

QCN Applicant Information Sheet



QCN applicants must provide the following information:

- Completed Application Form
- A valid business license and establishment of business for a minimum of one year
- A copy of the prior year's tax returns
- Three references from customers for whom you have installed heat pumps in the previous six month period
- A trade reference from your bank, equipment wholesaler, or other financial institution
- Letter of approval from manufacturers or wholesale distributors
- Documentation of a company representative having successfully completed ACCA Manual J training (residential load calculation)
- Documentation of a company representative having successfully completed NATE certification (core exam and one specialty exam under heat pumps- installation or service) or HVAC Excellence certification (Professional Level Certification - core exam and Heat Pump Certification exam)
- Evidence of a minimum of \$1,000,000 general liability insurance, and workman's compensation insurance as required by state law.
- For those companies who install small commercial, documentation of a company representative having successfully completed ACCA Manual N training (small commercial load calculation)

QCN applicants must also:

- Have and know how to use:
 - Device for determining air flow
 - Volt/Amp meter
 - Thermometers (wet and dry bulb)
- Attend the next Quality Contractor Network initial membership meeting