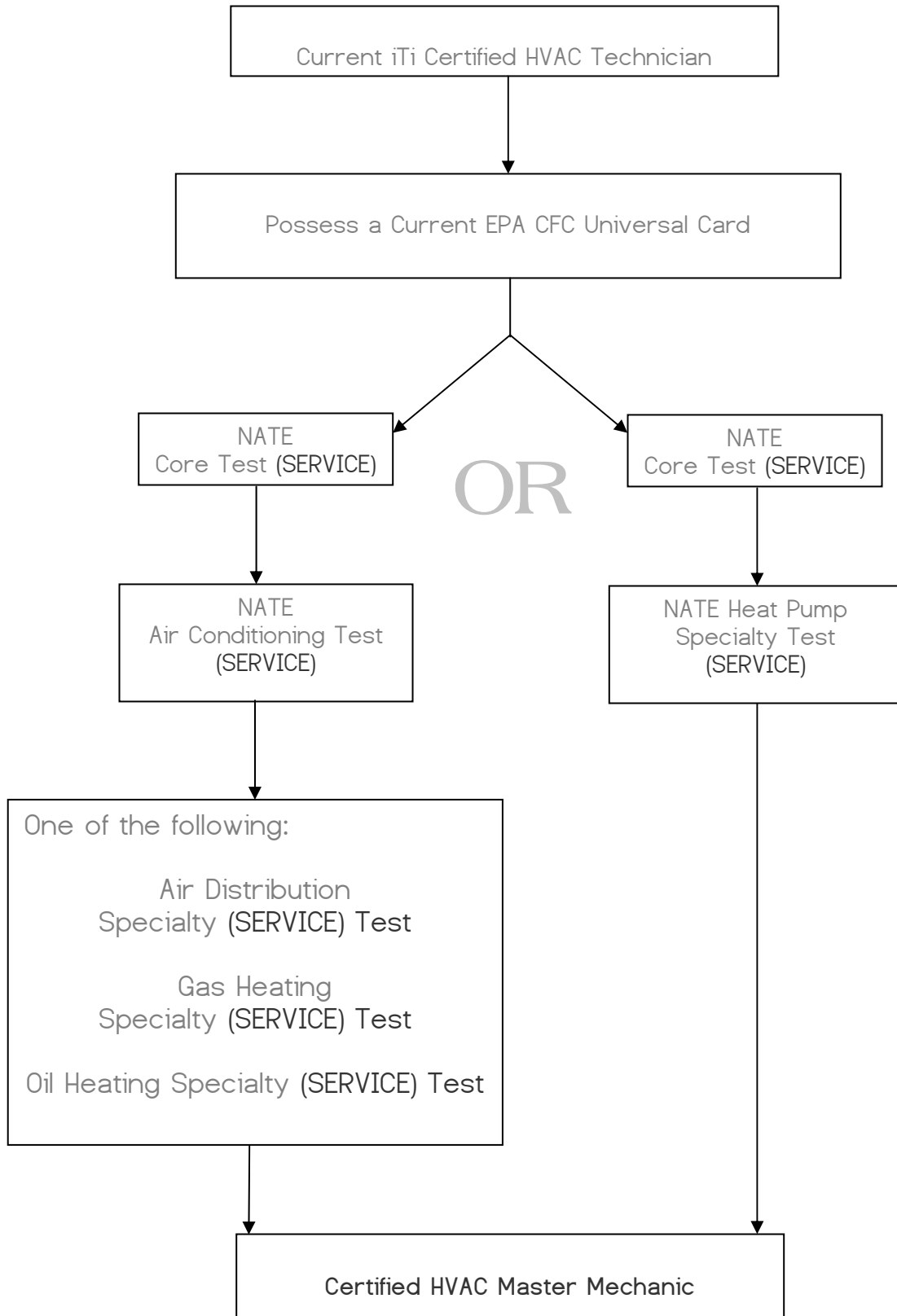
A. HVAC Mechanic



B. HVAC Technician



C. HVAC Master Mechanic



2.3 THE CERTIFICATION EXAMINATION

2.3.1 Application Procedures

- A. HVAC Mechanic. An Eligible Applicant who has qualified for HVAC Mechanic certification will be automatically so certified, and receive the certification documents. If for any reason you qualify for HVAC Mechanic certification but have not received certification documents, please contact your JATC.
- B. HVAC Technician or Master Mechanic. An Eligible Applicant who seeks HVAC Technician or HVAC Master Mechanic certification must:
1. Request a current application form from the ITI. A sample is attached as Appendix 3B, but an applicant should request the most current form from the ITI.
 2. Complete, sign and submit the application, together with required verifications per Section 2.3.2, below, and a “passport-size” photograph (1” x 1”), to the ITI. The applicant should retain a copy of the application and all required verifications.
 3. The completed application form must be mailed to: International Training Institute, Edward F. Carlough Plaza, 601 North Fairfax Street, Suite 240, Alexandria, Virginia 22314.
 4. The ITI will notify the applicant of the action taken on the application.
 - (a) If approved, the applicant will be notified and will be mailed a list of resources to help the applicant prepare for the certification examination (if required).
 - (b) If not approved, the applicant will be notified.
 5. If the application is approved by the ITI, the certification examination (if required) will be scheduled. If the application is not approved, the applicant will be notified and advised of why the application was not approved. The applicant may appeal rejection of an application per Section 3.6 of this Manual.
- C. Generally. A false or incomplete statement by an applicant in the application form or in the application process will be grounds for denial of certification, or for subsequent withdrawal of certification or other sanction.

2.3.2 Required Verifications

- A. Verification of Employment Form
- B. Copy of applicants current ITI certificate or certification card
- C. A copy of applicants EPA, CFC Card, and

- D. Proof that the applicant has passed the required Industry Competency Exams In the case of an applicant for HVAC Technician certification), or the required NATE tests (in the case of HVAC Master Mechanic certification).

Failure to submit these required items will result in rejection of the application.

2.3.3 HVAC Technician or Master Mechanic Examination

The certification examination will consist of a written test (if applicable) intended to gauge how well the applicant understands and applies the Core Proficiency Requirements consisting of:

1. Interpersonal Relations
2. Tools & Measurements
3. Safety
4. Principles of Heat Transfer and Total Comfort
5. Electrical

Each individual seeking certification is also expected to be knowledgeable and capable in additional Proficiency Requirements for all areas for which the Certified Professional will have HVAC work oversight responsibilities consisting of:

1. Basic Systems & Components
2. Installation Procedures
3. Service & Repair
4. Controls
5. Regulations, Codes & Safety
