



*Simply*  
**CERTIFIED**  
AMD Certification Program  
10047 Robert Trent Jones Parkway  
New Port Richey, FL 34655  
Telephone-727.372.3665  
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## AMD Sponsored/NAMI Validated Certification Program Enrollment Procedures & Checklist

### STEP 1

- \_\_\_\_\_ Complete the AMD Certification Program Application Form on line at [apply@simplycertified.org](mailto:apply@simplycertified.org)
- \_\_\_\_\_ Confirmation will be forwarded from AMD upon receipt of the Application Form.
- \_\_\_\_\_ Completed Application received at AMD will be forwarded to NAMI where NAMI will forward the AMD/NAMI License Agreement, Authorized Personnel Form, and NAMI/AMD Procedural Guidelines to the Applicant.

### STEP 2

- \_\_\_\_\_ Complete and execute the AMD/NAMI License Agreement and Authorized Personnel Form. Forward these documents to NAMI at Fax Number 757.594.8659 or e-mail to [Tanya@namiinc.com](mailto:Tanya@namiinc.com).
- \_\_\_\_\_ Quality Assurance Requirements, Sample Quality Assurance Manual and Label Ordering Information will be forwarded upon receipt of license agreement.
- \_\_\_\_\_ If applying for structural or impact program, contact test laboratory and have them forward all test reports, laboratory stamped drawings and bills of material to NAMI at [Brandon@namiinc.com](mailto:Brandon@namiinc.com).  
If applying for NFRC Program, contact simulator and have them forward simulation and all required files to [Brandon@namiinc.com](mailto:Brandon@namiinc.com). Contact the physical test laboratory and have them forward test report, laboratory stamped drawings and bills of material to NAMI at [Brandon@namiinc.com](mailto:Brandon@namiinc.com).  
If applying for Insulating Glass Program, contact NAMI at [NAMI@namiinc.com](mailto:NAMI@namiinc.com) to obtain Instructions for Insulating Glass Test Samples.

### STEP 3

- \_\_\_\_\_ Forward completed Quality Assurance Manual to NAMI within thirty (30) days of enrollment to [NAMI@namiinc.com](mailto:NAMI@namiinc.com).

### STEP 4

- \_\_\_\_\_ Upon receipt of Notices of Product Certification, AMD Certification Labels may be ordered. Please contact NAMI at 757.594.8658, Fax-757.594.8659 or e-mail order containing Series Name/Model Number, Certification Number and Quantity of Labels to [Tanya@namiinc.com](mailto:Tanya@namiinc.com).

For questions regarding Step 1, contact AMD. For questions in Step 2, 3 and 4, contact NAMI:  
Telephone-757.594.8658 Fax-757.594.8659 or e-mail [NAMI@namiinc.com](mailto:NAMI@namiinc.com)