

#### Dear Valued Customer / Standing Seam Roof Installer:

Listed below is a summary of the new SSR Installer Certification Program – Field Edition. Noted are the eligibility requirements, cost and restrictions on being used as an interim alternative to presently scheduled/conducted class versions with both written and hands-on assembly segments. This program is not applicable for Insulated Metal Panels.

1. Participants are only eligible if they cannot attend a regularly scheduled SSR Installer Certification class prior to needing certification to start a project containing a Single Source I, II or III Weathertightness Warranty or customer has opted not to have a final roof inspection in lieu of a certified installer for a Standard III – NDL Weathertightness Warranty.
2. Applicants must contact the SSR Installer Certification for authorization to opt to the Field Edition prior to submitting paperwork via [installertraining@cornerstone-bb.com](mailto:installertraining@cornerstone-bb.com) or by phone at 281-847-8008.
3. A maximum of (2) installer applicants is permitted per certification type / classification for the Field Edition.
4. Installer Certificates received via the Field Edition are valid for (1) year only and can be renewed as noted further in this section with specific requirements.
5. The certification type / classification and costs are as follows:
  - a. **Trapezoid – SSR Panels – UD/DL** = \$300 per applicant
    - i. Ultra-Dek and Double-Lok
    - ii. Roof Penetrations & Special Conditions
    - iii. Weathertightness Warranties
  - b. **Vertical Rib – SSR Panels – BL/SL/LK & CF** = \$300 per applicant
    - i. BattenLok HS, Curved BattenLok, SuperLok, Lokseam & Craftsman
    - ii. Roof Penetrations & Special Conditions
    - iii. Weathertightness Warranties
  - c. **All Profiles – SSR Panels – UD/DL/BL/SL/LK & CF** = \$450 per applicant
    - i. Ultra-Dek and Double-Lok
    - ii. BattenLok HS, Curved BattenLok, SuperLok, Lokseam & Craftsman
    - iii. Roof Penetrations & Special Conditions
    - iv. Weathertightness Warranties
6. The following forms must be completed and submitted with payment:
  - a. SSR Installer Certification Program Application – Field Edition
  - b. SSR Installer Certification Program Metal Roofing Project Resume
  - c. Copy of applicant's sponsor company's Certificate of Insurance for General Liability and Workman's Compensation. (not required for audit)
  - d. Payment can be processed over the phone or via electronic check or completed credit card form
7. **Applicants that successfully complete the Field Edition course will receive an applicable SSR installer certificate only that will be valid for only (1) year. No badges will be issued for the Field Edition course.**
8. Installer certificates will be sent/emailed to the applicant(s) company to retain electronically and print for verification of completed course as needed. (i.e. job submittals, roof inspections, etc.)
9. To renew certificates obtained via the Field Edition course the applicant must first attend an SSR Installer Certification Class at a designated NCI Group, INC / Cornerstone Building Brand training location.
  - a. Renewal can be up to a max. of (6) months after the (1) year expiration of the certificate
  - b. **Cost for renewal and class attendance will be \$75** provided it is not past the (6) month limitation
  - c. For renewal requests beyond the (6) month limitation, the cost for renewal and class attendance will be \$300
  - d. Upon expiration of a Field Edition certificate if within the (6) renewal grace period, the applicant would no longer be recognized by NCI Group, Inc / Cornerstone Building Brands as SSR Installer Certified and as such not eligible to meet projects or warranted requiring certifications.

- e. Renewal applicant(s) will submit an SSR Installer Certification Program Application and advise their need to attend class for renewing a Field Edition certification.
- f. Upon completion of the classroom/hands-on course, a new installer certificate will be issued for **ALL PROFILES** along with an installer badge for which certification status is extended and additional five (5) years before renewal is required and notes as such on certificate and badge. Further renewals (every 5 years) would not require attending a class.
- g. **Transfers will not be eligible for the Field Edition certificate.** Participant will need to complete SSR Installer Certification Class at a designated NCI Group, INC / Cornerstone Building Brand training location prior to transfer regardless if within the expiration period. The cost will be \$150 for transfer and attendance to classroom/hands-on course.

This SSR Installer Certification – Field course will contain a series of training documents that the applicant can view electronically or print to review/retain for future reference. The documents will be specific to the product type for which the training class is being administered (Trapezoid, Vertical Rib or SSR).

Each training segment contains a “Presentation” file that coincides with a “Manual” file. It is recommended that the applicant print the “Manual” version of each segment and then view the “Presentation” segment electronically.


The roof systems for which this installer certification course is specifically being administered will be identified in the correspondence forwarded after registration is complete. This will be via email with documents attached or by weblink or Dropbox invitation:

**Example: The roof systems for which this installer certification course is being administered:**

**Trapezoid – SSR Panels - UD/DL**

Additionally, corresponding “manuals” and “presentation” files will also be provided or linked:

**Example:**

-  SSR - Manual A+General Info - Handling - For Print & Reference
-  SSR - Manual B\_UD-DL Installation Methods - For Print & Reference
-  SSR - Manual E&F\_SSR Roof Penetrations and Special Conditions Parts A & B - For Print & References
-  SSR - Manual G\_Weathertight Warranties - For Print & Reference
-  SSR - Presentation A\_General Info - Handling - For View
-  SSR - Presentation B\_UD-DL Installation Methods - For View
-  SSR - Presentation E\_SSR Roof Penetrations and Special Conditions Part A - For View

Additional training videos or links may also be included with the training correspondence for supplement literature to review while completing the course:

The applicant must pass the included training test(s). A minimum score of 80% is required per test. An applicant is allowed only 2 attempts to achieve this before certification eligibility is denied. This is an open-book test, where the applicant can directly reference the materials in both the “Manual” and “Presentation” documents. The test can be completed electronically or printed and answered manually. Additional instructions and requirements for completing/submitting the test will be included in the test file.

**Example:**

-  SSR - Installer Certification Test - Trapezoid - UltraDek and DoubleLok

Upon submission of the test for grading, the applicant will then be notified of their Pass / Fail status within 24 hours. If the applicant should fail their first attempt, the tests will be returned for he/she to review, correct and resubmit. Upon successful completion of the course, the applicant will receive an electronic certificate. The applicant must retain a copy of this certificate. A hard copy of this certificate should be presented to the Cornerstone Building Brands inspector at the time of the first roof inspection for Single Source Warranties.

If you have any questions, please contact the SSR Installer Certification Program via email at [installertraining@cornerstone-bb.com](mailto:installertraining@cornerstone-bb.com) or by phone at 281-847-8008.

Thank you