

11 Steps for Completing the TABB Commissioning Contractor Application

- Go to www.icbcertified.org
- Click on **Certification** tab
- Click on **TABB Commissioning Contractor**
- Click on **Get Certified Now!**
- Complete Option 1 or Option 2
- Complete the application

Step 1: Applicant Information – complete this section. Note: Fields marked with (*) are required.

Step 2: Designated Contact – complete this section. Note: Fields marked with (*) are required.

Step 3: Eligibility Criteria – answer either YES or NO to each of the two questions listed.

Step 4: Certified Employees – list one TABB Technician and one TABB Commissioning Supervisor employed by the contractor. Notes: this can be either the same individual or two different individuals; ID is the certification # found on the certificate.

Name	ID	Type
John Doe	BB1611899T	Technician
John Doe	CX1611899S	Supervisor

Step 5: Manual & Customer Satisfaction Procedure – answer either YES or NO to each of the two questions listed.

Step 6: Jobs/Projects – list three testing, adjusting and balancing jobs/projects completed by the contractor.

Contact Name	Contact Type	Phone/Cell	Date Interval	Report Date
John Doe	Project Manager	555-555-5555	01/10/16 – 01/15/16	01/21/2016
Job Description: Air balance PoolPak unit and associated duct system.				
John Doe, II	Architect	551-555-5555	12/01/17 – 12/12/17	12/23/2017
Job Description: T&B 15 RTUs and associated duct system. T&B nine VAV systems.				
Jane Doe	General Contractor	455-555-5555	11/15/18 – 12/31/18	03/14/2018
Job Description: T&B all AHUs, VAV systems, exhaust. Water balance chilled water plant and associated primary and secondary piping loops.				

Step 7: References – list five references to attest to contractor's competence and integrity related to testing, adjusting and balancing work. Note: references should be an architect, consulting engineer, building owner, or contractor.

Company Name	Contact	Address	Phone/Cell	Email
Doe General Contractors	John Doe	1234 W US 1 Somewhere, CA	555-555-5555	jdoe@doegeneralcontractors.net
Best Specifying Engineers	Jane Doe	14453 Spruce Run Hwy Roanoke, AK	455-555-5555	janed@bse.com
The Big Building Downtown	JR Doe	111 Central Place Anywhere, IN	444-555-6666	jrdoe@thebbd.com
ABC School Corporation	Jack Doe	9432 Central Way Farifax, CA	123-456-7899	jackd@abccorp.com
Downtown Hospital	Sam Doe	123 Four Five Los Angeles, CA	432-123-5555	samd@dtownhspstl.org

Step 8: Other – answer either YES or NO to each of the five questions listed.

Step 9: Documents to Sign – click on each document link and review. Sign and date to indicate having read and agree with the contents in the documents. By signing the Employer Release, the ICB-certified company's name and contact information will be included on the List of Certified Professionals located at www.icbcertified.org.

Step 10: Payment – submit the required application fee.

Step 11: Finalizing Application – review final points listed; check the box, enter name and date; click **Sign and Submit**.

- Notes:
- The application is not required to be completed in one sitting; all information entered is automatically saved. After logging back in to either modify or add information, click the ([edit](#)) link located beside the step to be modified.
 - When all required information has been provided, and the application is submitted, the ICB will review the application and verify eligibility of the applicant. The company's Designated Contact will be informed of the results of the review.
 - If assistance is needed to complete the application, call the ICB at (703) 299-5646.