



# CERTIFICATION PROGRAMS

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<b>Supplements:</b>	Bulletin 2019-04
<b>Bulletin Title:</b>	Special Agency Audit Program Updates
<b>Inquiries:</b>	<a href="mailto:certification@aisc.org">certification@aisc.org</a>
<b>To:</b>	Special Agency Audit Program Participants/Applicants

AISC Certification has made two changes to our Special Agency Audit Program. Firstly, you now must sign and return the AISC Certification Special Agency Audit Program Agreement for each participating facility. The other substantial change is a shift to annual invoicing.

As you may recall, the program was established to meet the requirements of the NYC's Office of Technical Certification and Research (OTCR) and their Approved Fabricator List.

The new [Supplemental Requirements for NYC Buildings Approved Steel Fabricators Program](#) will now be the rules and regulations that govern AISC's program to help our participants meet Sections C.1.a and D.2.b of the OTCR's [Buildings Bulletin 2011-009](#).

There are two notable changes to the program within the Supplemental Requirements. All current program participants and new applicants must sign and return the [AISC Certification Special Agency Audit Program Agreement](#).

## A New Agreement

The updated agreement is valid for a three-year cycle, and only those who return and complete it are able to participate in the program.

Current participants must download, complete, and return the new agreement to [certification@aisc.org](mailto:certification@aisc.org) by March 16, 2024, to continue to take part in the program. Applicants must complete the agreement and submit it with the full application.



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### A Simplified Invoicing Process

Starting this year, you'll receive an annual invoice during the first quarter of the calendar year. That nonrefundable fee will cover both one-day, unannounced audits that the NYC Program requires. The updated fee schedule can be found [here](#).

The annual fee is as follows:

- Fabricators in the U.S. - \$4,000
- Fabricators in Canada or Mexico - \$7,500
- Fabricators located outside North America - \$27,500

### What's Staying the Same with Invoices

- Once payment is received, you will receive confirmation that your company is on the scheduling request list.
- Invoices must be paid within 30 days of the invoice date. If payment has not been received 45 days after the invoice date, your facility will be withdrawn from the Special Agency Audit Program, and NYC's OTCR will be notified.
- You will not be informed of the audit date or the auditor's identity until s/he arrives at your facility.

If you have any questions, please contact AISC Certification directly at [certification@aisc.org](mailto:certification@aisc.org) or 312.670.7520.