



Request for Exemption or Extension

The following establishes the procedure for a licensee under an NFRC program 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 a Program or Technical 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.

This Request process is not related to a six-month extension for a product line's certification. The licensee will work directly with their Inspection Agency (IA) for those types of requests. Please reference section 5.6.C of the NFRC 700 for additional details.

1. **Request for Exemption:**

- a. Path I: For requests related to an NFRC participant and licensee dealing with product certification programs, formally requests an exemption from NFRC through the petitioner's licensed IA.
- b. Path II: For requests related to an NFRC licensee dealing with NFRC programs not related to product certification programs, formally requests an exemption from NFRC directly through staff.

2. **Exemption Requested:** The petitioner shall complete the form noting the specific exemption requested and the specific product, product line(s), or other NFRC related businesses 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 an NFRC program.

4. **Fees:** The petitioner shall pay a fee in accordance with the current version of the NFRC 704 (Fee Schedule).

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

- a. **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.

6. **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.

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 Chief Executive Officer and forwarded to the licensed IA and petitioner for action, as required.
8. The actions of the NFRC Executive Committee are final.

Forms related to the different requests are available on the NFRC website at:
<http://nfrcommunity.site-ym.com/?page=ExemptionExtension>