TESTING APPLICATION FORM

v.16.1

Revised: March 16, 2020

Introduction -

This Testing Application Form is used to officially request that a product be tested by the BACnet Testing Laboratories (BTL) Lab. **A non-refundable application fee of $750.00 USD is required with the submission of this form.** For non-BACnet International Corporate Members in order to secure a place in the testing queue, the application fee payment is due with the submission of this form. Non-members must also pre-paid of 50% of the estimated testing fees and expenses in order for testing to commence. For BACnet International Corporate Members in good financial standing payment of the application fee is due within net 30 days of submission.

There is no BACnet International Member discount available on the application fee, however BACnet International Corporate Members (Platinum, Gold, Silver) do receive a 50% discount on the testing rate per hour (see page 6 for more information).

In addition to completing the BTL Testing Application, you **must** also complete the **BTL Checklist**. The BTL Checklist describes the BACnet functionality of the product and will determine the appropriate testing required.

Your company **must** also sign and return the **BTL Lab Standard Product Testing Agreement**, a legal agreement that contains the terms and conditions for the BTL Lab's Product Testing program. The BTL Lab will not be able to process any product testing applications from your company until the agreement is in force.

This application form and non-refundable application fee are valid for one (1) year after the date of application. If BTL Testing has not begun within one year's time, the non-refundable application fee is forfeited and a new BTL Testing Application must be submitted.

After the application and supporting documents are received and processed, the Testing Services Team will contact you to discuss arrangements for testing. If you have any questions about the application form or the BTL Checklist, please contact the Testing Services Team at testing@bacnetinternational.org.

Please send **one (1) completed BTL Lab Testing Application Form** and the **two (2) supporting documents** (**BTL Checklist** and **BTL Lab Standard Product Testing Agreement**) for each product to:

Attention: Testing Services Manager

By email to: testing@bacnetinternational.org

Or by mail to: BACnet International
PMB 321
2900 Delk Road, Suite 700
Marietta, GA 30067-5350

IMPORTANT: Do not send any products to this mailing address—they will be returned!

A mailing address for products will be provided to you at a later date.

Applicant Information -

Name:

Job Title:

Company and Division:

Address:

City & State/Province:

Zip/Postal Code:

Country:

Telephone Number:

Fax Number:

E-mail Address:

Product Information -

Product Manufacturer:

Product Name:

Product Model Number:

Firmware Revision to be Tested:

BACnet Protocol Revision Value:*

BACnet Vendor Identifier:

*Protocol Revision
  The product must be at the current minimum Protocol Revision or higher. (See BTL Testing Policies)

Testing Information (Please check only ONE) -

This is New Testing ☐

This is a Re-Test of a previously tested product ☐

This is a Re-Test for Certification Renewal ☐

Additional information from previously tested product or Certification Renewal:

RBTO where Testing Occurred: _____

Test Case Number: _____

Note - For Previously Tested Products - Please indicate what function is new by highlighting your "x" in the "BACnet Device Profile Supported" section below.

Contact information of the other RBTO's may be found on the Device Testing page on the BTL website.

BACnet Device Profile Supported -
(select as many as applicable)

☐ B-XAWS	[BACnet Cross-Domain Advanced Operator Workstation]
☐ B-AWS	[BACnet Advanced Operator Workstation]
☐ B-OWS	[BACnet Operator Workstation]
☐ B-OD	[BACnet Operator Display]
☐ B-ALSWS	[BACnet Advanced Life Safety Workstation]
☐ B-LSWS	[BACnet Life Safety Workstation]
☐ B-LSAP	[BACnet Life Safety Annunciator Panel]
☐ B-AACWS	[BACnet Advanced Access Control Workstation]
☐ B-ACWS	[BACnet Access Control Workstation]
☐ B-ACSD	[BACnet Access Control Security Display]
☐ B-BC	[BACnet Building Controller]
☐ B-AAC	[BACnet Advanced Application Controller]
☐ B-ASC	[BACnet Application Specific Controller]
☐ B-SA	[BACnet Smart Actuator]
☐ B-SS	[BACnet Smart Sensor]
☐ B-ALSC	[BACnet Advanced Life Safety Controller]
☐ B-LSC	[BACnet Life Safety Controller]
☐ B-AACC	[BACnet Advanced Access Control Controller]
☐ B-ACC	[BACnet Access Control Controller]
☐ B-RTR	[BACnet Router]
☐ B-GW	[BACnet Gateway]
☐ B-BBMD	[BACnet Broadcast Management Device]
☐ B-ACDC	[BACnet Access Control Door Controller]
☐ B-ACCR	[BACnet Access Control Credential Reader]
☐ B-General	[BACnet General]

