



SPF Insulation

Certification Handbook

This handbook contains information on how to become a Certified Spray Foam Insulation Professional in the Spray Polyurethane Foam Alliance Professional Certification Program (SPFA PCP).

Spray Polyurethane Foam Alliance

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The SPFA PCP Certification Handbook, Curriculum, Study Guides, Written Examinations and Field Examination Forms have been reviewed by the SPFA PCP and accepted for use in connection with the SPFA PCP on the basis of established criteria as defined by the Job Task Analysis (JTA). The information contained in these materials is being made available in good faith and is believed, to the best of the SPFA QAP’s, SPFA’s, AND SPFA PCP’s knowledge and belief, to be accurate at the time of review.

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The SPFA PCP complies with the ISO 17024 International Standard. This SPFA Certification Handbook carries all of the requirements of the Certification Scheme.

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SPFA PCP Vision & Mission Statements

SPFA PCP Vision

That the SPFA PCP professional certification is the most rigorous, extensive and defining program for SPF professionals in the world. That it be consistent with all industry standards, best practices and known building science, and accessible and affordable among our intended constituency. That it be the measure of personal and professional accomplishment in the industry, and a demonstration among professionals of the essential knowledge, skills and abilities inherent among the highest class of Sprayfoam Professional.

SPFA PCP Mission Statement

To deliver and operate a focused, consistent and attentive, world-class, professional certification program. Continuously raising, establishing, and raising again the bar on safety, performance, quality and professionalism among SPF industry professionals. For the benefit of their businesses, personal safety, safety and satisfaction among customers, and to create the most solid of foundations for future growth, personal and industry distinction.

Terms and Definitions

Accreditation

Confirmation that a legal corporation has policies and procedures in place to meet the requirements of a Certification Scheme.

Appeal

Request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification organization related to her/his desired certification status.

Candidate

Applicant who has fulfilled specified prerequisites, allowing his/her participation in the certification process.

Certification Administrator

Person approved by BPQI, competent to assess and approve an applicant for certification.

Certification Management Board (CMB)

The CMB is a six (6) member panel consisting of representatives from SPFA PCP QAP, CSC and Training Committees, two (2) SPFA Board of Directors and the SPFA PCP Director (non-voting). The CMB's only role is in the SPFA PCP Appeal Process.

Certification Process

All activities by which a certification body establishes that a person fulfills the specified competence requirements. These activities include: application; evaluation; decision on certification; review and recertification, the use of certificates and logo/marks.

Certification Scheme

Specific certification requirements related to specific categories of persons to which the same particular standards, rules and same procedures apply.

Certification Scheme Committee (CSC)

Group of people who provide input, recommendation, guidance and reviews of a certification scheme.

Certified Individual (CI)

A person who successfully meets the requirements for one, or more, of the SPFA Certification Levels. Those levels include: Assistant; Installer; Master Installer; Project Manager; Field Examiner and Supplier Representative. When the term Certified Individual, or CI, is used in the body of any SPFA PCP document it applies to the individual who is SPFA PCP certified. The level expectations are required from them, even if the exact Certification Level may not be specified.

Certified SPF Assistant

A person who meets the requirements for the Assistant certification. The Assistant does not spray, their job is to assist the Installer and other Field Personnel. Understanding of Health and Safety is mandatory.

Certified SPF Insulation Installer

A person who meets the requirements for the Installer certification. The Installer has some experience spraying foam with supervision of more experienced SPFA PCP Certified Master Installer or SPFA PCP Certified Project Manager. The Installer has working knowledge of health and safety relating to SPF.

Certified SPF Insulation Master Installer

A person who successfully meets the requirements for the Master Installer Certification, which includes a Field Examination. The Master Installer has both the knowledge, and experience, of both the Assistant and the Installer levels. It has been demonstrated through the Field Examination that they have a mastery in the SPF application. They have also proven a higher level of understanding for SPF chemistry; equipment; products and the requirements needed for a successful completion of a SPF installation project.

Certified SPF Insulation Project Manager

A person who successfully meets the requirements for the Project Manager certification. The Project Manager has the knowledge of the Assistant, Installer and Master Installer. The Project Manager has the highest level of knowledge and skills in all aspects of SPF installations.

Competence

Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes as defined in the certification scheme.

Complaint

A complaint is a written statement by an organization, or individual, in reference to non-compliance of SPFA PCP Certification criteria.

Complaint Review Board (CRB)

The CRB evaluates the complaint and identifies appropriate actions. It is a panel comprised of three (3) members, as designated by the CSC, plus the PCP Director (non-voting). Every effort will be made that the Complaint or Default Review Board shall be comprised of contractor, consultant and a supplier representative.

Default

Certification Administrator (CA) or Certification Director (CD) becomes aware through any mechanism that the Certified Individual (CI) has violated some obligation within the Certified Individual (CI) Agreement.

Deficiency

Any problem involving a Certified Individual (CI) that might affect their certification other than a complaint or a default.

Demerit

A demerit is a point given to a Certified Individual (CI) when there are complaints, defaults and/or deficiencies that may affect their PCP Certification.

Evaluation

Process that assesses a person's fulfillment of the requirements of the scheme, leading to a decision on certification.

Examination

Mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, field and observations.

Examiner

Individuals selected according to their experience and knowledge of the industry and the certification scheme, trained to administer Written Examinations and Field Examinations.

Field Examination

The Field Examination is an evaluation in which the candidate for Certified Master Installer can demonstrate their ability to manufacture spray polyurethane foam in place. This over the shoulder evaluation covers critical task areas of abilities that each candidate must have in order to become certified.

Field Examiner

The SPFA PCP Certified Field Examiner is the person who conducts the field examination. The candidate wishing to be certified as an SPF Master Installer must demonstrate the abilities required to properly complete the Task and Functions identified as an "ability" to install spray polyurethane foam on a jobsite to the level required.

Job Task

Comprehensive list of the work done by SPF professional at each level as defined by the SPFA PCP.

Knowledge, Skills and Abilities (KSA)

Comprehensive list of knowledge, skills and abilities an individual is expected to demonstrate mastery of in order to earn SPFA PCP certification.

Lapse

Lapse in Certification will occur when the certification criteria need to renew or recertify are met, but the individual fails to pay the Certification Renewal/Re-Certification Fee. At that point, his/her certification will lapse and individual is no longer SPFA PCP Certified.

Learning Objectives

The Knowledge, Skills and Ability which must be demonstrated by examination in order to be recognized as an SPF professional. The Learning Objectives are identified in the various PCP study guides.

Qualification

Demonstration of personal attributes, education, training and/or work experience.

Recertification

Process of confirming conformity with current certification requirements. The-re- certification is done every ten (10) years and is based on a calendar year.

Registration

Registration is the enrollment into the SPFA PCP. Registration is required to take any SPFA PCP Written or Field Examination. The Registration Cost includes the Certification Fee for the year in which you enrolled. All Certifications expire each year on December 31 and must be renewed in five years.

Reinstatement

In the event that a Certified Individual's (CI) credentials have lapsed due to non-payment of renewal fees or if they have been withdrawn due to non-compliance to the SPFA PCP criteria. There is a procedure to reinstate credentials which is described in Certification Handbooks. The certification shall be reinstated once the deficiencies are corrected. Reinstatement fees will apply.

Renewal

Process of keeping SPFA PCP Certifications current. Renewal is required annually. Requirements to renew include submitting appropriate documentation and renewal fee to SPFA PCP by December 31 of the 5th year. If SPFA PCP Certifications are not renewed, they lapse and become null and void.

Review

Review is the periodic monitoring, between the periods of certification, of a certified person's performance to ensure continued compliance with the certification scheme.

SPFA

The Spray Polyurethane Foam Alliance (SPFA) is a 501(c)(6) non-profit corporation which is dedicated to setting high standards for on-going professional practice in the spray polyurethane foam (SPF) industry through the Professional Certification Program (PCP).

SPFA PCP

The Spray Polyurethane Foam Alliance Professional Certification Program (SPFA PCP) which complies with the ISO 17024 Standard. The SPFA PCP has three committees, the Quality Assurance Program Committee (QAP), the Certification Scheme Committee (CSC) and the Training Committee.

SPFA PCP Certification Director (CD)

The SPFA PCP Certification Director is the SPFA staff member whose responsibility it is to oversee, and manage, the SPFA PCP. The Certification Director is the primary liaison with the SPFA PCP administrative staff.

SPFA PCP Certification Scheme Committee (CSC)

The CSC is responsible for developing the examination questions and criteria for the written, and field, examinations which align with the Learning Objectives. This committee also helps develop the CSC Handbooks for each type of certification in the SPFA PCP. The CSC is responsible for appointing the Complaint Review Board (CRB).

SPFA PCP Quality Assurance Program (QAP) Committee

This committee is charged with the oversight of the SPFA PCP. This committee develops the Learning Objectives based on the JTAs and KSAs. This is the umbrella committee and is the liaison between the CSC and Training Committees. This committee helps develop the CSC Handbooks and the SPFA PCP's Policies and Procedures Manual.

SPFA PCP Training Committee

This committee is responsible for developing the curriculum (Exam Prep Study Guides and Power Point Slides) for the SPFA PCP based on the Learning Objectives.

Supplier

Any company who provides materials, equipment or services to the SPF industry. Examples of a Supplier would be a Distributor, Manufacturer, Equipment Supplier, Material Supplier, System House, Raw Material/Chemical Supplier, or others involved in manufacturing and distribution of SPF products.

Supplier Representative

Supplier Representative is defined as an individual who has direct advisory contact with contractor or distributor (as applicable, if the supplier only sells through distribution.) with regard to SPF related materials, equipment or services, etc. These individuals may include sales representative, technical representative or appropriate staff as determined by supplier.

Suspension of SPFA PCP Certification

The certification shall be suspended when the certified individual has 100, or more, demerit points lodged against him/her. A suspension is considered to be a temporary state and reinstatement is possible.

Termination of SPFA PCP Certification

Termination may result from a complaint, default, deficiency (CDD) or blatant disregard for following established safety protocols, PCP policies, procedures and non-compliance with the federal, state and local laws and regulations. Termination may be a permanent state of the certification credentials and, if so, cannot be reinstated.

