

Installer Certification Program **for Renewal or Transfer Procedures**

If your certification expired less than 10 years ago you are able to renew your certification without retaking the class. Please fill out and submit the Renewal Application (linked below) along with required documents and information listed below to initiate the renewal or transfer process.

1. Customer must submit a separate **Renewal / Transfer form** for each person that is requesting a renewal or transfer:
 - a. Form must note **Renewal or Transfer** from options at bottom
 - b. Form must be complete with **signatures of applicant and Employer sponsor**
2. Customer must submit a current **Certificate of Insurance** for proof of General Liability and Workmans Compensation Insurance.
3. Payment can be received via completed **Cornerstone Credit Card form**, a credit card payment made over the phone or an **electronic check image** (front & back) submitted with forms and necessary supportive documentation.
4. Customer may submit **updated photo** for certification badge if they so choose. The photo must be similar to a driver's license or passport photo and received electronically. If no updated picture received, then photo on file will be used. If not file photo is available, then it shall be requested of the customer to submit.
5. Customer can only renew / transfer their certification in the manner for which their **original certification** was originally received.
6. If renewal / transfer date is **more than 3 years past** the current expiration of the installer's certification, an updated Metal Roofing Resume is required.
7. If renewal / transfer date is **more than 10 years past** the last certification expiration date or is more than 15 years past the original class date, the installer will need to re-take the course in its entirety.