



PROCESS FOR BECOMING AN IICRC CERTIFIED FIRM

Firms must first fill out a “Certified Firm Application Request Form” and submit it to IICRC headquarters with a nonrefundable \$25 application fee. A copy of the “Certified Firm Application Request Form” is included with these instructions.

Once the request form is received and reviewed by IICRC headquarters to make sure the certification technician requirements have been met, the company will be sent a “Certified Firm Application” and “Code of Ethics.”

Next the firm signs and returns a completed application and code of ethics, along with a copy of its business license (if applicable), proof of insurance, and a nonrefundable payment of \$199 for the first year’s registration fees.

We are pleased to inform you that all IICRC Certified Firms are eligible to be enrolled to receive, at no additional cost, firm benefits provided by the International Inspection, Cleaning and Restoration Council of Associations (IICRCA).

It is IICRCA’s aim to help your business grow by saving your business money on operational costs, assisting you with business development, making sure your voice is heard with our advocacy efforts, expanding your industry knowledge through education and keeping you abreast of the latest industry studies and reports.

Firms agree to have an IICRC-certified technician present on all job sites. The assigned technician(s) must be certified in all categories of services being performed on the job site for which IICRC offers certification, and must perform or supervise the job site work. A good faith exception to this requirement will apply for new Certified Firms for a period of one year after obtaining Certified Firm status, provided that a documented continuing education program is actively pursued.

All Certified Firms will have a common anniversary date of December 1 of each year. The first annual renewal bill will be prorated based on the acceptance date of the original application. For example, if the firm became registered on June 1 of the year in which time it paid the \$199.00 annual registration, the annual renewal bill in November would be \$100.00. Thereafter, the annual renewal bill will be equal to the full annual renewal amount set by the IICRC Board of Directors.

When a firm is 90-days delinquent on its fees, the firm will be inactivated and benefits suspended. The firm may be reinstated when requirements are met and fees are paid.

Certified Firms are not eligible to order supplies such as decals and patches or receive Certified Firm credentials until they meet all requirements.

Only Certified Firms may display the IICRC registered service mark.



CERTIFIED FIRM APPLICATION REQUEST FORM

Date

Name Title

Firm Name

Firm Address

City State/Prov Zp/Postal Code

Country Mobile

Phone Fax

Website

Please list the name(s) of IICRC Certified Technicians currently employed by the firm below.

The Application fee is \$25.00 (U.S. Funds) and must accompany this form. Fees are nonrefundable.

Check or Money Order enclosed or

Please charge my: Visa MasterCard American Express CVV-Code

Account number Expiration date

Cardholder Name

Signature

Send fee along with this completed request form via mail, fax or email to:

IICRC
Certified Firm
4043 S. Eastern Ave.
Las Vegas, NV 89119
Email: certfirms@iicrc.org

The first year's fee for Certified Firm Status is **\$199** (U.S. funds) and must accompany your final application. The second's year's fee will be prorated based on the acceptance date of the original application. The annual renewal fee will be \$199 every year thereafter.

If the firm does not meet the requirements to become an IICRC Certified Firm upon submission of this request, the pending application will be held for six months.