Withdrawal of SPFA PCP Certification

The Certification Individual (CI) may withdraw their credentials at any time. No refunds will be issued and the use of the Certification Mark must stop immediately. The PCP Identification card(s) must also be returned to PCP immediately upon notification of the withdrawal.



Overview

This Handbook contains information on how to become a Certified SPF Professional in the Spray Polyurethane Foam Professional Certification Program (SPFA PCP) for Insulation. Information in this Handbook supersedes information contained in any previously published documents.

There are four certification levels:

- SPF Assistant
- SPF Insulation Installer (Apprentice Level)
- SPF Insulation Master Installer (Advanced Level)
- SPF Insulation Project Manager

The term “Certified Individual” (CI) applies to each of these four levels when discussed in this Handbook, even when each is not listed individually.

Certification for each level is based on passing the examination(s) for that particular level.

In these examinations, the candidate must demonstrate the Knowledge, Skills and Abilities (KSAs) required to become certified. Each KSA is built on the Job Task Analysis (JTA) as outlined in the Appendix of this handbook.

This Handbook will go into details about the procedure for taking both the Written and Field Examinations.

We realize the confusion and uncertainty that can come with something new, especially when it is based on unfamiliar terminology, such as JTAs and KSAs.

To simplify it, the following is the step-by-step process followed and how JTAs and KSAs evolve.

1. Identify the **FUNCTIONS** an SPF Professional has in the course of his work for example, understanding Health and Safety with Chemicals is a Function.
2. Within each Function, define the **TASKS** (For example, the correct use of Personal Protective Equipment is a Task).
3. For each **TASK** the QAP Committee defined the **LEARNING OBJECTIVE** that must be met in order to be recognized as an SPF professional.

4. Identify what KNOWLEDGE, SKILL and/or ABILITY (KSAs) a Spray Foam Professional requires to perform their Functions and Tasks. Each KSA is tied to a specific task.
 - a. In this case, the Certification Committees determined that SPF Professionals must KNOW what PPE is necessary for each task, have the SKILL to insure PPE is working correctly (such as how/when to change respirator filters) and demonstrate the ABILITY to properly use PPE.
5. Based on the KSAs, the Certification Scheme Committee (CSC) developed test questions and criteria, which would measure a candidate's KNOWLEDGE, SKILL AND ABILITY to perform the defined tasks.

*This is in its simplest form to explain the development of the SPFA Quality Assurance Program; however, the Certification part of the QAP involves much more and details can be found in the Policies and Procedure Manual.

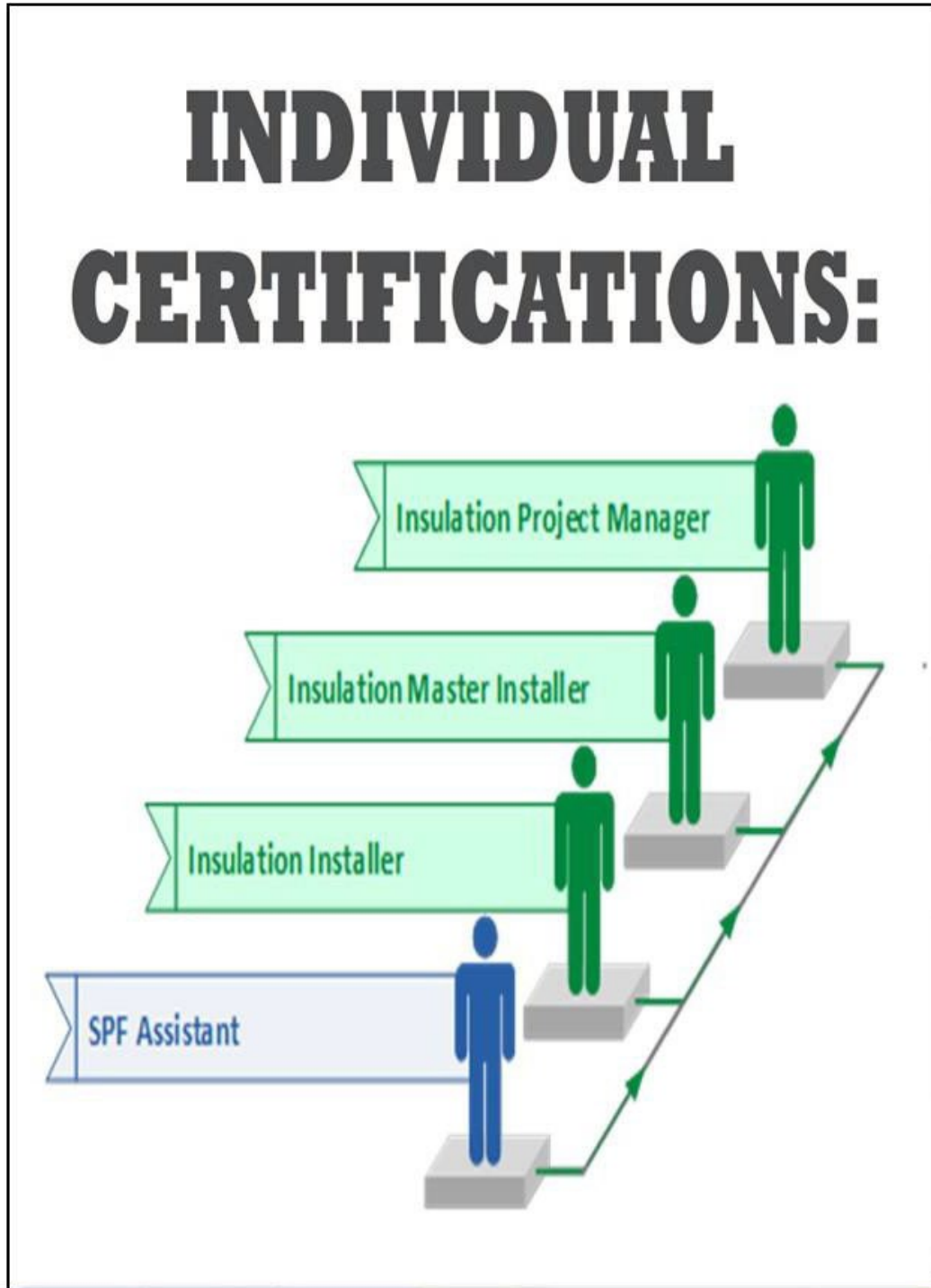
The SPFA PCP Certification is a progression of Certification Levels. For each certification a person wants to achieve, the candidate must pass that Certification's written examination for that Level and any lower levels. You must also meet the requirements for the level of certification a person wants to achieve.

Attending training courses is not required to become certified, although it is highly encouraged. A person may choose to attend training to expand their knowledge.

For those with experience in the SPF industry, the self-study of the SPFA PCP Exam Preparatory Study Guides is a viable alternative to the classroom. Courses, Training and Study Guides are available for each Certification Level.

➤ Introduction to Certification Levels

The following four certification levels are specifically designed for individuals involved in the installation process of SPF in thermal insulation installations.



SPF Assistant

This certification program is specifically designed for individuals involved in the assistance of the installation of spray polyurethane foam installations. SPF Assistants duties may include assisting in equipment and job set-up, substrate preparation, material handling and staging, moving of hoses/scaffolding/ladders, masking, trimming, clean-up and other non-spraying tasks.

SPF Installer (Apprentice Level)

This certification program is specifically designed for individuals with limited experience in the installation of spray polyurethane foam in thermal insulation installations. It is an apprentice level. The SPF Installer has some experience spraying foam with the guidance of a more experienced Installer or Project Manager. The SPF Installer does not have the skills and abilities to install on his own. This person needs to be supervised by a skilled Master Installer or Project Manager. The SPF Installers duties may include spraying SPF in different applications as well as equipment set-up/start-up/shut down.

NOTE: The Installer is working toward attaining the Master Installer Certification as soon as the 500,000 board feet level of spraying experience is met.

SPF Master Installer (Advanced Level)

This certification program is specifically designed for individuals with experience in the installation of SPF in thermal insulation installations. The SPF Master Installer has extensive experience spraying SPF in various applications, and has demonstrated competence in SPF applications in the Field Examination. The SPF Master Installer's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other insulation systems as well as the proper installation and use of thermal barriers.

SPF Project Manager

This certification program is specifically designed for individuals involved in all aspects of the installation and project management of SPF in thermal insulation installations. The SPF Project Manager has extensive Knowledge and Skills in all aspects of SPF in various applications. The SPF Project Managers duties may include managing all aspects of the project and installation of the SPF, as well as knowledge and skills in building science/design, material selection/estimating and codes/standards.

 **Process**

As you can see, each level requires the candidate to demonstrate the mastery of the knowledge and skills of the level of certification the individual wants to attain and all previous level(s).

The following sections will describe the specific requirements to obtain certification at a specific level.

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

The SPFA PCP Enrollment Cost includes the Certification Fee for the year of registration. All Certifications expire every five years on December 31 and must be renewed every five years. The renewal and/or recertification fee is one flat fee, regardless of the number of certifications or certification levels a person completes. See the section on “Certification Renewal” and “Recertification” in this Insulation Certification Handbook for details.

SPF Assistant Certification

Description

Assistant - This certification program is specifically designed for individuals involved in the assistance of the installation of spray polyurethane foam installations. SPF Assistant duties may include assisting in equipment and job set-up, substrate preparation, material handling and staging, moving of hoses / scaffolding / ladders, masking, trimming, clean-up and other non-spraying tasks.

Important / Critical Tasks Performed

The important critical tasks performed by a certified SPF Assistant consist of:

- SPF Chemical Health and Safety
- Jobsite Health and Safety
- General Health and Safety
- Basics of Spray Polyurethane Foam

Requirements

The requirements for a Certified SPF Assistant are:

- Registration in the SPF Professional Certification Program (PCP)
- Successful completion of the SPF Assistant Written Examination

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

Written Examination Knowledge Areas

The SPF Assistant Written Examination covers critical areas of knowledge that each candidate is required to demonstrate. The Written Examination shall provide documented proof of the SPF Assistant's knowledge to be able to assist in the installation of the SPF in a safe and consistent manner.

