
Certified Ventilation Inspector (CVI) Certification Exam

The image shows the cover of a 'Candidate's Guide 2016'. It features a background of a multiple-choice test paper with a yellow pencil resting on it. The text 'Candidate's Guide 2016' is centered in a large, bold, black font. A gold badge with a red checkmark and the text 'NADCA CERTIFIED VENTILATION INSPECTOR CVI' is positioned in the lower right of the image.

Candidate's Guide 2016



*The HVAC Inspection, Maintenance
and Restoration Association*

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Disclaimer

NADCA has designed the CVI Candidate's Guide as a guide to those pursuing CVI Certification. No representations or warranties are made by NADCA that use of this guide or any other association publication will assure candidates of passing the CVI exam.

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NADCA: The HVAC Inspection, Maintenance and Restoration Association, otherwise known as the National Air Duct Cleaners Association (NADCA), was formed in 1989 as a non-profit association of companies engaged in the cleaning of HVAC systems. Its mission was to promote source removal as the only acceptable method of cleaning and to establish industry standards for the association.

NADCA has expanded its mission to include the representation of qualified companies engaged in the inspection, maintenance and restoration of HVAC systems, and to assist its members in providing high quality service to their customers. The goal of the association is for its members to be the number one source for consumers and other entities seeking HVAC inspection, maintenance and restoration services, and air duct cleaning.

NADCA's membership continues to grow each year, along with its offering of training, education and certification. NADCA is comprised of a diverse group of HVAC industry professionals, including air systems cleaning specialists, mold remediators, and HVAC inspectors. The association has also published important standards and guidelines, educational materials, and other useful information for the consumer and members of NADCA.

Today, NADCA standards and certification are specified on a regular basis to ensure that HVAC systems are assessed, cleaned, and restored in a safe and efficient manner.

CVI Certification

NADCA's CVI certification was developed to recognize those industry professionals involved in the inspection of HVAC systems. **Certified Ventilation Inspector (CVI) certified individuals are qualified to perform inspection of commercial HVAC systems.**

Benefits of CVI Certification

For Employees

The CVI certification enhances one's professional development and is also a world-wide credential recognizing a person's knowledge and skills related to HVAC system hygiene and inspection.

CVI Certification can benefit you professionally in many ways, including:

- ✓ Increased compensation
- ✓ Enhanced career mobility and marketability
- ✓ Increased recognition to employers, customers and industry peers

For Employers

The demand for HVAC system inspection is ever-increasing. Having a CVI certified technician on staff can benefit your company in many ways:

- ✓ Attracting more customers
- ✓ Expanding your ability to offer inspection services



Prerequisites for Becoming Certified

Important: In order to sit for the CVI Certification Exam an individual must hold an active Air Systems Cleaning Specialist (ASCS) certification.

How to Become Certified

To obtain the CVI certification, an individual is required to take and pass a multiple choice exam.

The exam is available through several different outlets, including NADCA testing centers and the NADCA Annual Meeting.

⇒ Register & Pay for the Exam

Candidates must register and pay an exam fee. Individuals employed by a NADCA Member company will be able to register for the exam at a reduced member discounted rate.

⇒ Take & Pass the Exam

Candidates must take the exam at a proctored facility. This can be done at a Kryterion standardized testing center, or during a NADCA Conference. Should an individual fail the exam, he/she can retake the exam at a reduced rate. **Important:** Test takers will need a voucher code from NADCA in order to register to take the CVI exam at a Kryterion standardized testing center. Contact NADCA headquarters at 1-855-GO-NADCA for details.

How was the CVI certification developed?

As is customary with credentialing practices, NADCA performed a job analysis for the CVI certification to be sure the credential reflects the most current practices in the industry and properly reflects an individual's scope of work in inspecting HVAC systems.

Length of the Exam

The examination consists of 150 multiple choice questions. Candidates will have 3 ½ hours to complete the exam.

Exam Delivery

⇒ Kryterion Standardized Testing Centers

The CVI Exam is available at standardized testing centers around the globe. Registration can be done online at www.nadcatesting.com where you will also find available testing locations, dates and times. If you go through the motions as if you were purchasing the exam, the information will display before any transactions take place.

⇒ NADCA Conferences

The CVI Exam is also administered during NADCA's Annual Meeting. More details and registration information can be found on NADCA's website: www.nadca.com.

Exam Fees

CVI Exam Fees	NADCA Member	Non-Member
CVI Exam at Testing Center	\$275	\$1500
CVI Exam Retake	\$100	\$885
CVI Exam at NADCA Event	\$275	\$1500

Exam Retake Policy

Should an individual fail the exam, he/she can retake the exam at a reduced rate. Candidates must contact NADCA headquarters to schedule their retake exam.

Examination Content

The content of the exam is based on a job analysis conducted with NADCA members, certificants, and industry professionals who engage in the practice of HVAC system inspection. This analysis evaluated the relative importance of the knowledge and skills that comprise the practice of performing HVAC system inspection for commercial buildings. The content areas tested, and their relative emphases are provided in the examination content outline listed below.

