



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 general liability and workers compensation insurance, and a nonrefundable payment of \$199 for the first year’s registration fees.

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 31st 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 1st 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 _____

Owners Name _____ Firm Name _____

Contact Name _____

Firm Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Country _____ Phone _____

Mobile _____

Email _____ Website _____

Please list the name(s) of IICRC Certified Technicians currently employed by the firm below along with their register #.

_____	_____
_____	_____
_____	_____

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

Check 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 or email to:

IICRC
Certified Firm
4043 S. Eastern Ave. Las Vegas,
NV 89119
Email: certifiedfirms@iicrcnet.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.