6. Design

- A. The Exam will be administered by the ITI test proctor at a site designated by ITI.
 1. The exam will be delivered, completed and returned (in print, electronic, or other form) under strict security rules specified by the testing agency.
 2. If the exam score is acceptable, the testing agency will notify the applicant.
- B. Re-test information will be provided by the testing agency.
- C. The exam will cover Proficiency Requirements needed for HVAC work processes according to design criteria. The applicant is required to pass all components of the Exam. The testing agency will determine the passing score(s).

In addition to the above regulations, the ITI has certain internal procedures that are applicable to all tests. **An applicant with an Exam-related objection may make an appeal as provided in Section 3.6 of this manual.**

If the ITI recognizes a test of another organization or program (such as a NATE test),

that other organization or program may impose a testing fee. The ITI reserves the right to require an applicant to reimburse the ITI, or pay directly, any testing fee imposed by any other organization or program.

Reciprocity: The ITI may determine to accept the test of another organization or program as the Exam, in lieu of an ITI-developed test. If the ITI does so, the ITI reserves the right to subsequently revoke that acceptance, and require all persons seeking initial or renewal certification, to successfully complete another Exam or obtain or maintain certification.

Section 3

HVAC Certification Procedures

3.1 CODE OF CONDUCT

The ITI has adopted an HVAC Service Code of Conduct. The current Code of Conduct is attached as Appendix 3A. Continuing compliance with the Code of Conduct by every ITI Certified HVAC Mechanic, Technician, or Master Mechanic is a continuing requirement for certification. Violation of the Code of Conduct is grounds for suspension or withdrawal of certification, or non-renewal.

3.2 TESTING AND CERTIFICATION FEES

The ITI does not charge Eligible Applicants any testing fees for an Exam that is developed and administered solely by the ITI. However, if the ITI administers a test of another organization or program (such as an NATE test), that other organization or program may impose a testing fee. The ITI reserves the right to require an applicant to reimburse the ITI, or pay directly, any testing fee imposed by any other organization or program.

3.3 DURATION OF CERTIFICATION

Generally ITI certification is for five (5) years. Certification must then be renewed. Certification is always subject to earlier suspension or withdrawal as provided elsewhere in this Manual.

3.4 RENEWAL OF CERTIFICATION

A. ITI will send certification renewal forms approximately 120 days before

certification expires. Completed forms must be returned at least 30 days before certification expires.

B. A Certified HVAC Technician, or Master Mechanic must submit a properly sized passport photograph (1" x 1") for the identification card in the manner specified by ITI.

C. A Certified HVAC Mechanic, Technician, or Master Mechanic must show that he or she continues to meet all qualifications and requirements for initial certification, including covered employment with a signatory employer.