Knowledge Area	Weighting
Spray Polyurethane Foam Product Knowledge	25 %
Chemical Health and Safety	30 %
Health and Safety - General	10 %
Jobsite Safety	35%

The Written Examination consists of 150 multiple-choice questions. The passing grade for the Written Examination is 75%. The examination is available in English and Spanish languages.

Note: See the Written Examination section in Certification Handbook for more complete information.



SPF ASSISTANT CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

Questions? Please call: 1-866-222-5000

SPF Insulation Installer Certification

Description

SPF Insulation Installer - This certification program is specifically designed for individuals with limited experience in the installation of spray polyurethane foam in thermal insulation installations. The SPF Installer has some experience spraying foam with the guidance of a more experienced Master Installer (Advanced) or Project Manager. The SPF Installer does not have the skills and abilities to install on his own. This person needs to be supervised by skilled Master Installer (Advanced) or Project Manager. The SPF Installers duties may include spraying SPF in different applications as well as equipment set-up/start-up/shut down.

Important / Critical Tasks Performed

The important critical tasks performed by a certified SPF Insulation Installer consist of:

- SPF Chemical Health and Safety
- Jobsite Health and Safety
- General Health and Safety
- Basics of Spray Polyurethane Foam
- Pre-Job Planning
- Jobsite Set-Up Procedures
- Substrate Preparation
- Start-Up Procedures
- Installation Methodology
- Shut Down and Job End Procedures

Requirements

The requirements for a Certified SPF Insulation Installer are:

- Enroll in the SPF Professional Certification Program (PCP)
- Pass Insulation Installer Combined Written Exam (2 part exam) or equivalent single exams for Assistant and Insulation Installer
- Document SPF spray experience minimum of 100,000 BF (This can be a combination of open cell and closed cell “gun in hand” spraying experience).

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

NOTE: The Installer is working toward attaining the Master Installer Certification as soon as the 500,000 board feet level of experience is met in either Open Cell (OC) or Closed Cell (CC). For the Master Installer Certification, the candidate cannot combine OC and CC spraying experience to reach 500,000 BF of documented spraying experience. If the candidates is seeking Certification in OC and CC, then 500,000 BF of experience must be documented in each of them for a total of 1,000,000 BF of experience.

Written Examination Knowledge Areas

The single SPF Installer Written Examination covers critical areas of knowledge that each candidate is required to demonstrate. The Written Examination shall provide documented proof of the SPF Installers, knowledge in the installation of the SPF in a safe and consistent manner.

Knowledge Area*	Weightin
Pre-Job Planning	8%
Jobsite Set-Up Procedures	18%
Substrate Preparation	9%
Start-Up Procedures	12%
Installation Methodology	38%
Shut-Down and Job End Procedures	15%

*Note: This is SPF Installer single exam or Part 2 of SPF Installer Combined written exam

The single SPF Installer Written Examination and Part 2 each consists of 100 multiple choice questions. A minimum grade of 75% is required to pass. The examination is available in English and Spanish.

Note: See the Written Examination section in this Insulation Handbook for more complete information.



SPF INSTALLER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 2 part (Online only)

_____ SPF **Combined 2 Part** Installer Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

Questions? Please call: 1-866-222-5000



SPF Insulation Master Installer Certification

Description

SPF Insulation Master Installer (Advanced Level) – This certification program is specifically designed for individuals experienced in the installation of SPF in thermal insulation installations. The SPF Master Installer (Advanced) has already achieved the SPF Insulation Installer (Apprentice Level) but has gained extensive experience spraying SPF in various applications, and has demonstrated competence in SPF installations through Field Examination. The SPF Master (Advanced) Installer's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other insulation systems as well as the proper installation and use of thermal barriers.

Important / Critical Tasks Performed

The important critical tasks performed by a certified SPF Insulation Master Installer consist of:

- SPF Chemical Health and Safety
- Jobsite Health and Safety
- General Health and Safety
- Basics of Spray Polyurethane Foam
- Pre-Job Planning
- Jobsite Set-Up Procedures
- Substrate Preparation
- Start-Up Procedures
- Installation Methodology
- Shut Down and Job End Procedures
- Troubleshooting and Repair
- Preparing for a Third-Party Inspection
- Thermal and Ignition Barrier Requirements
- Sealant Foams
- Hybrid Insulation Systems
- SPF Equipment
- Coating Equipment

NOTE: UNDERSTANDING OF BASIC ARITHMETIC NEEDED.

Requirements

The requirements for a Certified SPF Insulation Master Installer are:

- Enroll in the SPF Professional Certification Program (PCP)
- Document SPF spray experience minimum of 500,000BF in Open Cell OR Closed Cell, (If you want to be certified in both OC/CC, you need 500,000BF in each)
- Pass Insulation Master Installer Combined Written Exam (3 part exam) or equivalent single exams for Assistant, Insulation Installer and Master Installer

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

Written Examination Knowledge Areas

The SPF Master Installer Written Examination covers critical areas of knowledge that each candidate is required to demonstrate. The Written Examination shall provide documented proof of the SPF Master Installer's, knowledge in the installation of the SPF in a safe and consistent manner.

Knowledge Area*	Weighting
Troubleshooting and Repair	18%
Preparing for a Third-Party Inspection	6%
Thermal and Ignition Barriers	20%
Sealant Foams	6%
Hybrid Insulation Systems	7%
SPF Equipment	20%
Coating Equipment	15%
Skills (can be in any of the areas listed)	8%

* Note: This is knowledge areas testing in SPF Master Installer single exam or Part 3 of SPF Installer Combined written exam.

The single SPF Insulation Master Installer Written Examination and Part 3 consist of 150 multiple-choice questions. The passing grade for the Written Examination is 75%. The written examination is available in English and Spanish language.

Note: See the Written Examination section in the Certification Handbook for more complete information.

Field Examination Demonstration Abilities

The SPF open cell and/or closed cell, field examination covers critical task areas of abilities that each candidate must have in order to pass, each area being weighted based on importance.

The field examination shall provide proof of the SPF Master Installer's ability to manufacture quality open cell &/or closed cell foam in place.

If you wish to be certified in open cell and closed cell SPF, you will need to pass the field examinations for both OC and CC and you'll need a minimum of 500,000BF of spraying experience in both OC and CC. You may not combine the experience in OC and CC to achieve the 500,000BF minimum at the Master Installer level.

Even if you have not achieved the 500,000BF of spraying experience needed to become certified, you may take the field exam as you work towards the experience level. Once all the OC requirements are met, the individual will receive the SPFA PCP Insulation Master Installer Certification for OC.

Knowledge Area	Weighting	Weighting
	Single OC or CC Exam	Combined OC/CC
Documentation and PPE	20%	16%
Pre-Application	20%	15%
Equipment/Rig	15%	14%
Application	35%	47%
Start-up/Shut-down	10%	8%

Passing grade for field examination is 75%. The field examination is available in English language; however, the written Field Examination Form is available in Spanish language so the candidate can read it and become familiar with the areas which will be evaluated and what the candidate is expected to have prepared.

Note: See the Field Examination section for more information.



SPF MASTER INSTALLER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 3 part (Online only)

_____ SPF **Combined 3 Part** Master Installer Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

_____ SPF Master Installer Written Exam (Insulation or Roofing)

Field Exams:

_____ SPF Master Installer Field Examination (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000

SPF Insulation Project Manager Certification

Description

SPF Insulation Project Manager - This certification program is specifically designed for individuals with experience in the installation of SPF in thermal insulation installations. The SPF Master Installer has extensive project management experience in spraying SPF in various applications. The SPF Insulation Project Manager's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other insulation systems as well as the proper installation and use of thermal barriers.

Important / Critical Tasks Performed

The important critical tasks performed by a certified SPF Insulation Project Manager consist of:

- SPF Chemical Health and Safety
- Jobsite Health and Safety
- General Health and Safety
- Basics of Spray Polyurethane Foam
- Pre-Job Planning
- Jobsite Set-Up Procedures
- Substrate Preparation
- Start-Up Procedures
- Installation Methodology
- Shut Down and Job End Procedures
- Troubleshooting and Repair
- Preparing for a Third Party Inspection
- Thermal and Ignition Barrier Requirements
- Sealant Foams
- Hybrid Insulation Systems
- SPF Equipment
- Coating Equipment
- SPF Estimating Guidelines for Materials Usage
- Building Science Basics and HAM
- Building Envelope Design
- Understanding HVAC and Mechanical Systems
- Codes and Standards
- Material Design and Selection

NOTE: UNDERSTANDING OF BASIC ARITHMETIC NEEDED.

Requirements

The requirements for a Certified SPF Insulation Project Manager are:

- Enroll in the SPF Professional Certification Program (PCP)
- Document SPF Project Management Experience 500,000BF (see form in Appendix) (Experience in OC and CC project management may be combined)
- Pass Insulation Project Manager Combined Written Exam (4 part exam) or equivalent single exams for Assistant, Insulation Installer, Master Installer and Project Manager (no Field Exam required).

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

Written Examination Knowledge Areas

The single SPF Insulation Project Manager Written Examination covers critical areas of knowledge that each candidate is required to demonstrate. The Written Examination shall provide documented proof of the SPF Insulation Project Manager's knowledge in the installation of the SPF in a safe and consistent manner.

Knowledge Area*	Weighting
SPF Estimating Guidelines for Materials Usage	11%
Building Science Basics and HAM	25%
Building Envelope Design	11%
Understand HVAC and Mechanical Systems	11%
Codes and Standards	11%
Material Design and Selection	11%
Skills - Estimating	11%
Skills – Building Science	6%
Skills – Building Design	3%

* Note: This is knowledge tested in the SPF Project Manager single exam or Part 4 of SPF Project Manager Combined written exam.

The SPF Insulation Project Manager Written Examination and Part 4 of the Combined exam consist of 125 multiple-choice questions. The passing grade for the Written Examination is 75%. The examination is available in English language.

