



Getting your team certified through ICBcertified.org is a straightforward process that strengthens your workforce and supports the Fire Life Safety segment of our trade. All ICB certifications are ANSI accredited under the ISO IEC 17024 standard, which means your technicians and supervisors hold credentials that meet nationally and internationally recognized competency benchmarks. These certifications reinforce the quality, reliability, and professionalism expected in FLS work, where accurate testing and proper documentation are essential.

All information in this guide comes directly from the ICB Certification Manual, which remains the definitive resource. This document simply provides a contractor-focused overview of the steps, requirements, and expectations for obtaining and maintaining ICB certification.

Eligibility Highlights Contractors Should Know

- Contractors must be signatory to a collective bargaining agreement that contributes to NEMI and must be current with all financial obligations.
- Contractors must employ ICB-Certified Technicians and Supervisors in the classifications for which they are seeking certification.
- A minimum of three completed FSD projects and three professional references are required.
- Multi-location contractors must certify each office, and each location must have its own certified Technician and Supervisor on staff.

How to Apply

Certification applications are completed entirely at ICBcertified.org.

1. Apply for your account on the website.
2. Once approved, sign into your dashboard.
3. Under Quick Links, choose “Apply for New Certification.”
4. Select the correct certification pathway and submit the required documentation.

The ICB office reviews all applications and determines eligibility. Timelines may vary based on factors outside ICB’s control, but the staff works diligently to move each application forward.

Access the ICB Website

Scan the QR code on this page to go straight to the ICB homepage.



What This Document Covers

- Certification paths for Technicians, Supervisors, and Contractors
- Requirements and prerequisites for each certification
- Time limits, re-test rules, and CEU obligations
- Renewal expectations and staying current
- Fee structures and SMART member advantages



Certifications:

Fire and Smoke Damper Technician

The Fire and Smoke Damper Technician is responsible for performing the inspection and testing of fire dampers, smoke dampers, and combination fire/smoke dampers within HVAC systems. This role requires a working knowledge of the installation, testing, and maintenance requirements outlined in NFPA 80 and NFPA 105. The technician ensures dampers operate as designed, properly documents findings, and helps maintain building safety and compliance.

Fire and Smoke Damper Supervisor

A Fire and Smoke Damper Supervisor must meet specific prerequisites, which may include a college engineering degree with HVAC experience, an HVAC associate degree with three years of field experience, holding the ICB FSD Technician certification, or at least three years of HVAC installation or design experience with a written recommendation from the employer. The employer must be an ICB-certified contractor or eligible to become one. The FSD Supervisor oversees and directs technicians in the proper procedures for testing and inspecting fire, smoke, and combination dampers in accordance with all applicable codes and standards, ensuring technical accuracy and quality control.

Fire and Smoke Damper Contractor

FSD Contractor certification is available to contractors who meet ICB's requirements. Certified contractors must be signatory to a collective bargaining agreement that contributes to NEMIC and be current on all related obligations. They must employ ICB-certified FSD Technicians and Supervisors in sufficient numbers to perform damper work, complete at least three FSD projects, and provide three references demonstrating competence and integrity. Contractors must also pay the required application fee and complete the full certification process outlined by ICB.

Fire and Smoke Damper Technician – Stairwell Endorsement

The Stairwell Endorsement is available to technicians who already hold the ICB Fire and Smoke Damper Technician certification. This endorsement authorizes a technician to perform limited periodic testing of a single stairwell pressurization system. Responsibilities include measuring pressure differences and door-opening forces, understanding the distinctions between dedicated and non-dedicated systems, recognizing how ambient conditions affect system performance, documenting all test results, and submitting a completed report to the employer.

TABB Technician

The TABB Technician performs testing, adjusting, and balancing of air and hydronic environmental systems in buildings. This requires knowledge of heat flow dynamics, fan operations, air distribution components, electrical systems, and hydronic flow principles. The technician must be proficient in both air TAB and hydronic TAB procedures and is responsible for ensuring systems operate safely and efficiently in accordance with industry standards

TABB Supervisor

A TABB Supervisor must meet specific prerequisites, which may include an engineering degree with HVAC experience, an HVAC associate degree with three years of field experience, holding an ICB TABB Technician



certification with at least five years of HVAC experience including TAB work, or at least three years of TAB experience with a written employer recommendation. The employer must be ICB-certified or eligible to become certified. The TABB Supervisor oversees and coordinates all TAB work performed by technicians, maintains expertise in air and hydronic TAB procedures, and prepares the final report to ensure it meets all contract and code requirements

TABB Contractor

TABB Contractor certification is provided to contractors who meet ICB requirements. Contractors must be signatory to a collective bargaining agreement that contributes to NEMIC, employ ICB-certified TABB Technicians and Supervisors in sufficient numbers, and own and maintain TAB equipment that meets current calibration standards. Certified contractors must follow the most current SMACNA Testing, Adjusting and Balancing Manual, adopt the TABB Customer Satisfaction Procedure, complete at least three TAB projects, provide five professional references, pay the required application fee, and complete the full ICB certification process.

Smoke Control Systems Technician

A Smoke Control Systems Technician must hold both the ICB Fire and Smoke Damper Technician certification and the ICB TABB Technician certification. This role performs functional testing and routine maintenance of smoke control systems, verifies proper installation and application, and ensures the system meets operational requirements. The technician maintains a working knowledge of the testing procedures and requirements outlined in NFPA 92 and helps ensure these life-safety systems perform properly when needed.

Smoke Control Systems Supervisor

A Smoke Control Systems Supervisor must hold both the ICB Fire and Smoke Damper Supervisor certification and the ICB TABB Supervisor certification. This role oversees and directs technicians performing smoke control system testing, coordinates procedures, ensures compliance with NFPA 92 and other applicable standards, and provides technical leadership to ensure systems are tested, documented, and maintained correctly

Smoke Control Systems Contractor

SCS Contractor certification is offered to contractors who meet ICB requirements, including being signatory to a collective bargaining agreement that contributes to NEMIC and staying current with all associated obligations. Contractors must employ ICB-certified SCS Technicians and Supervisors in sufficient numbers, complete at least three smoke control system projects, and provide three references attesting to their competence and integrity. They must also pay the required application fee and complete the full certification process outlined by the ICB



Time Limits on Testing and Re-Testing

Candidates have one year from ICB approval to complete the written exam or they must reapply. Anyone who fails an exam may re-test according to ICB procedures, but only after the required waiting period shown in the table

Re-Test Waiting Periods

Re-Test Attempt	Waiting Period Between Re-Test Attempts
First	30 days
Second	60 days
Third and all subsequent attempts	90 days

Certification Fees (Effective January 1, 2020)

Certification Level	New Certification	Renewal Certification
Technician	\$0	\$0
Supervisor	\$125*	\$125*
Contractor	\$250	\$125

*Fees waived for SMART members.

Renewal of Certification

ICB sends a renewal notice about 90 days before the certification expires. All renewal forms and required information must be submitted before the expiration date. At renewal, the certified individual must meet the same qualifications required for initial certification. Continuing Education Units (CEUs) must also be completed during the certification period; from the date the certification was issued or last renewed up to the expiration date.

CEUs Required for Renewal

Certification Level	CEUs Required
Supervisor	8
Technician	4