Technical Contact Person -

Name: _____

Job Title: _____

Company & Division: _____

Address: _____

City & State/Province: _____

Zip/Postal Code: _____

Country: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Billing Contact Person and Billing Address -

Name: (Attention To) _____

Job Title: _____

Billing Company & Division: _____

Billing Address: _____

Billing City & State/Province: _____

Billing Zip/Postal Code: _____

Billing Country: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

$750.00 Application Fee Payment (check one) -

Application Fee is due upon submission of this application for Non- Members and is due within 30 days for BACnet International Corporate Members (Platinum, Gold, Silver)

☐ Company Check
   Make checks payable to **BACnet International** and mail to address on page 1

☐ Credit Card
   Contact info@bacnetinternational.org to get a secured payment link

☐ Company Purchase Order

   If known, Testing Application PO #: _____

☐ Electronic Funds Transfer
   Transfer information will be sent upon receipt of this application. **Note**: All funds must be received in U.S. Currency and all wiring fees are the transferring company's responsibility.

Final Testing Invoice Payment (check one) –

50% of the estimated testing fees and expenses must be pre-paid before testing is able to commence for non-members

☐ Company Check

    Make checks payable to **BACnet International** and mail to address on page 1

☐ Credit Card

    Contact info@bacnetinternational.org to get a secured payment link

☐ Company Purchase Order

    If known, Final Testing PO #: _____

☐ Electronic Funds Transfer

    Transfer information will be sent upon receipt of this application. **Note**: All funds must be received in U.S. Currency and all wiring fees are the transferring company's responsibility.

Product Testing Fees - Hourly Billing Rate (check one) –

☐ $75.00 USD / Hour - Currently a BACnet International Corporate Member in good financial standing and testing will be billed at a 50% off discounted rate.

☐ $75.00 USD / Hour + Pay First Year Membership Dues - Applying for BACnet International Membership to receive testing at the discounted rate

      __ **Platinum Membership** - $32,400.00 USD annually includes (30) thirty Product Listings that can be distributed among 6 brands. Additional listings are $200.00 USD annually.

      _ **Gold Membership** - $10,800.00 USD annually and includes (10) ten Product Listings. Additional listings are $400.00 USD annually.

      Silver Membership - $5,400.00 USD annually and includes (1) one Product Listing. Additional listings are $2,000.00 USD annually.

☐ $150.00 USD / Hour – Non- BACnet International Member. I understand that testing will be billed at the non-member, not the discounted member rate of $75.00/hour. I also understand that my $750.00 Application Fee and 50% of the estimated testing fees and expenses must be pre-paid before testing will commence.
After the product has completed testing you can apply for a BTL Certification (BTL Listing and BTL Certificate) which can be added to the BTL Listing of Tested Products Database. Only products that appear in the Tested Product Database can use the BTL Mark. Listed products are maintained through an annual Listings fee of $2,000.00 USD per product.

If you have any membership questions, please contact Dave Nardone at david@bacnetinternational.org

Please include the following supporting documents with this BTL Testing Application –

☐ **BTL Checklist** completed for device to be tested.
    Download under Current Test Package Section on the BTL Test Documentation Page on the BTL website

☐ **BTL Lab Standard Testing Agreement**, signed and dated.
    Download on Testing Process Page on the BTL Lab website

Applicant Signature:
                          _____

Company Applying
for BTL Testing: _____

Signature Date: _____

Version	Date	Author	Change
15.01	8-Sept-2017	E Hayes	• First Version for BTL Lab • Includes all BACnet BIBBS and Objects
15.02	11-Sept-2017	E Hayes	• Corrections
15.03	12-Sept-2017	E Hayes	• Added Network Port Object • Added new vs re-test
15.04	6-Oct-2017	K.Battle	• Added SoftDEL Systems Question • Corrections
15.05	4-Dec-2017	N. Nardone	• Updated payment terminology • Language and instruction updates • Logo change
15.06	27-Mar-2018	K.Battle	• Optimized File • Formatting
15.1.01	12-Jul-2018	K.Battle	• Eliminate Duplicate Information from BTL Checklist
15.2	30-Nov-2018	K.Battle	• Updating Testing Contact Information • Formatting
15.2.01	10-Apr-2019	R.Ruel / K.Battle	• Added Hyperlinks to BTL Website • Updated Retesting for Certification Renewal • Formatting
16.0	19-Sept-2019	K.Battle	• Updating Testing Lab Information
16.0a	18-Feb-2020	KList /R. Ruel	• Remove reference to PTL/SoftDEL on page 2 • Added Updated Verbiage for Billing • Corrections/Formatting
16.1	16-Mar-2020	K.List/D.Nardone/K. Magee	• Updated Verbiage for Billing