

# Installer Certification Application **for Renewal or Transfer**

Standing Seam Roof Systems Training

APPLICANT'S FULL NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## EMPLOYER OR SPONSOR COMPANY INFORMATION:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER/MANAGER NAME: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

Applicant hereby makes application for renewal or transfer for his/her existing Installer Certification(s):

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**Standing Seam Metal Roofing Systems: Ultra-Dek®; Double-Lok®; BattenLok HS®; SuperLok®; LokSeam®; Craftsman™ HB**  
**If not all SSR panels, please list here:**

Applicant and the applicant's Employer or Sponsor Company hereby represent to NCI Group Inc. that: (1.) the applicant is an experienced installer of metal roof and wall products and has been actively involved in the installation of metal roof and wall products for the three (3) years immediately preceding this application; (2.) applicant and/or Employer or Sponsor Company shall provide to NCI Group Inc. with this application, proof of General Liability Insurance and a certificate showing that there is, in force, worker's compensation insurance or approved equivalent for applicant and/or Employer or Sponsor Company; (3.) Neither applicant or Employer/Sponsor have filed a petition seeking relief under the Bankruptcy Code.

For either renewal or transfer requests that are more than three (3) years post expiration date of installers certification, NCI GROUP, INC requires the applicant to submit an updated Metal Roofing Project Resume. The applicant confirms to NCI Group Inc. a list of five (5) metal roof projects that he/she has completed including the name of a person to contact at the project, phone number, and project address. A Metal Roofing Project Resume is not required for renewals or transfers requested prior to installers current certification expiration or less than three (3) years past expiration on installers current certification.

NCI Group Inc. Installer Certification Program ONLY assures that: (1.) NCI Group Inc. has provided training to the applicant; (2.) the applicant has completed an instructional course in the proper installation of the products eligible for certification. NCI Group Inc. shall not undertake the responsibility nor obligation to: (1.) determine if the certified applicant is utilizing the methods and procedures taught in the program; (2.) re-certify or inspect a certified applicant's work in order to determine whether proper methods and procedures taught in the program were followed.

## Registration & Fees:

Select One:

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Renewal of current certification - **\$150 per application**

Current proof of General Liability Insurance and workman's compensation or approved equivalent insurance required.

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Transfer of current certification - **\$250 per application**

Current proof of General Liability Insurance and workman's compensation or approved equivalent insurance required.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYER'S OR SPONSOR COMPANY'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**TOTAL COURSE FEE :**      \$ \_\_\_\_\_

**PAYMENT SUBMITTED :**      \$ \_\_\_\_\_

Send form to: [installertraining@cornerstone-bb.com](mailto:installertraining@cornerstone-bb.com) Any Questions? Call 832-590-1052

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