Note: See the Written Examination section in the Certification Handbook for more complete information.



SPF PROJECT MANAGER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 4 part (Online only)

_____ SPF **Combined 4 Part** Project Manager Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

_____ SPF Master Installer Written Exam (Insulation or Roofing)

_____ SPF Project Manager Written Exam (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-242-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000



SPF PCP Insulation Certifications (All Levels)

General

The following apply for all four of the Certifications in this handbook: Assistant, Installer, Master Installer and Project Manager.

See the description for Certification Program for the level you are seeking for specific details (on pages immediately preceding this section).

Individuals who become SPFA PCP Certified are expected to work in accordance with the Learning Objectives of the PCP.

Purpose

The requirements to apply Close Cell (CC) or Open Cell (OC) SPF are very similar. Therefore, all requirements to become certified in either product are virtually the same and consist of a written examination covering both open and closed cell, and a field examination (SPF Insulation Master Installer level only) on the product you are applying i.e. open and/or closed cell. Being certified in one of these does not constitute being certified in the other one. You must receive separate certifications. A Field Examination is required for open cell and closed cell to obtain certification in both.

Closed Cell (CC) and Open Cell (OC) spray polyurethane foam (SPF) are site-applied materials that are supplied to the candidate as two separate chemical components; the final quality product is directly related to the skills of the SPF Assistant, Installer, Master Installer or Project Manager.

Job Task Listings

The written and field examinations are based on the Job Task Analysis (JTA) related to specific SPF Insulation Applicator Job Task Lists (all of which can be found in the Appendix to this Handbook and on the SPFA Website – www.sprayfoam.org). The listing shall take into account a wide range of stakeholder interests including, but not limited to:

- Roofing and Insulation Applicators
- Roofing and Insulation Contracting Companies
- Independent Third-Party Inspectors
- SPF Industry Consultants
- SPF Industry Training Professionals
- SPF Industry Trade Associations
- Manufacturers
- Distributors
- Affiliated Industry Trade Associations

Process

As you can see, each level requires the candidate to demonstrate the mastery of the knowledge and skills of the previous level(s).

The following sections will describe the specific requirements to obtain certification at a specific level.

As you fulfill the requirements for a specific level, you will be issued a certification at that level. As you complete the additional requirements for the next level, you will automatically be certified at the next level you attain. New cards and certificates will be issued to you each time you achieve a new level of certification.

The SPFA PCP Enrollment Cost includes the Certification Fee for the year of registration. All Certifications expire on December 31st of the 5th year and must be renewed at that time. The renewal and/or recertification fee is one flat fee, regardless of the number of certifications or certification levels a person completes. See the section on “Certification Renewal” and “Recertification” in this Insulation Certification Handbook for details.

Written Examinations

Written Examination Knowledge and Skill Areas

There are two ways to meet the Written Examination Requirement.

- Combined Written Examination
- Single Written Examinations

The combined exams are for those who have not yet taken any level of PCP contractor certification exams. If you already started in the PCP taking single exams, you can continue to do that. The combined exams are made up of “parts”.

For example:

2 part Installer Combined Exam =

Assistant Written Exam + Installer Written Exam

3 part Master Installer Combined Exam =

Assistant Exam + Installer Exam + Master Installer Exam

4 part Project Manager Combined Exam =

Assistant Exam + Installer Exam + Master Installer Exam + Project Manager

These new exams will save you both time and money!

The SPF Insulation Written Examinations cover critical areas of knowledge and skills that each candidate is required to demonstrate. The written examinations shall provide documented proof of the candidate’s knowledge to be able to complete the tasks within their specific level of certification.

All Written Exams are available in English. Currently the Assistant, Installer and Master Installer level exams are also available in Spanish.

Written Examination Preparation

SPFA PCP Exam Preparatory Courses are designed to prepare you for the PCP Written Exam. Please see www.sprayfoam.org/certification for the latest schedule. The courses are not mandatory, but are strongly encouraged. If you are taking the course, check with the course provider to see if the Study Guide is included.

Self-study is also acceptable for those who have SPF experience. Study Guides are available for purchase on our website. Be sure to review the Study Guides prior to taking the exams. The Learning Objectives are defined to help identify important information in each section.

Other SPF industry training is available. This may or may not cover all of the Learning Objectives in the PCP. Check with course provider on course content.

Examination Questions Posed

The written examination shall be constructed in multiple-choice formats in order to maintain objectivity. Each question will have four choices in which one shall be true and three shall be completely false. Each question shall be related to the job task listing.

Written Examination Sample questions:

1. Medium density spray polyurethane foam is a:
 - a. Rigid predominantly closed cell plastic material
 - b. Rigid predominantly open cell plastic material
 - c. Flexible predominantly closed cell plastic material
 - d. Flexible predominantly open cell plastic material

2. For spray foams, maximum continuous service temperature should not exceed:
 - a. 66°C (150°F)
 - b. 82°C (180°F)
 - c. 180°C (350°F)
 - d. 99°C (210°F)

Answers: 1. (a); 2. (b)

Time Length for Examination

The time length for single written examination will be 2 hours in length. (Depending on the Examination). Each part of a Combined Exam will be allotted 2 hours.

Passing Grade

The passing grade is 75% for a single written exam. In order to pass the combined exam, you must pass each part. The final overall grade is not what determines pass/fail in the combined exam, it is the passing of each part with a minimum of 75%. If you fail the Combined Exam, you may retake just the section(s) you failed.

Examination Registration

Scheduling an Examination

To schedule an examination contact SPFA PCP at 1-866-222-5000.

Examination Fees

Examination fee covers the costs of examination location coordination and staffing, examination development, review, production and scoring. Please refer to the latest order form or call SPFA PCP at 1-866-222-5000 for current examination fees.

Hours of Operation

Business hours are between 8:00am and 5:00pm CST, Monday to Friday. The examination may be administered Monday to Friday, with the exception of national holidays or holiday weekends.

Cancelling and Rescheduling an Examination

To change or cancel your reservation you must notify SPFA PCP no later than 2 business days before a scheduled examination. If you cancel after this time you will be charged \$50.00. You can reschedule your examination date by calling 1-866-222-5000 between 8:00am and 5:00pm CST, Monday to Friday.

Re-Examination

There is no limit to the number of times unsuccessful individuals may take the examination. Examination individuals will be charged the full examination fee for each examination session scheduled.

Individuals with Disabilities

If you have a disability that would prevent you from taking the examination under standard conditions, such as visual or hearing impairments, you may request a reasonable accommodation, as permitted by law. Disabled applicants must request an accommodation prior to taking the examination. Reasonable accommodations are granted to ensure that every individual has the opportunity to test on a level field with other individuals, but not to provide any individual with an unfair advantage over other individuals. Accommodation requests are considered on a case by case basis.

To request an examination with special conditions, please contact SPFA PCP at 1-866-222-5000.

WE HIGHLY RECOMMEND THAT YOU SUBMIT YOUR REQUEST FOR ACCOMMODATION AT LEAST 30 DAYS PRIOR TO YOUR PREFERRED EXAMINATION DATE.

Examination Day

Admitting the Candidates to the Examination

Candidates should enter and leave the examination room through a single check-in point staffed by one or more examiners. Candidates will be required to present photo identification and their examination notice at the check-in table.

What to Bring

You must present a form of ID: with a photo and signature. This proof of identity must be government issued proof of identification. In the United States, examples of acceptable forms of photo ID are:

- Driver's license
- Passport
- Military identification

PLEASE NOTE THAT PHOTO ID CANNOT BE EXPIRED.

Be sure to register with the exact same name that will be presented as identification at the examination location or you will not be allowed to take the examination.

Other Items to Bring:

- Calculator (must be strictly a calculator not just a function on cell phone, tablet, etc. The calculator cannot have internet capabilities)
- Pencils (#2 pencils which have been sharpened) (only required for paper exam)
- Blank Scratch Paper
- Laptop or tablet may be acceptable in some testing conditions where the exam administrator has approved use of personal computer or tablet.

Please put the calculator, pencils and blank scratch paper in clear plastic bag to show to Examination Administrator.

What NOT to Bring

The following is a list of items you are not permitted to have during your examination:

- Papers or books other than the materials listed above
- Food, beverages, bags (including pocketbooks and purses) or electronic devices
- Training organization manuals
- Manufacturer instructions, guidelines and technical data sheets
- Equipment manufacturer operating guidelines
- Electronic devices (including, but not limited to: cell phone, smart phones, notebooks, electronic tablets, etc. The only permitted electronic device is a calculator, unless you have been notified that the use of personal computer or tablet is acceptable.)

Eating, drinking, and tobacco use are prohibited in the examination room. Unauthorized paper shall not be brought into or removed from the examination room. You may not leave the examination room without the examination administrator's permission. You must present acceptable photo ID each time you enter the examination room.

Arrival Time

It is recommended that you arrive at the examination location at least 30 minutes prior to your scheduled examination appointment to get settled and checked-in. Individuals who arrive at the examination location 30 minutes after their scheduled examination times will lose their reservations and be considered absent, and the policy for FAILURE TO APPEAR FOR A SCHEDULED EXAMINATION will apply.

Your examination session should begin within 30 minutes of your scheduled appointment. If circumstances arise at the examination location that delay your examination session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.

Taking the Examination

You must remain in your seat during the examination except when authorized to leave by the examination administrator.

As you progress through the examination, answer every question presented even if you are unsure of your answer choices. You can mark these questions for later review and return to them to re-evaluate your response if time permits. All unanswered questions will be scored as incorrect when your time expires.

Reporting a Problem with Your Examination Experience

Raise your hand to notify the examination administrator if:

- You need additional scratch paper or pencil
- You need to take a break (examination time will NOT be suspended)
- You need to leave the examination location for any other reason

In the event that you encounter negative conditions at the examination location such as bad lighting, excessive noise or uncomfortable temperature conditions we recommend that you immediately notify the examination administrator. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

After the Examination

If you complete the examination before the time limit has expired you may conclude your examination appointment and leave.