D. Any grounds for suspension or withdrawal of certification, or limitations or conditions on use of certification, are also grounds for non-renewal.

E. The ITI may require a Certified HVAC Technician or Master Mechanic to successfully pass the then-current Exam, if original ITI certification was on the basis of the ITI's reciprocal recognition of successful completion of a test of another organization or program.

F. The ITI may require, as a condition to renewal, that the applicant meet and comply with any new certification or related requirements of the ITI, which have been adopted and implemented after the initial certification of the applicant.

3.5 SUSPENSION OR WITHDRAWAL OF CERTIFICATION

The ITI specifically reserves the right to suspend the certification of a Certified HVAC Mechanic, Technician, or Master Mechanic, or to withdraw that certification ("decertification"), for any one or more of the following:

- A. Work that does not comply with established requirements (per Section 2.1.1, above).
- B. Failure to maintain all qualifications and requirements for initial or renewal certification, including but not limited to failure to be in covered employment with a signatory employer.
- C. Violation of the Code of Conduct.
- D. A false or incomplete statement in an application for certification or renewal of certification, or otherwise in the application or renewal process.
- E. Other grounds which ITI deems to merit suspension or decertification.

Similarly, ITI reserves the right to limit or condition the use of ITI certification, upon any of the above grounds.

3.6 OBJECTIONS, COMPLAINTS AND PROCEDURES

- A. Complaints regarding conduct or competency of ITI Certified HVAC Mechanics,

Technicians or Master Mechanics should be channeled through the ITI.

- B. If an individual believes that the ITI erroneously denied, suspended or withdrew certification, or improperly administered an Exam, the individual may appeal to the ITI.

Any appeal must be in writing, submitted to the ITI to the address stated in this Manual, **but to the attention of the ITI Executive Administrator**. The appeal must be submitted within 30 days of the ITI decision or action **which the individual appeals**, and must state in reasonable detail why the individual believes that decision or action was wrong.

- C. The ITI Executive Administrator has discretionary authority to grant or withhold certification under the ITI HVAC certification program. The ITI Executive Administrator will decide any appeal within sixty (60) days after the ITI's written receipt of the appeal, and shall communicate his decision in writing to the individual who made the appeal.
- D. If the individual making an appeal believes the ITI Executive Administrator abused his or her discretionary authority, in deciding the appeal, the individual may request review of the Executive Administrator's decision by the ITI Trustees. Such request must be made in writing, and mailed to the ITI at the address stated in this Manual, **but to the attention of the Executive Administrator**, within 60 days of the date of the Executive Administrator's decision on the initial appeal. The ITI Trustees shall review the Executive Administrator's determination of the original appeal at their next regularly scheduled meeting. The ITI Trustees have discretionary authority to grant or deny certification under the ITI HVAC certification program.

3.7 DIRECTORY

- A. The ITI will maintain a Directory of ITI Certified HVAC Technicians and Master Mechanics.
- B. Listing will be by state/province, then alphabetically.
- C. The listing will contain:
 - 1. Name
 - 2. Type of certification (Technician or Master Mechanic)
 - 3. Expiration date of certification AND
 - 4. Other information determined by the ITI

ITI HVAC Certification CODE OF CONDUCT

SCOPE:

ITI Certified HVAC Mechanics, Technicians and Master Mechanics (“HVAC Professionals”) should practice their crafts consistent with HVAC standards and procedures and the highest quality workmanship.

HVAC Certification:

- 1) HVAC Professionals will service systems in an orderly, systematic, well-documented manner.
- 2) HVAC Professionals will document all findings in an accurate and professional manner so that a comprehensive and chronological history of the system can be maintained.
- 3) HVAC Professionals will not make any statements that cannot be substantiated and verified by field measurements or observations.
- 4) HVAC Professionals should maintain and improve their technical competence through continuing education, peer counseling and interaction with professionals in their prescribed field of expertise.
- 5) HVAC Professionals must meet standards and procedures as set by ITI and adhere to all rules, regulations and obligations of ITI’s HVAC certification program.
- 6) HVAC Professionals will work in a professional manner so as to ensure their own safety and the safety of their fellow workers while being respectful to the property of the employers, building owner and his representatives.

- 7) HVAC Professionals will observe proper protocol when noting contract or installation deficiencies, errors or omissions by others. Notification should first go to the employer for review, unless the employer has established other protocol.

PROTOCOL:

- 1) Violations of this code of conduct should be reported to ITI.
- 2) This code of conduct remains subject to change by ITI.

