



Craftsman™ HB/LokSeam®

Ultra-Dek®/Double-Lok®

Insulated Metal Panels



Installer **CERTIFICATION PROGRAM**



**CERTIFIED
INSTALLER**



BattenLok® HS/SuperLok®

nciGROUP, INC.
APPLICATION FOR INSTALLER CERTIFICATION PROGRAM
 Standing Seam Metal Roofing Systems

APPLICANT'S FULL NAME: _____
 APPLICANT'S ADDRESS: _____
 EMPLOYER OR SPONSOR COMPANY: _____
 EMPLOYER OR SPONSOR COMPANY'S ADDRESS: _____
 EMPLOYER OR SPONSOR COMPANY PHONE NO.: _____
 EMAIL ADDRESS (OPT): _____

APPLICANT hereby makes application for training in NCI Group, Inc. (NCI) formal training program necessary for certification as a NCI CERTIFIED INSTALLER for the following products manufactured by NCI:

Standing Seam Metal Roofing Systems - Ultra-Dek®; Double-Lok®; BattenLok HS®; SuperLok®; LokSeam®; Craftsman-HB™

APPLICANT and the Applicant's Employer or Sponsor Company hereby represent to NCI that: (1) the Applicant is an experienced installer of metal roofing products and has been actively involved in the installation of metal roofing products for the last (3) years immediately preceding this application; (2) Applicant and/or Employer or Sponsor Company shall provide to NCI, with this application, proof of General Liability Insurance in the minimum amount of \$250,000 for each loss and a certificate showing that there is, in force, worker's compensation insurance for Applicant and/or Employer or Sponsor Company; (3) Neither Applicant or Employer/Sponsor have filed a petition seeking relief under the Bankruptcy Code.

APPLICANT shall provide to NCI a list of five (5) metal roofing applications that he/she has recently completed including the name of a person to contact at the project, phone number, and project address. The applicant hereby grants to NCI the right to contact the designated individual for the purpose of inspecting the work and assuring owner satisfaction with the work.

If Applicant is accepted by NCI for training in its Installer Certification Program, Applicant agrees to attend the complete program at the NCI facility designated per the Installer Certification Seminar schedule or at any other location acceptable to both Applicant & NCI.

NCI's Installer Certification Program, training and certification assure ONLY that NCI has provided to Applicant and that Applicant has completed an instructional course in the proper installation of the products for which the Applicant received instruction and does not undertake to re-certify or inspect a certified applicant's work to determine the utilization of the methods and procedures for which Applicant has been instructed.

The training program for which the Applicant submits this application shall take place at a time and place to be designated by NCI, in writing, to the Applicant and the Applicant's Employer or Sponsor Company.

Registration & Fees: There is a \$50 (non-refundable*) application fee per applicant due with the original signed application when submitted. This fee reserves your space for the certified installer training course and will be applied toward the overall course fees upon attending.

Course fees are \$275 for the first applicant, \$225 for second applicant and \$150 for third applicant and all subsequent applicants per company or organization. Individuals wanting to attend but do not require certification at this time can do so for a \$50 - Audit only fee. This fee can be applied to full certification costs if desired to become certified installer at a later date and meet all other certification criteria.

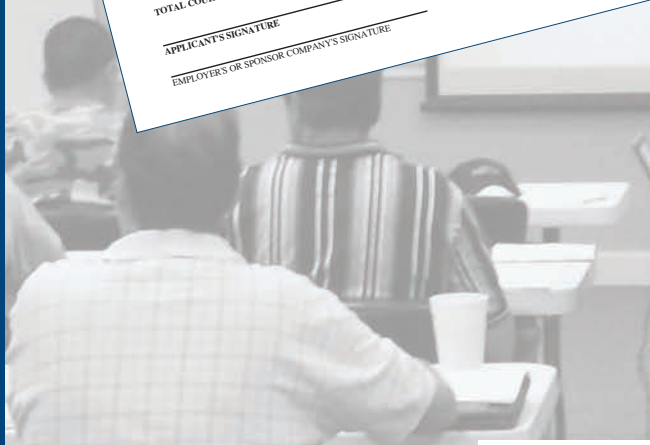
Course fees pay for the costs and expenses of the training program only. Lunch will be provided by NCI on class dates. All expenses for travel, transportation, lodging and meals shall be borne by the Applicant or the Applicant's Employer or Sponsor Company.

* cancellation notices received a minimum of (2) business days prior to class start date are eligible for refund of application fee.