Examination Integrity

Written Examination Security

To ensure the integrity of the SPFA PCP Certification Program, specific measures are enforced during the administration of your examination.

Examination questions and answers are the exclusive property of the SPFA PCP program.

The examination and the items (questions and answers) are protected by copyright law. The examination may not be copied or reproduced in part or in whole, by any means whatsoever.

Future discussion or disclosure of the content of the examination, orally or in writing, or by any other means, is prohibited.

Theft or attempted theft of examination items is punishable to the fullest extent of the law.

You will be observed at all times while taking the examination. This may include direct observation by the examination administrator as well as audio and video recording of your examination session. Your participation in irregular behavior during the examination may result in invalidation of the results of your examination, termination of your individual status, civil liability, criminal prosecution, or other appropriate sanctions.

Grounds for Dismissal from the Examination Location

Any individual who engages in misconduct or does not comply with the examination administrator's warning to discontinue inappropriate behavior may be dismissed from the examination location, have examination results invalidated, or be subject to other appropriate sanctions. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Using any prohibited aids (any device that would provide an advantage while taking the examination)
- Attempting to take the examination for another person
- Creating a disturbance of any kind
- Removing or attempting to remove examination questions, answers or notes about the examination, in any format from the examination room
- The use of electronic devices (except approved calculators)
- Failure to comply with the examination regulations of the examination administrator

Examination Irregularities

Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the examination is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing examination questions, answers, or other information regarding the content of the examination.

Communication with other examinees or with any outside source by way of telephone, personal computer, Internet, or any other means during the course of the examination is prohibited.

The examination administrator is authorized to take appropriate action to investigate, stop or correct an observed or suspected irregular behavior, including discharging examinees from the examination location and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reported for further action.

Examination Statistics

Official statistics regarding the certification examination, including all item performance data, individual data, and demographic data, will be considered confidential unless officially released by SPFA PCP. Individuals' scores will always remain confidential unless released with written consent of the examinee.

Individual Confidentiality

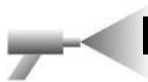
SPFA PCP recognizes your rights to control personal information and as such will safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, examination scores are released only to you, the examination taker, and authorized staff. Your examination scores are not released except for use in research studies that preserve your anonymity.

Examination results will be sent to the email address submitted on the Registration Form. Frequently, the person filling out the Registration Form on behalf of the examinee uses their own email address or a company address that the examinee isn't familiar with or doesn't check often. It is the responsibility of the examinee to know which email to check or to advise SPFA PCP of his/her preferred email or mailing address.

After the Examination

Certification Privileges

Once you successfully pass the examination you will be notified in writing via email (see paragraph above for details). If email is not available, regular mail will be used. Those who do not pass the examination will also be contacted and re-testing options will be provided.



Field Examination (Master Installer only)

Field Examinations Demonstrate Abilities

The SPF Insulation Field Examination covers critical task areas of abilities that each candidate must have in order to pass. Each area of the examination is weighted based on importance.

The Field Examination shall provide proof of the SPF Master Installer's ability to manufacture quality open and/or closed cell foam in place.

Passing mark for Field Examination is 75%. The Field Examination is available in English language; however, the Field Exam Form which tells each time being evaluated is available in Spanish for candidates who would like to review (please contact SPFA for copy).

Time length for Field Examination

The time length for the field examination will be 4 hours maximum in length. However, if extenuating circumstances exist that require extra time for the evaluation, this would be at the discretion of the examiner.

The examiner may use his discretion to extend the examination time for such items as:

- Equipment break down
- Weather related issues
- Substrate preparation
- Other construction site issues

Administration

The Certification Handbook is available at www.sprayfoam.org/certification. Description of the PCP and its requirements are listed in detail. All certification candidates, and certified individuals, must read the Handbook and verify annually that they have read it. It is free and can be downloadable. Internet fees from your provider may apply.

Location of Field Examination

The Field Examination can take place on a real life job site or in a mock-up setting.

Attending a Field Examination (Mock-Up Setting)

The candidate shall have completed the following for their Field Examination to occur:

1. Completed the Field Examination request form
2. Paid the Field Examination fee in advance
3. Reviewed the “SPFA PCP Certification Handbook” prior to the Field Examination date
4. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.
5. Confirmed that all of the requirements set out in the certification handbook for equipment, documentation, and health & safety issues are acceptable.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE MOCK-UP SPONSOR**:

1. Documentation to be provided by the **MOCK-UP SPONSOR** for the Field Examination:
 - List of specific materials being sprayed
 - List of specific equipment to be used
 - List of spray guns to be used
2. Tools and Supplies to be provided by the **MOCK-UP SPONSOR**
 - Safety and warning signs
 - Fire extinguishers
 - Lock-out tag-out devices
 - Fall protection (as applicable)
 - Masking materials
 - PPE- eyes, skin, etc.
3. Equipment to be provided by the **MOCK-UP SPONSOR**
 - SPF equipment/rig
 - Ladders, step and extension
 - Ventilation (as applicable)
 - SPF spray gun
 - Drum mixer (open cell only)
 - Fresh Air Supply for SPF
 - Trimming devices
4. Materials to be provided by the **MOCK-UP SPONSOR**
 - SPF

5. Testing equipment to be provided by the **MOCK-UP SPONSOR**:
 - Surface temperature reader
 - Surface moisture meter or test strips
 - Air temperature/humidity indicator
 - Depth probe

Note: Possible sources for the above testing equipment are listed below:

Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

The following is a list of items to be **PROVIDED BY THE CANDIDATE**:

1. Documentation to be provided by the candidate during the Field Examination:
 - Safety Checklist
 - Daily Logs/ Job Records
 - SDS sheets for all materials
 - Technical data sheets for all chemicals on site
 - Insulation certificate /Job site label
 - Filter change-out schedule
 - Emergency Numbers for posting
 - Tool Box talk/Safety Briefing
2. Equipment to be provided by the candidate
 - SPF spray gun (if you do not want to rebuild the guns being provided)
 - Air purified respirator

Arranging for a Field Examination (On Job-Site)

The candidate shall have completed the following for their Field Examination to occur:

1. Completed the Field Examination request form
2. Paid the Field Examination fee in advance
3. Provided a minimum of 21 days' notice to schedule the Field Examination
4. Reviewed the "SPFA PCP Certification Handbook" prior to the Field Examination date
5. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.
6. Confirmed that all of the requirements set out in the certification handbook for equipment, chemicals, documentation, and health & safety issues are acceptable.
7. SPFA PCP will contact the examiner in the area to arrange for the Field Examination.
8. The examiner will confirm that the candidate understands the policies and procedures for the Field Examination.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE CANDIDATE ON A JOB SITE FIELD EXAM**:

1. Documentation to be provided by the candidate during the Field Examination:
 - Safety Checklist
 - Daily Logs/ Job Records
 - SDS sheets for all materials
 - Technical data sheets for all chemicals on site
 - Insulation certificate /Job site label
 - Filter change-out schedule
 - Emergency Numbers for posting
 - Tool Box talk/Safety Briefing
2. Tools and Supplies to be provided by the candidate for a job site Field Exam:
 - Safety and warning signs
 - Fire extinguishers
 - Lock-out tag-out devices
 - Fall protection (as applicable)
 - Masking materials
 - PPE- eyes, skin, respirator, etc.

3. Equipment to be provided by the candidate for a job site Field Exam:
 - SPF equipment
 - Ladders, step and extension
 - Ventilation (as applicable)
 - SPF spray gun
 - Drum mixer (open cell only)
 - Fresh Air Supply for SPF
 - Trimming devices
4. Materials to be provided by the candidate for a job site Field Exam:
 - SPF
5. Testing equipment to be provided by the candidate for a job site Field Exam:
 - Surface temperature reader
 - Surface moisture meter or test strips
 - Air temperature/humidity indicator
 - Depth probe

Note: Possible sources for the above testing equipment are listed below:
Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

Cancellation policies

If the candidate cancels the Field Examination for any reason without sufficient notification, the candidate would be required to pay for the Field Examination and reschedule another day for a subsequent Field Examination. The candidate will have to prepay for the subsequent Field Examination prior to the evaluation occurring.

If the examiner cancels a Field Examination prior to the evaluation, the examiner shall provide sufficient notice to the candidate. The examiner shall provide a written statement to SPFA PCP identifying the reasons for the cancellation. The examiner shall also inform SPFA PCP of the new Field Examination date and time.

If the examiner is delayed in attending a Field Examination, the examiner shall contact the candidate to inform them of the expected delay and new time of arrival.

Suspending the Field Examination

The examiner may suspend the Field Examination if one or more of the following conditions exist:

1. The contractor / candidate did not supply or have available:
 - Personal Protective Equipment (PPE)
 - SPF equipment
 - Testing equipment
 - Proper signs or caution tape to isolate the spray area.
 - All documentation as outlined in the certification handbook sent to the candidate.
2. Health and safety of anyone is being jeopardized
3. Weather / climatic conditions are not acceptable
4. Equipment is unsafe or inoperative
5. Equipment breakdown that will take too long to repair
6. Candidate is suspected of being under the influence of alcohol or drugs
7. Candidate or Assistant will not cooperate with instructions / requests of the examiner
8. Substrate that is not acceptable
9. Candidate is unable to spray on-ratio foam

Mock-up requirements

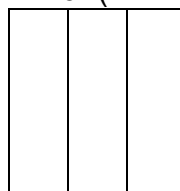
When Field Examinations are conducted with the use of mock-ups the candidate shall follow the procedures set out by the manufacturer for the installation of spray polyurethane foam. The Field Examination shall be conducted as if the evaluation was occurring at a construction site. Mock-ups shall be constructed as Type 1 OR Type 2 as detailed below.

NOTE: IF YOU ARE SEEKING CERTIFICATION IN CLOSED CELL AND OPEN CELL YOU MUST HAVE A MOCK-UP FOR EACH.

Type 1 - The mock-up shall consist of a minimum of one - four foot (1200 mm) wide by eight foot (2400mm) high sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 16 inches (400mm). The other side of the sheathing shall be left open to simulate an exterior wall installation. The candidate shall spray both sides of the mock-up wall for the Field Examination to simulate interior installation and exterior installation.

