

12 Steps for Completing the TABB Contractor Application

- Go to www.icbcertified.org
- Click on **Certification** tab
- Click on **TABB 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 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	TB1611899S	Supervisor

Step 5: Instruments List – *see requirements on next page*

Step 6: Manual & Customer Satisfaction Procedure – answer either YES or NO to each of the two questions listed.

Step 7: 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 nine RTU systems at Mercy Hospital, including duct leakage testing.				
John Doe, II	Architect	551-555-5555	12/01/17 – 12/12/17	12/23/2017
Job Description: Air and water balance of all tenant HVAC systems on 12 floors.				
Jane Doe	General Contractor	455-555-5555	11/15/18 – 12/31/18	03/14/2018
Job Description: Air balance of all HVAC systems, including energy recovery units and exhaust systems.				

Step 8: 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@dtownhsptl.org

Step 9: Other – answer either YES or NO to each of the five questions listed.

Step 10: 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 11: Payment – submit the required application fee.

Step 12: 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.

Instruments List

Please select the group of instruments that you have.

Note: Air Data Meter has combined functionality of Air Pressure, Air Velocity and Air Volume Measuring Instruments.

If you have the Air Data Meter you are not required to have the other 3 instruments.

☐ Group 1

- Temperature Measuring Instrument
- Electrical Measuring Instrument
- Rotation Measuring Instrument (Tachometer)
- Air Data Meter
- Humidity Measuring Instrument
- Hydronic Pressure Measuring Instrument Static and Differential

☐ Group 2

- Temperature Measuring Instrument
- Electrical Measuring Instrument
- Rotation Measuring Instrument (Tachometer)
- Air Pressure Measuring Instrument Static and Differential
- Air Velocity Measuring Instrument
- Air Volume Measuring Instrument
- Humidity Measuring Instrument
- Hydronic Pressure Measuring Instrument Static and Differential

You must have all instruments in the selected group. Please specify the required details for each instrument.

For each instrument you must specify the manufacturer, model and range.

Also the instruments have to be calibrated and you must specify the date of the last calibration.

If an instrument does not require calibration, select 'Not required' for calibration (if the option is available).

Temperature Measuring Instrument

Range: 25°F - 180° F

Minimum Accuracy: ± 1° F from 25° - 180° F

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Electrical Measuring Instrument

Range: 0 - 600 volts, 0 - 100 amps, 0 - 30 VDC

Minimum Accuracy: 3% of Full Scale

Required Calibration: Digital - 12 months, Analog - 6 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Rotation Measuring Instrument (Tachometer)

Range: 0 to 3000 RPM

Minimum Accuracy: ± 1% of reading

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Air Data Meter

Range:

Minimum Accuracy:

Required Calibration:

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Air Pressure Measuring Instrument Static and Differential

Range: 1.25 Pa to 4,500 Pa

with conversion to inches of water

Minimum Accuracy: ± 3% of reading

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Air Velocity Measuring Instrument

Range: 100 to 3000 FPM

Minimum Accuracy: ± 4% of reading

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Air Volume Measuring Instrument

Range: 20 CFM to 2,500 CFM

Minimum Accuracy: ± 3% of reading

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Humidity Measuring Instrument

Range: 10% - 90% rh

Minimum Accuracy: 2% RH

Required Calibration: 24 months.

No calibration required for analog thermometer type of psychrometer

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)

Hydronic Pressure Measuring Instrument Static and Differential

Range: 0 - 150 PSI

Minimum Accuracy: ± 3% of reading

Required Calibration: 24 months

☐ Manufacturer
Model
Range

Calibrated
If YES, date is mandatory
Date (mm/dd/yyyy)