The content of the CVI certification exam is organized into five domains. The content outline domain weights represent approximate percentages for content distribution.

Domain	Percentage % of Questions
I. Understand HVAC Systems and Components	30%
II. Industry Standards and Guidelines	10%
III. HVAC and Indoor Air Quality	10%
IV. Performing an Inspection	40%
V. Risk Management	10%

CVI Exam Content Outline

I. Understand HVAC Systems and Components

- A. HVAC systems
- B. HVAC components
- C. Duct types
- D. Filtration systems
- E. Airflow, pressure & temperature
- F. Mechanical drawings
- G. Cleaning & restoration of HVAC systems

II. Industry Standards and Guidelines

- A. Duct construction standards and guidelines
- B. IAQ standards and guidelines
- C. HVAC maintenance & cleanliness standards
- D. Knowledge of building codes
- E. Fire and safety standards

III. HVAC and Indoor Air Quality

- A. Pollutants within HVAC systems
- B. How HVAC systems distributes pollutants
- C. How HVAC systems impact indoor air quality

IV. Performing an Inspection

- A. Pre-inspection tasks
- B. Inspection tasks
- C. Post-inspection tasks

V. Risk Management

- A. Environmental engineering controls
- B. Liability issues relating to HVAC inspections
- C. Environmental health & safety (EHS) for the inspector

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Examination Acronyms

Acronym	Expansion
ACCA	Air Conditioning Contractors of America
AFD	Air Filtration Device
AHU	Air Handling Unit
AIHA	American Industrial Hygiene Association
ANSI	American National Standards Institute
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASTM	American Society for Testing and Materials
CAV	Constant air volume
CDC	Centers for Disease Control and Prevention
CFM	Cubic Feet per Minute
DX	Direct Expansion
EPA	Environmental Protection Agency
FPM	Feet Per Minute
GFCI	Ground Fault Circuit Interruption
HEPA	High Efficiency Particulate Arrestance
HVAC	Heating Ventilation Air Conditioning
IAQ	Indoor Air Quality
IEP	Indoor Environmental Professional
IICRC	Institute of Inspection Cleaning and Restoration Certification
inch w.c.	Inches of Water Column
MERV	Minimum Efficiency Reporting Value
MUA	Make Up Air
NADCA	National Air Duct Cleaners Association
NAIMA	North American Insulation Manufacturers Association
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
psi	Pounds per Square Inch
PTAC	Package Terminal Unit
RIA	Restoration Industry Association
RPM	Revolutions per Minute
SDS/MSDS	Safety Data Sheet/Material Safety Data Sheet
SMACNA	Sheet Metal & Air Conditioning Contractors' National Association
UL	Underwriters Laboratories
ULPA	Ultra Low Penetration Air
UV	Ultraviolet
VAV	Variable Air Volume
VOC	Volatile Organic Compounds
WC	Water Column

How to Prepare for the CVI Exam

The CVI examination tests the knowledge and skills needed to become successful in the HVAC system inspection industry. The exam covers a range of topics including: HVAC systems & components, indoor air quality issues, performing inspection, risk management, industry standards, field experience and the ability to correctly apply practical knowledge.

Disclaimer

No one single publication, training course or reference guide will give you all the information you need to prepare for the CVI exam. It is strongly recommended that prior to taking the exam, test takers review the recommended reference materials listed in this guide that were used to help develop the CVI certification exam content.

Step 1: Review the CVI Candidate's Guide

The first step in preparing for the CVI Exam is to review this CVI Candidate's Guide in its entirety, including the exam content outline and recommended reading list.

Step 2: Study

There are a variety of optional recommended study materials and training opportunities available to help you prepare for the CVI exam, including the following:



Classroom Training

NADCA's CVI Training Course is a valuable resource in preparing for certification. This class is offered at the NADCA Annual Meeting. The CVI exam is typically administered on the morning following completion of the course.



Self-Study

NADCA's HVAC Inspection Manual & Recommended Reading are available for those who wish to study reference materials on their own. DO NOT order this material if you have registered for the CVI Training Course at Annual Meeting, as these materials are included with registration for the course.

The CVI Resource Materials include the following documents:

- ✓ CVI Candidate's Guide
- ✓ HVAC Inspection Manual
- ✓ CVI Training Course Handouts
- ✓ NADCA ACR Standard

NADCA training and reference materials are available for purchase at www.nadca.com.