Type 1 Mock-up

Studs 16" (on center)

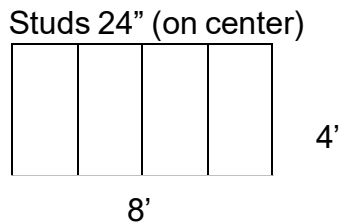


8'

4'

Type 2 – The mock-up shall consist of a minimum of one eight foot wide (2400 mm) by four foot high (1200 mm) sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 24 inches (600mm). See diagram. The other side of the sheathing can be left open to simulate an exterior wall application. The candidate shall spray both sides of the mock-up wall for the Field Examination to simulate interior installation and exterior installations.

Type 2 Mock-up



Construction Site Requirements

The candidate shall ensure that a minimum of 64 square feet (5.95 square meters) wall space is available to conduct the Field Examination. The evaluation may occur as an interior application of stud walls, on poured concrete, in a crawl space, in an attic or a cathedral ceiling. Outside applications on walls are also accepted. The examiner shall verify the space and application prior to commencing the Field Examination. All areas selected shall have easy and safe access.

Assistant to Help the Candidate

It is acceptable for the candidate that is being evaluated to have an assistant available to help in the typical spray polyurethane foam installation. The examiner shall explain to the helper that they cannot in any way help, assist, coach, and interfere with the candidate that is being evaluated during the Field Examination. The helper is only allowed to mask off areas that may get overspray, assist in moving out the hose, or adjust the temperatures and pressures of the equipment only when requested by the candidate that is being evaluated. The helper can assist in setting up the signs and caution tapes for the job only at the request of the candidate that is being evaluated.

If it is determined that the helper is attempting to interfere in the process, he/she shall be asked to leave for the duration of the Field Examination. If the helper is unwilling to cooperate with the examiner requests at this time, the evaluation would be terminated.

Field Examiner Requirements

1. The examiner contacts the candidate to arrange for the Field Examination date, time and location.
2. The examiner shall confirm with the candidate that they have received and reviewed the Certification Handbook from SPFA PCP
3. The examiner shall inform SPFA PCP of the arrangements confirmed with the candidate.
4. The examiner shall confirm with the candidate that all of the essential equipment for spray polyurethane foam is available for the Field Examination. i.e. testing equipment, personal protective equipment, etc.
5. The examiner shall arrange their own personal protective equipment.
6. The examiner should videotape whenever possible and should this not be possible, the examiner shall take a large quantity of photographs to help document the Field Examination.

Field Examination Procedures

Prior to Starting the Field Examination

1. The examiner shall explain the process that will be required for the Field Examination. The examiner shall explain that the candidate will be evaluated on the process prior to spraying, during spray operations, and after completion of spray foam installation.
2. The examiner shall explain to the candidate that he will be checking off items on the Field Examination form as the evaluation is in progress.
3. The examiner will explain to the candidate that the examiner is NOT to give any instruction, advice or assistance to the candidate. The examiner is not permitted to offer any feedback on the performance of the candidate.
4. The examiner will ask the candidate for all of the required documentation for the installation of SPF, such as:
 - a. Safety checklist for project (including Emergency Phone Numbers)
 - b. SDS sheets for all products that are used
 - c. Technical data sheets for the SPF system
 - d. Job site specification (If applicable)
5. The examiner shall now begin the actual Field Examination that will be divided into (five) areas of Evaluation. The specific areas being evaluated are on the Field Examination Form included in this Handbook. The weighting varies between the Open Cell and the Closed Cell Field Exam simply because the number of questions being evaluated varies between the Open Cell Field Exam and the Closed Cell Field Exam.
 - a. Documentation and PPE (27% Weighting for CC) (29% Weighting for OC)
 - b. Pre-Application (20% Weighting for CC) (20% Weighting for OC)
 - c. Equipment/Rig (16% Weighting for CC) (17% Weighting for OC)
 - d. Application (21% Weighting for CC) (19% Weighting for OC)
 - e. Start-up/Shut-down (16% Weighting for CC) (15% Weighting for OC)
6. The candidate is expected to have the Field Examination area prepared. Adequate preparation will expedite the examination and will help ensure that all areas being evaluated will be covered in the time allotted. When the 4 hours for exam have expired, the Field Examination will end, regardless if the entire examination has been completed or not.

Completing the Field Examination

The Field Examination is divided into five sections:

1. Documentation and PPE
2. Pre-Application
3. Equipment/Rig
4. Application
5. Start-up/Shut-down

The examination was intentionally designed like this to keep the Field Examination flowing smoothly. In order to ensure efficiency, the candidate must be prepared with appropriate documentation, tools, and equipment requested on the Field Examination evaluation form. The evaluation has a time limit and any time a candidate uses searching for things like a “Safety Check List” or posting appropriate signage, is time wasted.

The following is a summary of what the candidate will be evaluated on during the Field Examination. We urge the candidate to review each of these and look at the Field Examination form and walk through it prior to the arrival of the Field Examiner to make sure all preparatory work is ready for the evaluation to proceed efficiently.

Documentation and PPE –

(Weighting Single OC or CC Exam – 20%, Weighting Combined OC/CC – 16%)

1. Safety Checklist – candidate must be able to identify it and locate it
2. SDS Sheets – candidate must be able to identify, locate and explain on what type of information is in each section
3. Filter change out schedule/log – candidate must show this to Field Examiner
4. Emergency numbers – candidate must be able to identify and locate these numbers
5. Temperature Range – candidate must show the temperature range for product being used.
6. Tool box talk/Safety briefing – candidate must be able to demonstrate how one is given
7. PPE – candidate must be able to demonstrate the proper PPE for project and correct use of it.
8. Fresh air system – candidate must demonstrate the proper set up and use of the fresh air system

Pre-Application -**(Weighting Single OC or CC Exam – 20%, Weighting Combined OC/CC – 15%)**

1. Safety and Warning Signs – candidate must show where these signs are located at jobsite
2. Ventilation of spray area – candidate must demonstrate the proper setup of the ventilation of the spray area.
3. Fire Extinguishers – candidate must show location of fire extinguishers and confirm they have current inspection dates and correct type and quantity.
4. Heat Producing Devices, Ventilation Systems and Lock-out, Tag-out Procedures. Candidate must:
 - a. Show location of power sources and equipment that should be locked and tagged out.
 - b. Demonstrate that all heat producing devices and ventilation systems are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray and ventilation periods.
 - c. Demonstrate the proper lock-out and tag-out procedure for each.
5. Fall Protection – candidate must show areas where fall protection will be required and demonstrate how to check each for safe setup and use, including, but not limited to both extension and step ladders.
6. Substrate Preparation – candidate must demonstrate that substrate is properly prepared
7. Masking – candidate must demonstrate proper masking procedures
8. Substrate Temperature – candidate must demonstrate how to check substrate temperature and record that information on daily job log.
9. Moisture Level – candidate must demonstrate how to check moisture levels both on/in substrate.
10. Insulation certificate - demonstrating where to place insulation certificate and how information is communicated to property owner.

Equipment/Rig –**(Weighting Single OC or CC Exam – 15%, Weighting Combined OC/CC – 14%)**

1. HMIS label – locate the HMIS label on the container for foam and explain what it means
2. Lot number and/or expiration dates – candidate must show the lot number and/or expiration dates.
3. Spray gun – candidate must be able to rebuild the plural component spray gun
4. Equipment and tools – candidate must be able to show how to check these for operation and damage to verify that they are ready for safe use
5. Mixing materials – candidate must demonstrate how to mix Open Cell B side material in the drum
6. Ensuring continuous spray – candidate must explain to Examiner the procedure to ensure continuous spray and point out the techniques used
7. Eye Wash – candidate must demonstrate the location of eye wash station.
8. Start-Up – candidate must be able to demonstrate proper start-up for generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun
9. Adjusting heat and pressure – candidate must be able to demonstrate procedures for adjusting heat and pressure on spray machine
10. Troubleshoot imbalance – candidate must be able to demonstrate how to troubleshoot pressure imbalance on the spray machine
11. Error codes – candidate must demonstrate how to use error codes to troubleshoot problems on spray machine

Application –**(Weighting Single OC or CC Exam – 35%, Weighting Combined OC/CC – 47%)**

1. Spraying – candidate must demonstrate a test pattern and its relevance, spraying proper distance, spraying without gaps or voids in foam, spraying to designated depth and pass thickness
2. Quality control – candidate must be able to demonstrate how to check for gaps or voids in foam, how to check for proper adhesion to walls/studs, how to check depth and measure surface uniformity and how to seal the resulting hole.
3. Trimming – candidate must demonstrate proper PPE to be used for trimming and how to trim back foam sprayed beyond stud profile
4. Deficiencies – candidate should be aware of any deficiencies in their spray application and describe plan of action to correct deficiencies.

Start-up/Shut-down –**(Weighting Single OC or CC Exam – 10%, Weighting Combined OC/CC – 8%)**

1. End of Day/End of Job – candidate must demonstrate proper procedure including shutting down and parking equipment including heaters A-B and hose, air compressor, and main power.
2. Start-Up – candidate must be able to demonstrate proper start-up for generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun
3. Adjusting heat and pressure – candidate must be able to demonstrate procedures for adjusting heat and pressure on spray machine
4. Troubleshoot imbalance – candidate must be able to demonstrate how to troubleshoot pressure imbalance on the spray machine
5. Error codes – candidate must demonstrate how to use error codes to troubleshoot problems on spray machine

(End of Field Examination)

Important items to remember for your Field Examination

- Ensure that you have completely read and understand this handbook prior to scheduling your Field Examination or recertification evaluation. Please feel free to call the SPFA PCP office at 1-866-222-5000 if you have any questions.
- To cancel your scheduled evaluation, please call the SPFA PCP office a minimum of seven days prior to the date. All costs incurred to date (travel arrangements or penalties) for the cancelled evaluation is the responsibility of the candidate.
- Please ensure that the spray polyurethane foam material and equipment (if at jobsite) is ready to be utilized by the time the Field Examination is to commence.
- The Field Examiner cannot prompt you or help you in any way, so you need to be prepared to show your ability in each of the areas identified on the Field Exam form on your own.
- For a Field Exam done in a mock-up setting, you must have all documents completely filled in. You will not be given additional time to locate/furnish or come up with the documents once the Field Exam has started.
- If you wish to be certified in both Open cell and Closed cell SPF, you must take a field examination for each.
- In the event that you have not successfully passed the field examination, you must re-take the Field Examination and pay all costs associated.

