INSULATION ENERGY APPRAISAL PROGRAM (IEAP)
VIRTUAL COURSE REGISTRATION FORM
NOVEMEBER 3-4, 2027

Name_____ Company_____

Job Title_____ Email_____

Address for Course Material Delivery_____

City_____ State_____ Zip_____ Phone_____

Cell Phone_____ Fax _____ Supervisor_____

□ NIA Member □ Non-member How did you first hear of this program? _____

COMPANY TYPE/AFFILIATION

Please check the company affiliation that best describes the organization you work for:
□ Engineering/End-User/Owner Firm □ Consultant □ Distributor □ Manufacturer
□ Fabricator □ Laminator □ Contractor □ Industry Trade Partner □ Other (please specify): _____

If you are a contractor, please specify:
□ Merit/Open Shop Contractor □ Union/Signatory Contractor

If you are an engineer/end-user/owner/non-member, please complete the following questions:
□ You are eligible to receive a FREE subscription to *Insulation Outlook* magazine for one year! Check this box to start receiving your complimentary copy!

Do you plan to purchase insulation products or services within the next 12 months?
□ Yes □ No

How would you rate your experience with the 3E Plus software?
□ Expert (used regularly in job responsibilities) □ Intermediate (used every once in a while, familiar with the program)
□ Beginner (have downloaded, reviewed, and run at least 1 report) □ Never used 3E Plus before

PRE-QUALIFICATION FOR THE PROGRAM

The Insulation Energy Appraisal Program is developed for individuals who have good communication skills as well as the following:
- Experience in the commercial and/or industrial construction, process, and maintenance industry or related fields;
- Ability to read construction drawings and relate them to insulation specifications;
- Understanding of the principles and fundamentals of insulation and insulation systems;
- Ability to recognize potential basic safety concerns during facility visits and insulation system inspections;
- Ability to recognize the different types of insulation products and their basic limitations and proper uses;
- Mathematic proficiency; and
- Computer literacy, including experience working with Microsoft Excel®.

COMPUTER REQUIREMENTS FOR THE PROGRAM AND EXAM

A computer (PC or Chromebook, but no Macs) with a recent operating system (less than 3–4 years old) that has either Chrome or Firefox, has Microsoft Excel installed, a consistent Internet connection capable of uploading files larger than 3 Mbps, and 10 MB of available space. A web camera and microphone are required for course participation, but this is standard on most laptops.

PROGRAM REGISTRATION FEE

Based on your NIA membership status, please select one of the following registration fees and enclose payment.
Please Note: IEAP Class size is limited. Paid registrations are taken on first-come, first-served basis.

	Discounted Check Rate	Standard Rate
NIA Member	☐ **$1,495**	☐ **$1,555**
Engineer/Owner/End User/TIAC Member	☐ **$1,495**	☐ **$1,555**
Nonmember	☐ **$2,095**	☐ **$2,180**

☐ **$50 - Additional international shipping charges for materials being shipped outside of the United States, including Canada/Mexico. Other countries outside these may incur additional shipping fees. Please check this box if your items will be delivered internationally.**

PAYMENT

Payment Method: □ Check □ AMEX □ MC □ VISA Card Number _____Exp. _____/_____ CVV: _____

Billing Address _____

Signature _____

Please email, fax, or mail your completed registration form with payment to NIA no later than **October 15, 2027.**
Fax: 703-464-5896 • Email: *training@insulation.org* • Make checks payable to NIA, 478 Elden St., PMB 302, Herndon, VA 20170

Cancellation Policy and Course Guidelines

Course materials will be shipped directly to the student at the address provided to NIA when registering. NIA is not responsible for reshipping of materials if the address provided is not accurate. Any materials that are requested to be shipped outside of the continental United States will incur additional international shipping and handling fees, which are to be paid for by the student. An additional $50 shipping fee will be added to registrations received after the deadline; NIA has the right to not accept registrations after the deadline if there is not enough time to send along the course materials.

NIA reserves the right to cancel the class if the number of applicants is fewer than the minimum number required to conduct the class. Paid registrations canceled in writing at least 30 calendar days in advance of a class will receive a full refund, less a $100 service fee. Paid registrations canceled in writing 29 to 14 days before a class will receive a refund of 50% of the registration fee. No refund or credit will be issued on cancellation requests received less than 14 days before a class begins. Transfers within 6 months of the original course date are permitted with a $50 fee. Transfers may not be made less than 10 business days before a class begins. Transfer request must be submitted in writing. All cancellation and transfer fees are subject to change at any time. Applicable refunds will be issued after the stated course dates and, if applicable, after course materials are returned. Attendees who have successfully passed this Insulation Energy Appraisal Program, and their sponsoring employer—provided said employer is a NIA member—shall be listed on the NIA website and other NIA members-only lists. Nonmembers acknowledge that they will not be listed on the NIA website or other NIA member lists. NIA members hereby permit listing on the NIA website and in any other NIA list that concerns the Insulation Energy Appraisal Program.

The National Insulation Association (NIA) holds the copyright for the name, logo, and the training course content and materials. Pages, photos, or slides may not be reproduced, photocopied, or reprinted in any way without the written permission of NIA. As NIA's course materials are intended only for use by original purchasers/registered attendees who attend a course, and as NIA does not allow anyone other than the original purchaser/registered attendee to attend the course, additional Insulation Energy Appraisal Program Certification course manuals are not sold separately or available for purchase. If a student cancels the course after the student materials are shipped, the student will be responsible for sending NIA the unopened course materials and the shipping cost to return the materials to NIA within 10 days of the cancellation notice. If the course materials have been opened an additional fee of $150 will apply.

NIA sponsors the Insulation Energy Appraisal Program and certification as a service to the commercial and industrial insulation industry. NIA is not responsible for certified insulation energy appraisers' performance of insulation energy appraisals, the appraisal results, and/or any subsequent use or performance of any insulation system. Attendees of the Insulation Energy Appraisal Program and their sponsoring employer(s) acknowledge that any use of the knowledge and/or techniques gained through the program is at their own risk and agree to hold NIA harmless from any liabilities (including attorney's fees) relating to or arising from, directly or indirectly, the use of the knowledge and/or techniques gained through the Insulation Energy Appraisal Program or attendee's performance, actions, or omissions. To the extent it would otherwise prohibit the sponsoring employer's indemnity, sponsoring employer hereby waives its immunity, if any, as a complying employer under workers' compensation laws. The Participant, recognizing that the NIA may audio and/or video record the course which the Participant attends and being aware of this expressly gives NIA permission to use Participant's name and any photo and/or video in which Participant appears, and any quotes from Participant, to present future virtual training programs of the Insulation Energy Appraisal Program and/or to promote the course without further compensation or permission, except where prohibited by law. Further, the participant (i) understands that photos, video, and/or quotes may be made available to print, video, Internet, and other media, (ii) understands that photos and/or video may be captioned and that the caption may include, when appropriate, Participant's first and last name, and (iv) expressly releases, discharges, indemnifies, and agrees to save harmless the Released Parties from and against any Claims arising, directly or indirectly, from the publication or use of such photos, video, quotes, or Participant's likeness, including, without limitation, any claims for invasion of privacy or right of publicity, or loss or liability resulting there from.

Signature of Attendee _____**Date**_____

Signature of Sponsoring Employer _____**Date**_____

Company Name _____