



“Enhancing the stature and effectiveness of the acoustical consulting profession for the mutual benefit of the public and the member firms.”

MEMBERSHIP APPLICATION REFERENCE FORM

Instructions:

Applicant

- 1. Complete Sections I and II of this form.
- 2. Return the membership application and this form to the NCAC office.
- 3. Advise your reference that the application and reference form will come from NCAC via email.

Reference

- 1. Complete Section III of this form.
- 2. Sign and date the form.
- 3. Return this completed Reference Form to the NCAC office address shown below.

Section I - Applicant Firm Data

Firm Seeking NCAC Membership: _____

Firm Principal submitting application: _____

Section II - Reference Data

NCAC Firm Member: _____

NCAC Firm Member Principal submitting reference: _____

Reference’s Telephone #: _____

Reference’s Email Address: _____

Section III - Reference Instructions

The Applicant Firm shown above is applying for membership into the NCAC. You have been submitted as a reference. Membership in the NCAC carries with it the presumption that its members provide competent acoustical advice and use ethical business practices. Please keep this in mind when acting as a reference. If you do not feel qualified to serve as a reference for the applicant, please indicate so below and return the form to the NCAC business office address shown below.

() I do not feel qualified to act as a reference for the applicant.

If you feel qualified to act as a reference for the applicant, please answer the following questions and return the form to the NCAC business office address shown below.

1. How long have you known the applicant’s principal listed above? _____

2. How well do you know the applicant's principal?

Have worked with principal

Know principal only casually

Know principal well but have not collaborated on work with him/her

3. If you have worked with the applicant's principal, in what capacity?

Collaborated on a project

Provided independent review of work

Supervised as an employee

Worked together on Professional Society committees

Other (describe)

4. If you were unable to undertake a project for any reason, would you refer the applicant to a potential client? Why or why not?

5. Would you be willing to collaborate with the applicant on a common project? Why or why not?

I am pleased to recommend the approval of _____ as a Firm Member of the NCAC and its principal shown above as a professional colleague. I know of no reason, professional or personal, why this applicant should be denied membership into the NCAC.

Reference Signature: _____ Date: _____

Printed Name: _____

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