COMBINED OPEN CELL AND CLOSED CELL INSULATION



SPFA PCP MASTER INSTALLER FIELD EXAM

Candidate Name:	Date:
Company Name:	
Address:	
Orientation Completed By:	
Please answer: Yes (Y) or No (N) to the following questions during the field examination:	

1. Documentation and PPE (16% weighting)

Scope: Demonstration of personal protection equipment (PPE), documentation and their role in personal health and safety.

Did the candidate do the following:

		Type	Yes	No	N/A
1	Show a project safety checklist for a project?	Both			
2	Show a pre-construction meeting form that has been filled out?	Both			
3	Show a Job Fact Sheet?	Both			
4	Show a project daily log report that has the following items filled out: date work completed, weather conditions, materials used, amount of work completed & batch numbers?	Both			
5	Show the SDS sheets for each material being installed?	Both			
6	Explain what type of information is in each section of the SDS sheets?	Both			
7	Show the filter change out schedule/log?	Both			
8	Show where emergency numbers are posted?	Both			
9	Show the temperature range that is recommended for the product?	Both			
10	Demonstrate a tool box talk/safety briefing?	Both			
11	Select the proper respiratory PPE?	Both			
12	Select the proper eye PPE?	Both			
13	Select the proper hand PPE?	Both			
14	Select the proper protective clothing PPE?	Both			
15	Select the proper footwear PPE?	Both			
16	Demonstrate proper use and set up of fresh air system?	Both			

Field Examiner Signature: _____ Start time: _____ End time: _____

Field Examiner Signature: _____ Start time: _____ End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

2. Pre-Application (15% weighting)

Scope: Demonstration of the ability to verify substrate conditions are acceptable and that safety procedures and equipment are being utilized.

Did the candidate do the following:

		Type	Yes	No	N/A
1	Select the most appropriate safety and warning signs and describe where they would be located on the jobsite?	Both			
2	Demonstrate the proper setup of ventilation of the spray area?	Both			
3	Show the location of power sources and equipment?	Both			
4	Demonstrate that all heat producing devices are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?	Both			
5	Demonstrate that all HVAC ventilation systems are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?	Both			
6	Demonstrate the proper lockout and tag out procedure?	Both			
7	Select the appropriate fire extinguisher based on charge status, inspection date, and correct type? Describe where the fire extinguishers are to be located on the jobsite?	Both			
8	Demonstrate how to properly set up both an extension and a step ladder?	Both			
9	Show areas on the project where fall protection will be required and demonstrate how to check each for safe setup and use?	Both			
10	Demonstrate that the substrate is properly prepared and is clean, dry, and free of dust, loose scale or rust, oil, or ice?	Both			
11	Demonstrate how to check the substrate temperature?	Both			
12	Demonstrate how to check the moisture level on/in the substrate?	Both			
13	Demonstrate proper masking procedures?	Both			
14	Demonstrate where the insulation certificate will be placed at job end and how that information is communicated to the property owner?	Both			

Field Examiner Signature: _____ Start time: _____ End time: _____

Field Examiner Signature: _____ Start time: _____ End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

3. Equipment/Rig (14% weighting)

Scope: Demonstration how to service equipment and identify various procedures and processes in rig in accordance with manufacturer’s guidelines.

Did the candidate do the following:

		Type	Yes	No	N/A
1	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?	CC			
	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?	OC			
2	Show the lot number and/or expiration dates?	CC			
	Show the lot number and/or expiration dates?	OC			
3	Show the location of the eye wash?	Both			
4	Demonstrate how to check equipment and tools for operation or damage to verify that they are safe for use?	Both			
5	Explain to examiner the procedure to ensure a continuous supply of material to the machine, and point out the techniques used?	Both			
6	Demonstrate how to stir Open Cell B-Side material in the drum?	OC			
7	Demonstrate how to rebuild the plural component spray gun?	Both			

Field Examiner Signature: _____ Start time: _____ End time: _____

Field Examiner Signature: _____ Start time: _____ End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

4. Application (47% weighting)

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

Did the candidate do the following:

		Type	Yes	No	N/A
1	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?	CC			
	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?	OC			
2	Demonstrate spraying with the gun at the proper distance from substrate?	CC			
	Demonstrate spraying with the gun at the proper distance from substrate?	OC			
3	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?	CC			
	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?	OC			
4	Demonstrate ability to spray an average 1" thickness . Plus/minus 1/4" tolerance?	CC			
5	Demonstrate ability to spray an average of 3" thickness . Plus/minus 3/4" tolerance?	CC			
6	Demonstrate ability to spray an average 3 1/2" thickness . Plus/minus 3/4" tolerance?	OC			
7	Demonstrate ability to spray an average 7 1/2" thickness . Plus/minus 1 1/2" tolerance?	OC			
8	Demonstrate uniform surface texture?	CC			
9	Demonstrate how to use a probe to check depth and measure surface uniformity?	Both			
10	Explain how to seal the resulting hole?	Both			
11	Demonstrate the ability to spray a pass no more than 1 1/2" or less than 1/2" in thickness?	CC			
12	Demonstrate how to verify adhesion at stud/wall junctures to ensure adhesion?	Both			
13	Demonstrate how to wear proper PPE for trimming?	Both			
14	Demonstrate how to trim back closed cell foam that has been sprayed beyond the stud profile?	CC			
	Demonstrate how to trim back open cell foam that has been sprayed beyond the stud profile?	OC			
15	Demonstrate the ability to apply the liquid thermal barrier at a specified mil thickness over a given area?	Both			

Field Examiner Signature: _____ Start time: _____ End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

5. Start-up/Shutdown (8% weighting)

Scope: Demonstration of the proper way the start-up/shut-down of equipment and the jobsite.

Did the candidate do the following:

		Type	Yes	No	N/A
1	Demonstrate proper equipment start up procedures for the generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun?	Both			
2	Demonstrate procedures for adjusting heat and pressure on the spray machine?	Both			
3	Show how to troubleshoot a pressure imbalance on the spray machine?	Both			
4	Explain how to use equipment error codes to troubleshoot problems on the machine?	Both			
5	Demonstrate proper procedure for shut down to park the equipment?	Both			
6	Demonstrate proper procedure for shut down of the heaters A-B and hose?	Both			
7	Demonstrate proper procedure for shut down of the air compressor?	Both			
8	Demonstrate proper procedure for shut down of the main power?	Both			
9	Demonstrate proper procedure for end of day shut down?	Both			
10	Demonstrate proper procedure for end of job shut down?	Both			

Field Examiner Signature: _____ Start time: _____ End time: _____

Field Examiner Signature: _____ Start time: _____ End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

COMMENTS:

The signatures on previous pages confirms that the Field Examiner (s) have conducted the field examination as per the Field Examination Process developed by the SPFA PCP (as updated from time to time) and do not have conflict of interest with the candidate, or have not provided private or individual training since the SPFA PCP first offered training in November 2012. I / we do solemnly declare; that to the best of my / our knowledge, this is true and correct and I make this solemn declaration conscientiously believing it to be true and I / we hereby acknowledge and agree that it is binding and of the same force and effects as if made under oath. I / we hereby authorize SPFA PCP to verify the information provided as needed.



Process to Dispute Written and Field Examination Results

Challenging Results

Following completion of the Written or Field Examination, individuals may submit in writing, comments on any question(s) they believe contain errors in content on the written examination.

General Comments, Questions and Inquiries About Specific Questions

If you have comments or questions concerning your examinations, direct your comments in writing to the address provided within 10 days of your Written Examination or Field Examination date. In your correspondence, include your contact information, examination date, as well as the specific concerns about the question and or process in which you were evaluated.

The candidate shall have the opportunity to appeal the complaint findings, following the procedures outlined in the complaint appeal.

Maintaining Certification

Renewal and Re-Certification

To maintain certification, an individual must do the following:

1. Renew certification (every five years)
2. Re-certify your credentials (every 10 years)

Review shall be conducted on the Certified Individual including Assistant, Installer, Master Installer, or Project Manager during the certification period by a variety of methods that have been approved by the Certification Scheme Committee.

Review Methods

The review may include but is not limited to the following:

- Written complaints/concerns
- Confirmation of continuing satisfactory work for recertification

Renewal

On a five year basis, the certification administrator will review the following to ensure that a Certified Individual is eligible to have his/her Certification credentials renewed. The steps in this process include:

- Confirmation that any complaints, defaults or deficiencies (CDD) about non-compliance to the Certification Program have been resolved or are in the process of being reviewed.
- Demerit points review (take appropriate action).
- Confirmation of receipt of renewal fee (confirm account is up to date).
- Confirmation that any required documents are received by the PCP.

Recertification – (10 year)

The recertification of certified individuals is conducted every ten years and shall include the following:

- Complete all annual requirements
- Confirmation of receipt of recertification fee (confirm account is up to date)
- Proof of attendance in the recertification webinar
- Confirmation that any complaints, defaults or deficiencies (CDD) about non-compliance to the Certification Program have been resolved or are in the process of being reviewed
- Demerit points review (take appropriate action)
- Confirmation that any required documents are received by the PCP.

Once the above criteria are met, the SPFA PCP Certification Certificate and Certification photo-identification card will be issued.

If the certified individual neglects to follow or complete the recertification requirements then his/her certification credentials will be revoked.

In the event that the criteria needed to renew an individual's certification credentials are met, but the individual fails to pay the Certification Renewal or Recertification Fee, then his/her certification will lapse and individual is no longer SPFA PCP Certified.

