



Instructions for Completing the Application for Attachment Manufacturer Participants

Qualifications

Window attachment manufacturers may participate in the AERC Product Certification Program either as Primary Window Attachment Manufacturers or as Secondary Window Attachment Manufacturers.

Primary Window Attachment Manufacturer Participants

The qualifications to become a **Primary Window Attachment Manufacturer Participant** under the AERC Product Certification Program are:

- Ownership of the product design based on designs and manufacturing processes belonging to the company, or the proper licensing of the designs of another; or the existence of all products put forth by a participant existing within the public domain.
- Acceptance of the terms of the Authorization Agreement, and any subsidiary agreements thereto, as specified by the Administrator.
- Honor and protect the marks of the AERC against any negligent or fraudulent use not in conformance with Program Requirements.

In addition, each Primary Window Attachment Manufacturer Participant must select either the Type 2 or Type 3 pathway.

- **Type 2 Primary Window Attachment Manufacturer Participants** are subject to on-going verification testing on certified window attachment products procured by the Administrator from the open market, in accordance with the terms specified in the Authorization Agreement. Verification testing is conducted twice annually on up to eight samples, randomly selected for testing from the breadth of the participant's Certified Product Listings and procured from open market sources
- **Type 3 Primary Window Attachment Manufacturer Participants** are subject to annual quality assurance conformity inspections at each manufacturing location enrolled and authorized to produce certified products; and verification testing of two samples per year.

Type 2 Primary Window Attachment Manufacturer Participants

The requirements to become a **Type 2 Primary Window Attachment Manufacturer Participant** under the AERC Product Certification Program are:

- Provide one of the following:
 - A list indicating the location of all facilities authorized to manufacture each of their certified listings; or
 - A full list of locations within any zip code of the United States where their products are available for retail purchase; or



- An on-line tool open to the public's use and access for determining the availability of that manufacturer's products in the open market. If the model provides for two step distribution through intermediaries, they must list those intermediaries.
- Be capable of imprinting, or labeling the location of manufacture on the product by code, city and state, or plant number.
- Be capable of imprinting the lot, or week of final assembly on the product packaging.
- Be willing and capable of providing production documentation in support of traceability requirements for tested samples upon request.
- Discretely simulate each and every product submitted on a Certified Product Listing Report (CPLR) except as allowed for by the product grouping rules defined in AERC 1 Section 5.2 and AERC 1.1.

Type 3 Primary Window Attachment Manufacturer Participant

The requirements to become a **Type 3 Primary Window Attachment Manufacturer Participant** under the AERC Product Certification Program are:

- Must enroll each location at which they intend to manufacture the window attachment products accepted into the program and subject each enrolled location to the Type 3 Category inspection and monitoring requirements.
- Submission and acceptance of a Quality Management System as detailed in AERC 300, Section 12.

Secondary Window Attachment Manufacturer Participants

Secondary Window Attachment Manufacturers may participate in the AERC Product Certification program under the following terms:

- Must submit listings through the Primary Window Attachment Manufacturer (OEM) of the Primary Listing that serves as the foundation for any Secondary Listing.
- Must explicitly accept the terms of secondary listings as delineated on the AERC Secondary Listing Agreement.
- Must pay annual participation fees as specified in program guidelines.
- CPLR listings exposed to the public shall not indicate its status as a Secondary Listing.
- Secondary Window Attachment Manufacturer Participants are not subject to annual inspections of their retail locations, provided they do no assembly or labeling of the Secondary Listed product in their facilities, other than trimming products to custom widths or heights.

Application Forms

Please complete the electronic Window Attachment Manufacturer Application Form, ARC.300A(e) using the guidance embedded in the form and in this document. Word document versions of the forms are available upon request.

You have several hours to complete the electronic application form, but your work will not be saved if the form times out before it is submitted and you will have to start the process over. Once you hit the



"Submit" button on the bottom of the electronic form, it will immediately be sent to the AERC Administrator. You will receive an automated confirmation email as receipt.

[Application General Information](#)

Expected Participation Path

Review the [Qualifications](#) section above for more information about the Participation Paths. Window Attachment Manufacturers applying to participate in the AERC Product Certification Program as a Primary Window Attachment Manufacturer must select either the Type 2 or Type 3 participation path. Secondary Window Attachment Manufacturers are not subject to either participation pathway provided they do no assembly or labeling in their facilities.

Billing Information

Applicants should provide contact information for the person responsible for handling invoices from AERC and its Administrator. Please include detailed information on your billing process to ensure the billing is submitted in the required fashion.

Corporate Contact Information

Applicants should provide contact information for the people deemed "Responsible-in-Charge" with whom AERC or its Administrator can communicate serious issues with the participation of the entity in the AERC program such as a status of Non-Compliance. It may include the CEO, President, and/or the Quality Assurance Manager.

Enrolling Locations

Applicants should provide the primary location of their corporate office and any additional locations they wish to enroll. Window Attachment Manufacturers should include all locations in which they are producing products they intend to list in the AERC CPD.

Location Closure Dates

Applicants should list official holidays observed by the organization and any days by policy that would restrict the organization's ability to undergo and inspection on a per-location basis.

[Application Review](#)

Once your application is submitted, a Program Manager will review the form and request additional information as necessary based on your manufacturer type.