Please call to check availability. **Class size is limited to the first (25) registered attendees (exceptions may apply on a per class & location basis)**

TOTAL COURSE FEE: \$ _____
 PAYMENT SUBMITTED: \$ _____
 DATE _____
 DATE _____

APPLICANT'S SIGNATURE _____
 EMPLOYER OR SPONSOR COMPANY'S SIGNATURE _____



Architects are using metal in more diverse ways than ever before. Because of the intricate details that are created, the erector, now more than ever, must know and understand the nuances of the system he is installing. As architectural designs become more intricate, so does the installation. To ensure their designs and specifications are complied with, architects are specifying that the roof installer be "certified" by the roofing manufacturer.

NCI believes that manufacturers and installers should be working in cooperation with each other to deliver an "in place" product that meets the customer's needs and expectations. However, this requires that the roof system manufacturer do more than just mail out certificates. NCI is committed to training and educating erectors in both the proper use and installation of our roof systems.



Installer Certification

nciGROUP, INC.

Mr. Certified Installer

The "Installer", on behalf of Roof, Inc., the "Company" has satisfactorily completed the NCI training seminar and has passed the required exams thereby qualifying as an NCI Certified Installer for the following products:

Ultra-Dek®/Double-Lok®, BattenLok® HS/SuperLok®, LokSeam®/Craftsman™ HB

The installer may represent to the public the Authorized Installer status on behalf of the company only. NCI Group, Inc. ("NCI") hereby certifies satisfactory completion of the NCI training seminar for the proper installation of the NCI products listed on this certificate. However, the installer and the company are not independent of NCI and are bound by the terms, conditions, restrictions and representations. NCI does not disavow or disown from the installer and the company and the company are NOT SUBJECT TO THE INSTRUCTION AND CONTROL OF NCI. NCI DOES NOT SUPERVISE OR INSPECT ANY INSTALLATION OF ITS PRODUCTS AS A CONDITION TO CERTIFICATION.

This certificate shall be renewed, without charge, for four successive one-year periods, provided that the Company listed above is in compliance with Items 1-6 listed below. However, in the event that NCI makes significant and substantial changes to the procedure for installation of any of its products, NCI may require re-certification by the Company, during the term of this certificate, as extended to no event shall this certificate remain in force and effect any time on or after the fifth anniversary date from date of issuance.

This certificate shall remain in full force and effect during its term subject to the following conditions: (1) the installer and the company shall: (1) Cause the installer to be present on each job site to supervise the entire installation of NCI products; (2) Utilize only those methods and procedures demonstrated by NCI at its training seminar; (3) Maintain Worker's Compensation Insurance; (4) Maintain Primary Liability coverage in the minimum amount of \$250,000 for each loss; (5) Have no claims pending or asserted of negligence or defective workmanship of NCI products; and (6) Have not had for protection from creditors under any state insolvency or debtor reorganization or under the United States Bankruptcy Code.

Instructor _____ Issue Date _____














Why Does NCI Have An Installer Certification Program?

- Architects are demanding it.
- The installation of NCI's architectural roof and wall systems will be improved with greater industry installation knowledge.
- Architectural roof and wall systems offer building owners benefits that no other construction material can offer, but for those benefits to be fully realized, the products must be installed properly. Therefore, the installers should be trained in the proper methods and procedures of installation.

Who Can Be Certified?

Any company/individual combination that meets the requirements.

What Are The Requirements To Be Considered For Certification?

- Three years metal roof & wall installation experience immediately preceding application submittal.
- General Liability Certification of Insurance demonstrating coverage in the minimum amount of \$250,000 for each loss.
- Worker's Compensation Insurance for Applicant and/or Employer or Sponsor Company.
- Neither Applicant nor Applicant/Sponsor has filed a petition seeking relief under the Bankruptcy Code.
- Each Applicant (individual) must submit five references of recently completed projects.

Why Do We Not Certify Individuals By Themselves?

NCI has worked hard to earn the respect of the architectural community and we believe the architectural community wants, deserves and is mandating an authorization program that has depth and substance. This mandate calls for more than individual authorization; it calls for an individual that is backed by an organization (a company) and a support system (a company).

Why Do We Not Certify Companies By Themselves?

We want to make sure the person (the installer) that satisfactorily completes the NCI training is actually on the job supervising the installation.

Which NCI products are included in the certification program?

Standing Seam Metal Roofing Systems –

- Ultra-Dek®
- Double-Lok®
- BattenLok® HS
- SuperLok®
- Craftsman™ HB
- LokSeam®

Insulated Metal Panels Systems –

- Vertical Wall Panels
- Horizontal Wall Panel
- IBL/CFR
- Fire Resistant Panel

What Does The Training Class Include?

