

ABAA Field Auditor Online Course Registration Form

Applicant Name:	Date:
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Course Description

- The role of the Field Auditor is to perform quality assurance audits of air barrier assemblies on new commercial and institutional construction projects during installation. Inspect installation and review materials for compliance with specifications, ABAA requirements, and manufacturer requirements.
- Complete audit reports, document audits with photos, and address specific areas which have noted deficiencies and require corrective action(s).

Requirements

- Please follow the link below in order to review the auditor requirements and confirm whether this training is right for you:
<http://www.airbarrier.org/education/auditor-courses/>
- Once you've reviewed these requirements, please send us your CV or résumé to abaa@airbarrier.org for review (please write "Attention Quality Assurance Department") in the subject line.

Important Information:

- Students who cancel their registration with less than 5 business days' notice will not receive a refund.
- All students will receive a physical manual; however, possession of manual is not required to participate in training modules but is highly recommended to use when writing the exam.
- Those seeking certification will be required to write an online proctored exam where they will require a webcam and microphone.
- An ABAA instructor will be available for a Q & A period following training. This will be determined on a "course to course basis".

Please Note:

- Be advised that ABAA cannot guarantee the amount of work an auditor will receive and, as such, we advise all potential candidates that they should view this work as a supplemental source of income.
- If you are attending for informational purposes only (i.e. **not** looking for certification), there is no need to send in your resume, or pay for the licensing fee.
- If you are looking to be certified there is accompanying paperwork that must be completed and will be provided during training.
- It is one registration form per person.
- Payment must be received prior to the start of the course.

I have read and understood all the information stated above.

Please submit pages 1 and 2 of the registration forms to the ABAA office by:

Emailing it to training@airbarrier.org or by toll free fax at **866.956.5819**.

DO NOT MAIL THE REGISTRATION FORM

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Course Date: November 23-25, 2020	Deadline for Registration: Friday November 13, 2020
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Mandatory: Please complete the “**Applicant and Company**” section below:

Applicant Email Address-User specific: (for correspondence regarding training information and taking online exam)	
Company Name:	
Company Address: (include city, state, and zip code)	
Company Contact Phone Number:	Company Contact Email Address:
Mailing address to ship manual: (if different than above address)	

Mandatory: Please complete the “**Fees**” section below.

Fees Description	Non-Member	ABAA Member	Total
Field Auditor Online Course (mandatory if not already certified)	\$1095.00	\$595.00	
Field Auditor Exam (mandatory for certification)	\$200.00		
Field Auditor Licensing Fee (mandatory to become licensed)	\$250.00		
Late Fee (mandatory if received after the “Deadline for Registration” date)	Additional \$150.00		
Note: Once form is submitted your training manual will be ordered. If training is cancelled there is no reimbursement of fees for training manual.		Grand Total	

Mandatory: Please complete the “**Payment**” section below.

VISA
 MasterCard
 American Express
 Check Sent

Card Number:	Expiry Date:	CVV:
Card Holder’s Name: (as it appears on the card)		Authorized Signature:

Please submit pages 1 and 2 of the registration forms to the ABAA office by:

Emailing it to training@airbarrier.org or by toll free fax at 866.956.5819.

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For Office Use Only:	
Total Invoice Amount: _____	
Total Charge Amount: _____	
Date Processed: _____	
Initials: _____	