

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/>

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 to study in preparation for the online exam.
- Those seeking certification will be required to write an online proctored exam which requires 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:

- If you are attending for informational purposes only (i.e., **not** looking for certification), you are not required to pay the exam and licensing fee.
- If you are looking to be certified there is additional paperwork that must be completed and will be provided during training.
- Please complete one registration form per person.
- Payment must be received prior to the start of the course.
- Are you interested in conducting site project audits for the ABAA? Please contact our office for more information, requirements, and eligibility criteria. Email abaa@airbarrier.org

I have read and understood all the information stated above.

Mandatory: Please complete the “**Payment**” section below – fees are referenced on second page of application.

VISA MasterCard American Express Check Sent

Card Number:	Expiry Date:	CVV: (Amex: 4 Digits)
Card Zip Code:	Authorized Signature:	
Card Holder’s Name: <small>(as it appears on the card)</small>		

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Course Date:	Deadline for Registration:
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Mandatory: Please complete the “**Applicant and Company**” section below:

Applicant Name:	
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: (for sending exam results)
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	\$595	
Field Auditor Licensing Fee (\$250) & Field Auditor Exam (\$250) (mandatory for certification)	\$500		
Late Fee (mandatory if received after the “Deadline for Registration” date)	Additional \$150		
** 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		

Please submit page 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