Please Fill In Target:

New Application

Re-Application

ITI Certified HVAC Technician or Master Mechanic Application

Please Fill In Target:

ITI CERTIFIED HVAC TECHNICIAN

ITI CERTIFIED HVAC MASTER MECHANIC

Applicant Information

First Name: _____	M _____	Last Name _____
Address: _____		
City: _____	ST/Prov _____	Zip/Postal Code _____
SMWIA Member # _____ (if applicable)		
Home Phone _____	Work Phone _____	
E-mail Address _____		
Local Union # _____	JATC Name _____	

Current Employment

Name of Business _____	Supervisor _____	Telephone _____
Street Address _____	City _____	State _____ Zip Code _____
Job Description _____	Date Employed _____	

Previous Employment Since Certification or Last Recertification (Recertification Only)

Name of Business _____	Supervisor _____	Telephone _____
Street Address _____	City _____	State _____ Zip Code _____
Job Description _____	Period of Employment _____	
Name of Business _____	Supervisor _____	Telephone _____

Street Address City State Zip Code

Job Description Period of Employment

Name of Business Supervisor Telephone

Street Address City State Zip Code

Job Description Period of Employment

(Attach additional sheet(s) if needed.)

HVAC Technician applicant - Please complete the following Industry Competency Exams (ICE).

ICE Residential CORE Test

Date Passed ___/___/___

ICE Residential Air Conditioning Test

Date Passed ___/___/___

AND ONE OF THE FOLLOWING:

ICE Residential Air Distribution Test

Date Passed ___/___/___

ICE Residential Gas Heating Test

Date Passed ___/___/___

ICE Residential Oil Heating Test

OR

ICE Residential CORE Test

Date Passed ___/___/___

AND

ICE Residential Heat Pump Test

Date Passed ___/___/___

OR

HVAC Master Mechanic applicant - Please complete the following North American Technician Excellence's Exams (NATE).

NATE Service CORE Test

Date Passed ___/___/___

NATE Service Air Conditioning Test

Date Passed ___/___/___

AND ONE OF THE FOLLOWING:

NATE Service Air Distribution Test

Date Passed ___/___/___

NATE Service Gas Heating Test

Date Passed ___/___/___

NATE Service Oil Heating Test

OR

NATE Service CORE Test

Date Passed ___/___/___

AND

NATE Service Heat Pump Test

Date Passed ___/___/___

JATC Name

Street Address

City

State

Zip Code

The Following Personal References May Be Contacted To Verify Information:

1. -----
Name Street Address City State Zip Code Telephone

2. -----
Name Street Address City State Zip Code Telephone

3. -----
Name Street Address City State Zip Code Telephone

Have you remembered to include...

- o Verification of Employment
- o An area code for each telephone number
- o A zip code for each address
- o Passport size photograph

- o HVAC Technician or HVAC Master Mechanic
 1. Copy of current ITI certificate and certification card;
 2. EPA CFC Card; and
 3. Written verification of passing required Industry Competency Exams or NATE tests.

If you fail to submit any of the above requirements, or if your application is incomplete, your application may be delayed or denied.

I have not previously held any ITI certification that was suspended or withdrawn. I hereby certify that all statements made in this application are true and complete. I acknowledge that a false or incomplete statement in, or in connection with, this application will be grounds for denial of ITI certification, or for subsequent withdrawal of that certification or other sanction.

Signature

Date

Local Union Number

Social Security Number

SMWIA Member Number

Please forward application to: ITI, Attn: HVAC Certification, Edward F. Carlough Plaza, 601 North Fairfax Street, Suite 240, Alexandria, Virginia 22314. Telephone: 703/739-7200. Fax: 703/683-7461. Website - www.sheetmetal-iti.org.

Verification of Employment

Date:

Local:

Business Manager:

Fax:

ITI Certification procedures require, all technicians seeking certification must be working for an employer who is signatory to a collective bargaining agreement that requires contributions to ITI, SMOHIT and NEMIC Trusts, either directly or indirectly.

By signing below, I attest that: _____ (print)

- Employed by an employer who is signatory to a collective bargaining agreement that provides for contributions, directly or indirectly to the ITI, SMOHIT and NEMIC Trusts on their behalf.
- NOT employed by an employer who is signatory to a collective bargaining agreement that provides for contributions, directly or indirectly to the ITI, SMOHIT and NEMIC Trusts on their behalf.

Business Manager _____ (print)

Signature _____

Date ____/____/____

Please Note: An application can not be completed without verification that a technician is working for a Contractor signatory to a collective bargaining agreement. It is imperative to receive this in a timely matter to complete their application. Please fill out, sign and fax this form back at your earliest convenience to: 703-683-7615.

Thank you!