



## Membership Criteria & Application Process

NCAC membership is granted to acoustical consulting firms with specialized expertise, determined by the education, references, and proven experience of the firm's principals. Qualification for Firm

Member status relies on technical expertise, leadership, and ethics, as demonstrated in the application and reference letters. These identified leaders shall be known within NCAC as “NCAC Principals” regardless of their title within the firm. NCAC members agree to hold themselves to high standards of professionalism by adhering to a [Canon of Ethics](#) and following [guidelines for attribution of credit](#).

### To Qualify for NCAC Membership<sup>1</sup>:

- Primary business must be acoustical consulting.
- Business has been in operation for at least one year.
- Firm principals who practice acoustical consulting must be full or Fellow members of either the Acoustical Society of America (ASA), Institute of Noise Control Engineering USA (INCE-USA), or Audio Engineering Society (AES).
- Acoustical consulting technical<sup>1</sup> and financial management must be under the direction of people who are providing acoustical consulting services. At least one person providing acoustical consulting services must be involved in financial management.
- No more than 50% of annual acoustical consulting revenue should come from a single client.
- Firm must not be associated with the manufacture or sale of any product if such association could jeopardize rendering independent, unbiased recommendations to clients.

<sup>1</sup>[Membership Requirements](#) (bylaws excerpt); <sup>2</sup>Technical management includes recruiting, training, and supervision of competent staff and assuring the firm uses proper methods for calculations and measurements to yield appropriate guidance to clients. Financial management includes managing resources and recruiting business to assure that the Firm Member is financially successful.

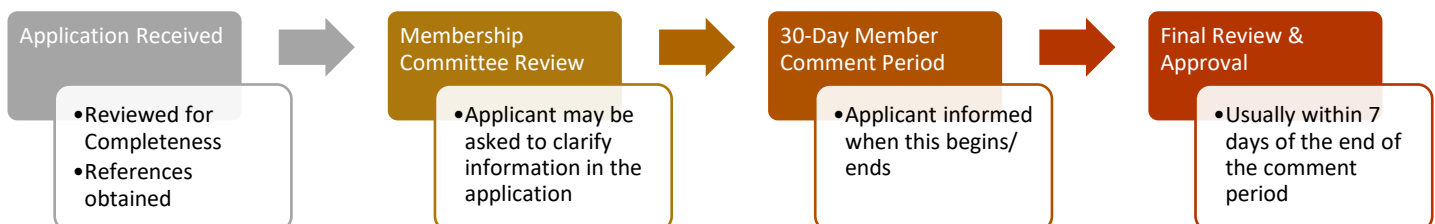
### Before Starting Your Application:

- ✓ Confirm you meet the membership requirements above.
- ✓ Review the [Attribution of Credit guidelines](#) and ensure the firm website, principal resumes, and other promotional materials are in alignment.
- ✓ Identify two NCAC Member References (see [NCAC Directory](#)) for NCAC to contact on your behalf. If you do not have two NCAC members in your network, you can request an interview with the NCAC membership committee instead.
- ✓ Identify three client references (name, company, phone & email).
- ✓ Gather any promotional literature about your firm, resumes of principals and key staff members and such other information which you believe will help guide the NCAC Membership Committee in making its recommendation to the NCAC Board of Directors. This can be provided as links or attachments to the application.
- ✓ The firm application fee is \$100, due at the time of application. This fee will be refunded if your application is not approved.

Ready? [Complete the Online Membership Application](#)

### Application Process Overview

NCAC staff will keep you updated as your application progresses through the review process. The application review process usually takes 2-3 months.



Questions? Feel free to reach out to the NCAC Office at [info@ncac.com](mailto:info@ncac.com) or (317) 328-0642.