- Each product class will last a maximum of three days.
- Classroom instruction which includes review of the respective product's technical manual.
- Hands-on instruction which includes review of the respective product's mock-up details.
- Written tests that must be passed.
- Open discussion.
- Upon satisfactory compliance with and completion of the training course, the certificate will be issued and mailed to the installer.

How Much Does The Course Cost?

Each course is \$275.00 per product for the first applicant; \$225.00 per product for the second applicant; and \$150.00 per product for each additional applicant.

How Long Does A Certification For A Product Last?

The certification will expire five (5) years after issuance. After five (5) years, assuming there are no major product changes, the certificate may be renewed for an additional five (5) year period for a \$50.00 fee per certificate, subject to the original terms.

The Installer And The Company Shall:

- Ensure the installer is present on each job site to supervise the entire installation of NCI products.
- Utilize only those methods and procedures demonstrated by NCI at its training seminar.
- Maintain Worker's Compensation Insurance.
- Maintain General Liability coverage in the minimum amount of \$250,000 for each loss, submitted annually.
- Have no claims pending or asserted for negligent or defective workmanship of the respective certified NCI product(s).
- Not file for protection from creditors under any state insolvency or debtor relief statutes or under the United States Bankruptcy Code.

What Benefits Can The Erector Derive From Product Certification?

NCI is seeing more and more architectural specifications requiring the installer to be certified by the manufacturer. Often times the architect requires a list from NCI for certified erectors within the vicinity of the job site. NCI can only send certified installers to the architects. Also, each manufacturer's roof system is slightly different. Training to ensure a properly installed roof is well worth the time invested for certification.

What If There Are Major Product Changes?

Major product changes will require the installer to take a new course. A class will be scheduled and all currently certified installers of that product will be notified of the class date. There will be no charge for this class. However if you do not attend this class and decide to attend a class at a later date, there will be a \$150.00 charge.

How do I enroll?

Complete application for authorized installer certification program and submit with payment and required supportive documentation. Reference online certification checklist for details. Attendees are responsible for own travel/lodging expenses. Lunch to be provided during class.

What if I don't meet all of the requirements to become a certified installer?

You can still attend class for educational reasons to learn the products. On your application, note that you wish to audit the class only. A \$50.00 registration fee is required, which can be applied toward future certification.

What If The Installer Switches Companies?

The new company must fill out an application and meet the listed requirements. There will be \$150.00 transfer charge.

Can A Certification Be Revoked?

Yes. If a certified installer demonstrates an inability to properly install the roof system, refuses to make repairs requested by NCI pursuant to the issuance of a weathertightness warranty, or does not meet the terms of the program, NCI may revoke the installer's certification.



Installer CERTIFICATION PROGRAM



CERTIFICATION HIGHLIGHTS

- Strict qualifications
- Training, including tests
- A program of substance

PRODUCTS AVAILABLE FOR CERTIFICATION

- Ultra-Dek® /Double-Lok®
- BattenLok® HS/SuperLok®
- Craftsman™ HB/LokSeam®
- Insulated Metal Panels

NCI GROUP, INC.

MBCI
Metal Roof and Wall Systems
877.713.6224
mbci.com

METALLIC
BUILDING COMPANY
An NCI Company
800.777.9378
metallic.com

MID-WEST
STEEL BUILDING COMPANY
800.777.9378
mid-weststeel.com

A&S
A&S BUILDING SYSTEMS
800.274.2100
a-s.com

METL SPAN
877.585.9969
metlspan.com

Garco
Building Systems
800.941.2291
garcobuildings.com

MESCO
Building Solutions™
800.556.3726
mescobuildingsolutions.com

Robertson
Robertson Building Systems
800.387.5335
robertsonbuildings.com

Ceco
Building Systems
800.474.2326
cecobuildings.com

STAR
BUILDING SYSTEMS,
AN NCI COMPANY
800.879.7827
starbuildings.com

Descriptions and specifications contained herein were in effect at the time this publication was approved for printing. In a continuing effort to refine and improve products, NCI reserves the right to discontinue products at any time or change specifications and/or designs without incurring obligation. To insure you have the latest information available, please inquire or visit our Web Site at www.ncip.com. Projects should be engineered to conform to applicable building codes, regulations, and accepted industry practices. If there is a conflict between this manual and project erection drawings, the erection drawings will take precedence.