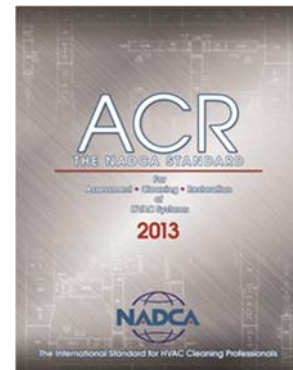
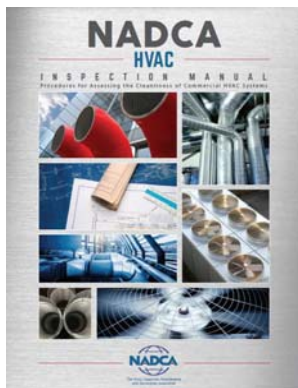
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Recommended Reading

No one single publication, training course or reference guide will give you all the information you need to prepare for the CVI exam. **It is strongly recommended that prior to taking the exam, test takers review the recommended reference materials listed below that were used in the development of the CVI certification exam.**

- ✓ **NADCA – HVAC Inspection Manual**
- ✓ **NADCA - CVI Training Course Handouts**
- ✓ **ACR, The NADCA Standard**



Reference Document	Pertains to Domain Areas
NADCA HVAC Inspection Manual	I, II, III, IV, V
NADCA CVI Training Course Handouts	I, II, III, IV, V
ACR, The NADCA Standard for Assessment, Cleaning & Restoration of HVAC Systems	I, II, IV, V

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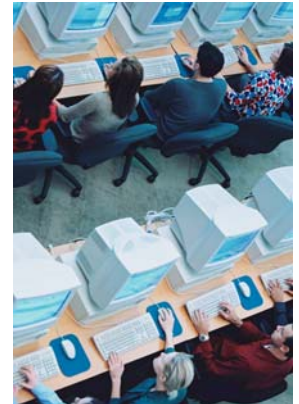


NADCA Testing Centers

The CVI exam is available at testing centers throughout the world. The CVI exam is not available online and must be taken at a proctored testing center or NADCA conference. (However, individuals who already hold the CVI may renew it through online quizzes.)

Candidates taking the CVI exam at a testing center must follow these steps:

- Contact NADCA Headquarters at 1-855-GO-NADCA or membership@nadca.com for a voucher code to register for the CVI Exam.
- Visit the NADCA Testing Site here: <http://www.nadcatesting.com>.
- In the top right-hand corner of the page, click "Create a New Account."
- Fill out the company information. This section requires a "Member Security Code," which is provided upon submission of the NADCA member application. If you have lost/misplaced the "Member Security Code," please call NADCA at 855-GO NADCA (466-2322).
- The blue bar across the middle of the NADCA Testing Site includes an option to "Register for a Test." Click this link to see all NADCA testing options. Choose the CVI Exam by clicking the orange "Buy Now" box. This will open a page with testing center search options.
- For candidates with a non-member company, the CVI exam must be scheduled in the non-member area of the NADCA Testing site. This link is at the bottom of the testing site homepage.
- Payment must be made through the testing site with a valid Visa, MasterCard or American Express.



Taking the CVI Exam at a NADCA Event

NADCA offers the CVI exam at the Annual Meeting. More detail is included in the registration brochures for each event which are published at www.nadca.com.

Frequently Asked Questions

When do I need to renew my CVI certification?

CVI certification is renewable every 3 years by June 30. Please note that it is your responsibility as an CVI to maintain certification and renew your certification in advance of the deadline. Certification is valid until the expiration date listed on your certificate.

How do I renew my CVI certification?

CVI certified individuals must renew their CVI certification prior to the expiration date listed on their CVI certificate. You must renew your CVI certification by taking a CVI renewal quiz online at www.nadcatesting.com.

Can I see what questions I answered incorrectly on the exam?

Test takers will not be provided with questions that they answered incorrectly. This would compromise the confidentiality and integrity of the exam. However, test takers will receive their percentage scores within each topic area which can help them determine if there are particular topic areas they need to improve if they do not pass the exam and need to retake it.

Can I call a testing center directly to schedule my exam?

No, registration must be done through the online testing system at www.nadcatesting.com.

What should I do if I need to reschedule my exam?

If you need to reschedule your exam, you must contact NADCA staff to assist you with the reschedule. Please note that if you reschedule an exam within 72 hours of the scheduled exam time you will be required to pay an \$80 rescheduling fee.

What is the member security code for www.nadcatesting.com?

If you employed by a NADCA member company, you can register for exams at www.nadcatesting.com. This will require you to enter a "Member Security Code," which is provided upon submission of the NADCA member application. If you have lost/misplaced the "Member Security Code," please call NADCA at 855-GO NADCA (466-2322). If you are employed by a non-member company you may register for exams at the non-member link listed at the bottom of the www.nadcatesting.com homepage.

What if I have a learning disability and/or impairment that makes it difficult for me to take an exam?

If a candidate has a learning disability or impairment that makes it difficult for them to take the exam, they can contact NADCA to schedule a special accommodation exam if applicable.

Is the exam available in multiple languages?

The CVI Exam is currently available in English. However, it will be available in other languages in the near future.

Once I pass the exam, how long will it take for me to get my CVI certificate?

It takes typically 4-6 weeks after passing the exam for certified individuals to receive their certificate.

Is the individual or the business CVI certified?

NADCA's certification program certifies individuals, not companies. Certified individuals may use the credential in marketing their own expertise. Certification is not transferable to other individuals. Any certified individual who changes companies must pay a \$300 administrative transfer fee and complete an Certification Transfer Form.

**For more information please contact
NADCA Headquarters via certification@nadca.com.**