

# Installer Certification Program Checklist

## The following items are required for certification:

- Completed Application: Applications can be mailed or submitted electronically via fax or email (mgwizdal@duro-last.com or efarver@duro-last.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.
- Payment of Course Fees: There is a \$300 USD course fee per applicant due at registration. This reserves your space for the installer training course. A credit card payment application form is included, or please make checks out to Duro-Last, Inc.
- Proof of general liability insurance or approved equivalent and workman compensation insurance. Forms must be sent with sign up paperwork to complete the certification process.
- Project Resume: Each attendee must provide a legible listing of at least five previous metal roofing projects with the following information included: **Project name, Address, Phone Number and Contact Name.** A Project Resume Form is available.
- Verification of attendee having been actively involved in the installation of metal building products for a minimum of three (3) years immediately preceding attendance. The signature of the employer or sponsoring company on the application provides this verification. Verification is only required for those requesting certification.
- Two (2) passport photos or digital photos in passport format for each attendee. A photo service will also be made available during class if needed. These photos will be used for purposes of creating formal certification cards.
- Each attendee is responsible for travel and transportation.
- Classes will be held at the Four Points by Sheraton Saginaw; 4960 Towne Centre Rd.; Saginaw, MI 48604.
- Lodging reservations are the responsibility of each attendee. A block of rooms under the name Duro-Last Roofing has been reserved for \$98 a night at the Four Points by Sheraton Saginaw; 4960 Towne Centre Rd.; Saginaw, MI 48604.
- Dress Code: Failure to comply with all safety protocol and dress code 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.

***EM will supply the following required items for the hands-on portion: gloves, arm bands, hard hats, & safety glasses.***

**To submit all documentation for certification via mail, fax, or email, please send to the following:**

Installer Certification  
Program  
EXCEPTIONAL Metals  
525 Morley Dr.  
Saginaw, MI 48601

Phone: 800-248-0280  
Fax: 800-432-9331  
Email: mgwizdal@duro-last.com or efarver@duro-last.com

