

Installer Certification Program Checklist

The following items are required for certification:

- Completed Application: Applications can be submitted electronically via fax or email (ncibuildings@ncigroup.com) to reserve a seat. An application is required for each attendee. **Applications must include the signature of the applicant and the employer or sponsoring company.** Application fees are per individual, per class type. Application must note desired class date/location and if attending for purpose of "Certification" or "Audit".
- Full payment of course fees is due at registration. This reserves your space for the installer training course. See application for course fees. Credit card payments can be made over the phone by calling 865-425-2012. **Credit Card Payments ONLY. CASH will not be taken for payment if brought to the class. Cancellation notices received 3 business days prior to class start day will be eligible for a full refund or reschedule to alternate date without additional fee. Cancellations inside 3 business dates are subject to a minimum fee of \$50 per individual.**
- Proof of general liability insurance or approved equivalent and workman compensation insurance is required for attendees registering for purpose of obtaining certification. This is regardless if applicant state of residence or business requires such. Call if questions or for information on approved equivalents. This is a yearly requirement of the NCI Group, Inc. Certified Installer program. You may also choose to notify the insurance carrier and request that NCI be added as a certificate holder so that updated proof of insurance can be sent directly to NCI Group, Inc. annually when renewed. Those attending to "Audit" are not required to provide proof of GL/WC insurance.
- 5 Project Resume: Each attendee must provide a legible listing of five previous metal roofing projects for which they have installed. The resume must include the following information: Project name, Address, Phone Number and Contact Name. A Project Resume Form is available. These do not have to be NCI Group, Inc. specific product systems that were installed. Those attending to "Audit" are not required to provide a job resume.
- Verification of attendee having been actively involved in the installation of metal building products for a minimum of three (3) years immediately preceding attendance to the NCI Group, Inc. Certification Program. The signature of the employer or sponsoring company on the application provides this verification. Verification is only required for those requesting certification.
- A photo service will be made available during class to capture picture of attendee. Attendee may choose to bring two (2) passport photos to class. These photos will be used for purposes of creating formal certification cards those attending for "Audit" do not require a photo..
- **Each attendee is responsible for travel and transportation to and from program class locations, class room site and mock-up locations. See the Hotel & Plant List for locations and contact information.**
- Lodging reservations are the responsibility of each attendee. Special rates may apply at hotels so be sure to indicate you will be attending the NCI Group, Inc. - INSTALLER CERTIFICATION PROGRAM when making reservations. NCI Group, Inc. does not guarantee room availability. Make reservations for lodging as early as possible to ensure availability. See Hotel & Plant List for locations and contact information.
- Dress Code: The hands-on portion of the program is held in our manufacturing facilities. Therefore, attendees must adhere to plant safety requirements during that portion. Failure to comply will prohibit the attendee from participation in the hands-on portion of class making the attendee not eligible for certification.
 - Long Pants – No shorts or cut-offs.
 - Shirt with Sleeves – No tank tops or sleeveless shirts.
 - Work Boots or Closed Toe Shoes – Steel Toe Boots or Shoes are recommended. No sandals or any slip on type shoes.

NCI will supply for class use the following items for the hands-on portion: gloves, arm bands, hard hats, & safety glasses as required by class location.

To submit all documentation for certification via email, please send to the following:

Installer Certification Program

Email: installertraining@cornerstone-bb.com