

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 Courtyard by Marriott SeaWorld Westover Hills 11605 State Hwy 151; San Antonio, TX 78251.
- Lodging reservations are the responsibility of each attendee. A block of rooms under the name Duro-Last Roofing has been reserved for \$109 a night at the Courtyard by Marriott SeaWorld Westover Hills 11605 State Hwy 151; San Antonio, TX 78251. This hotel is located approximately 1.5 miles from the Duro-Last National Sales Seminar hotel, Hyatt Hill Country Resort 9800 Hyatt Resort Dr; San Antonio, TX 78251. If you plan to attend the sales seminar a shuttle will be available to transport between the two hotels.
- 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

