

INSTALLER CERTIFICATION INSTRUCTIONS

STEP 1: (All these points are to be completed prior to STEP 2)

- Fill out and return the 'Installer Application Form' and attach to it the required documents.
- Sign and return the 'Installer Code of Conduct'.
- Sign and return the 'Installer Certification Agreement'.
- Fill out the 'Certification Fees and Costs Order Form' and send payment of 'CUFCA Certification & Enrollment' (\$1750.00 + HST)

see full cost details on the 'Certification Fees and Costs Order Form'

STEP 2:

- When ready for the practicum evaluation, fill out and return the 'Evaluation Request Form'
- Provide CUFCA with a digital color photo of yourself (for your 'Installer Certification Card')

Further Information

The Certification Manager reviews the received Installer Certification Package and all forms and attachments for completeness in reference to the type of certification desired. The Certification Manager shall seek additional information from the Applicant if required. The Certification Manager utilizes the completed Evaluation Request Form to initiate the written or practicum assessment or both.

The following evaluations shall be conducted:

- A 'closed book' maximum 2 hour written examination delivered by an online web based testing centre. Tests are proctored immediately and scores tabulated
- A practicum evaluation conducted by an approved Evaluator (on-site, 4 hours maximum).

The written examination and when applicable the practicum (on-site) evaluation shall be sent to the Certification Manager. The Certification Manager shall ensure that the delivery of the evaluations conform to the requirements as stated in the certification scheme and recommend to the Executive Director that certification be provided to the individual when all requirements are met. CUFCA shall notify the Applicant of the results (successful or unsuccessful) of the written examination and / or practicum evaluation. The maximum processing time for certification is 5 days which starts at the time all documentation is received at the CUFCA office. When the Applicant has successfully met the requirements, CUFCA shall provide the Certified Installer with an authorized notification letter, a certificate, and a certification card. The certification cards expires annually 12 months from date of issue.

Please submit all original forms to:

CUFCA Certification Manager
3200 Wharton Way
Mississauga, ON
L4X 2C1

Phone: 866-467-7729
Fax: 877-416-3626
email: cufca@cufca.ca

NOTE: All forms will be rejected if they are not completely filled with all required information. Faxes and Email digitally signed forms will be accepted as original documentation and considered fully legally binding. Maximum certification processing time is 5 days which starts on the day that all documentation is received at the CUFCA office.