



NATIONAL AIR DUCT CLEANERS ASSOCIATION

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June 2, 2004

Dear NADCA Certified ASCS,

We are pleased to learn that you passed the NADCA Certification Exam. Congratulations on your achievement!

As a newly certified "*Air System Cleaning Specialist*," enclosed is your official, personalized NADCA certificate. It is suitable for framing for your office. Duplicate copies are not available. If you intend to include the certificate with your bids and solicitations, we recommend having the certificate photocopied.

While NADCA encourages you to use your ASCS designation to the fullest extent possible, we urge you to exercise caution with respect to the manner in which you use the designation. If you ever have any questions about using the ASCS designation or certification in general, please contact NADCA Headquarters.

We are pleased to provide the enclosed sheet of camera-ready logos for the NADCA Certification Program. The official logo is the "Quality through Knowledge" symbol that has appeared on all literature connected to the program. Only companies with certified personnel on staff are permitted to use the Quality through Knowledge logo. The enclosed logo sheet contains three different versions of the logo. At the top of the page is artwork for the logo in black and white. In the center of the page is the artwork for the logo in two colors - black and blue. At the bottom of the page is the artwork for the logo in three colors.

Also enclosed is a "generic" press release. This press release is a benefit of certification. You should have the press release typed onto your own company letterhead, being sure to fill in the blanks where indicated. Then send the press release to every local newspaper, trade journal, and magazine that might reach your target market. You might even consider sending the release to national publications.



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Please note that it is *your responsibility* as an ASCS to maintain certification and apply for certification renewal in advance of the deadline. Certification is valid for a one year period. Six (6) Continuing Education Credits (CECs) must be obtained between the official date of certification (noted on your certificate) and the date of expiration.

Prior to your date of expiration, you will receive a renewal application explaining the requirements for certification renewal. CECs can be obtained through a variety of means, including attending NADCA meetings and seminars, as well as attending conferences held by other organizations. Please note that complete attendance at NADCA's Annual Meeting, the Fall Technical Seminars and both the HVAC Inspector and VSMR Training programs will earn you six (6) CECs! Other ways to obtain CECs are to write an article for *DucTales* or other industry journals, or take an online web exam at www.nadca.com. Of course, in lieu of obtaining CECs, you can re-take the exam at the normal fees.

Also included is information regarding how to obtain an ASCS identification card. There is no charge for the card, and we highly recommend that you obtain one from NADCA.

This certification program is intended to provide a useful credential for both the public interest, and the profession. On behalf of NADCA's Board of Directors, Certification Committee, and Staff congratulations and thank you for your participation!

Cordially,

A handwritten signature in black ink that reads "Leanne Murray". The signature is written in a cursive style.

Leanne Murray
Director of Membership & Certification