Certification Status Categories

Valid Certification

A valid certification is one in good standing with the SPFA PCP and when the certification criteria are met. Certified Individual can demonstrate this by showing ID card or contacting SPFA PCP for verification.

Lapsed Certification*

Lapse in Certification will occur when the certification criteria needed to renew or re-certify are met, but the individual fails to pay the Certification Renewal/Re-Certification Fee, then his/her certification will lapse and individual is no longer SPFA PCP Certified.

Suspended Certification*

The certification shall be suspended when the certified individual has 100 or more demerit points lodged against him/her.

Suspension can occur as a result of the findings of the Complaint Review Board, or it can be done immediately when the actions of a Certified Individual (CI) represent a health-safety hazard to the CI, colleagues, any bystanders in the course of their work with spray polyurethane foam. Within the timeline defined by the CDD Process, the CRB will review the details of the suspension and issue a finding. A suspension is considered to be a temporary state and reinstatement is possible.

Terminated Certification*

Termination may result from a complaint, default, deficiency (CDD) or blatant disregard for following established safety protocols, PCP policies, procedures and non-compliance with the federal, state and local laws and regulations. Termination may be a permanent state of the certification credentials and, if so, cannot be reinstated.

Withdrawal of Certification*

The certification shall be withdrawn when the Certified Individual chooses to discontinue the certified individual status.

* No refunds will be given in cases of suspension, termination or withdrawal of credentials and the individual's certification ID card (if still valid) must be returned to PCP. Use of PCP Certification Mark must also cease.

Complaints, Default or Deficiency (CDD) Process

A complaint is a written notification to the SPFA PCP Certification Director in reference to an issue involving a Certified Individual. Complaints must have proper documentation. The SPFA PCP will not address complaints that do not fall within the scope of the SPFA PCP or are determined to be without merit.

A default is when the Certification Director becomes aware, through any mechanism, that the Certified Individual has violated some obligation within the Certification Agreement.

A deficiency is any problem involving a Certified Individual that might affect their certification other than a complaint or a default.

Details about the Complaint, Default or Deficiency Process are available upon request.

Step One

A person making complaint must notify the PCP Certification Director in writing and the Certified Individual is notified of complaint.

A default or deficiency can also be discovered by SPFA without a formal complaint.

The Certified Individual will be notified of the complaint, default or deficiency within five business days of discovery and given an opportunity to respond.

NOTE: If the complaint has undeniable evidence of unsafe, unhealthy or illegal behavior, the PCP reserves the right to immediately suspend the individual's credentials pending further review of the Complain Review Board (CRB).

Step Two

Complaint Review Board evaluates the complaint and identifies appropriate actions.

Note: CRB is a panel of three (3) individuals, as designated by the CSC, plus the PCP Director (non-voting). Every effort will be made that the Complaint or Default Review Board shall be comprised of contractor, consultant, and supplier representative

Step Three

Certified Individual responds to findings of Complaint Review Board.

Category of Complaints, Default or Deficiency (CDD) and Demerit Point System

Each CDD received will fall into one of the three categories below. The category in which it is placed will determine the maximum number of demerit points that can be assessed for each infraction within that category. The review process may result in assignment of points, suspension of credentials or even termination of credentials for the most serious offense. The Complaint Review Board must consider if the CDD can be validated, is there a remedy and if this remedy is a corrective action or some other type of satisfactory way to address the complaint. It is important to remember that any CDD can only be addressed in its relevancy to the PCP.

Category One: Violation of Specific Terms of Agreement

Max. points = 100 per violation

Example:

1. Lying about work history on application
2. Improper use of Certification Mark
3. Misrepresentation of credentials
4. Repeat of prior complaint, default or deficiency

Category Two: Verifiable issue related to job performance, safety, or legal approvals (licenses, building permits, etc.)

Max. points = 35 per verifiable violation

Example:

1. Not wearing safety gear
2. Failure to obtain necessary work permits
3. Spraying a roof in the rain
4. Didn't spray foam thick enough per the spec
5. Used wrong coating
6. Subcontracted the job in violation of contract
7. Left empty drums on the jobsite

Category Three: Non-Verifiable issue which cannot be readily investigated or have not been documented by an independent third party

Max. points = 10 per issue

Actions Based on Total Demerit Points

- **100 points = Suspension of PCP Credentials**
Suspension: Credentials suspended, ID card returned, correction action determined, credentials pending terms of corrective action. Termination may occur when more than 100 points have been accrued.
- **30 points = Warning**
Warning: Corrective action determined; credentials remain intact. Follow up based on terms of correction action and/or annual review.
- **Any points assigned = Notification**
Notification: Anytime points are assigned, CI is notified. No action taken unless number of points triggers a warning or suspension.

As part of corrective action, the CRB may determine that demerit points can be reduced once corrective actions and designated time has passed. Any remaining demerit points will remain in the record of the Certified Individual for five years (from the date when the notice was received by the CI from PCP of the complaint, default or deficiency.)



Reinstatement of Lapsed or Suspended Certification

If an SPFA PCP Certified individual neglects to renew his/her certification the SPFA PCP Certification will lapse. When this occurs, the individual **MUST** stop using the SPFA PCP Mark and all references to being an SPFA PCP Certified SPF Professional. A Lapsed Certification is a null and void Certification.

The reinstatement of the SPFA Certified individual is permitted, providing the individual's credentials lapsed due to non-payment of renewal fees and not due to circumstances where they were withdrawn described in the "Suspension or Termination of Certification" section of this Handbook.

In order to reinstate the SPFA PCP Certification, the individual must meet all of the criteria for renewing the Certification, including:

- Individual's SPFA PCP file does not contain any unresolved complaints, defaults or deficiencies
- Verification that all information previously submitted and on file is still applicable and current
- Payment of all fees (Reinstatement Fee is \$150 for Members and \$250 for Non-Members)
- In the event that it is 10 years or longer since the individual was first certified, then the individual would also have to complete any Recertification Requirements as described in the section above.

In order to reinstate the SPFA PCP Certification after suspension or termination has occurred, the CI must have successfully completed any remediation determined in the CDD process.

There may be reinstatement and other fees as part of the reinstatement process.



SPFA PCP ACCREDITED CONTRACTOR COMPLAINT FORM

SPFA PCP can only consider written complaints regarding the non-compliance with SPFA PCP Accredited Contractor's criteria within this program.

Details of program are in the Contractor Accreditation CSC Handbook at www.sprayfoam.org.

Complaints about other Contractor related issues that do not fall within the parameters of this program will not be addressed by SPFA.

Name of Person/Company lodging complaint _____
Address: _____ City, State, Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

Company/personnel complaint lodged against: _____
Address: _____ City, State, Zip: _____
Phone: _____ Cell Phone: _____

Personnel at Company who have been contacted about this complaint and date/details of communication:
Name/Title: _____ Date of communication: _____
Address: _____ City, State, Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

Please describe your complaint in detail as it pertains to the SPFA PCP Contractor Accreditation Program:

Date of Communication and documentation (i.e. emails, phone log, conversation recaps, etc.) You may attach pages.

Please review and sign the following:

I, (print name) _____, do solemnly declare; that to the best of my knowledge, the foregoing Information is true and correct.

_____ Date _____ Signature

Return completed form to: SPFA PCP Deputy Director

Fax: 703-563-9502 or Email: kmarcavage@sprayfoam.org Questions call: 571-748-5003



Appeal Process

There is a three-tiered process for review and appeal of suspension or termination of certification or assessment of demerit points. The SPFA PCP Certification Director shall make all appeal decisions in consultation with the Certification Management Board (CMB) which consists of representatives from SPFA PCP QAP, CSC and Training Committees, two representatives from SPFA Board of Directors.

If the Certified Individual (CI) believes that the CRB's decision is not satisfactory; they shall approach the Certification Management Board (CMB).

If the CI believes that the Certification Management Board's decision is unsatisfactory; the CI shall request a review from an independent third party.

Tier 1 Appeal Process with Certification Director:

To appeal, the Certified Individual must follow this procedure:

Request for review must be made within 10 business days of notice of suspension of certification or assessment of demerit points.

The request for review must be in writing and sent by traceable delivery service to

SPFA PCP Certification Director
11 Hope Road, Ste.111 #308
Stafford, VA 22554

or

certdir@sprayfoam.org

The request for review must specifically state the reasons why the Certified Individual believes the initial decision should be modified or overturned. The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Certification Director who will provide a decision in writing within 30 business days of receiving the written request for review.

If the Certification Director or designee concludes, based on the current version of the certification scheme (described in the Certification Handbook) at the time of assessment, suspension or termination, that the demerit points should not have been assessed, or that the Certified Individual should not have had their certification suspended, the Certified Individual will have the demerit points removed specific to the violation in question or suspension lifted as the case may be.

Should the Certification Director conclude that the actions taken are valid; the Certified Individual will be notified of such conclusion, in writing. The Certified Individual will receive a letter by email or traceable delivery service. The Certified Individual is deemed to have received the notice of the written review decision 5 business days after the notice is sent.

Tier 2 Appeal Process with Certification Management Board (CMB):

If the Certified Individual disagrees with the action taken after the completion of the Tier 1, the Certified Individual may appeal to the Certification Management Board. The Certification Management Board is a six (6) person panel, made up of representatives of the SPFA PCP QAP, CSC and Training Committees, two representatives of the SPFA Board of Directors and PCP Director (non-voting). Anyone who served on Complaint Review Board for this complaint, default or deficiency, may not serve on the CMB.

Request for review must be made within ten business days of the Tier 1 decision.

The request for review must be in writing and sent by traceable delivery service to

SPFA PCP Certification Director
11 Hope Road, Ste 111 #308
Stafford, VA 22554

or

certdir@sprayfoam.org

The request for review must specifically state the reasons why the Certified Individual believes the initial decision should be modified or overturned. The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Certification Management Board (CMB) that will provide a decision in writing within 30 business days of receiving the written request for review.

If the CMB concludes, based on the current version of the certification scheme (described in the Certification Handbook) as amended to the time of assessment of demerit points or suspension or termination that the demerit points should not have been assessed, or that the Certified Individual should not have had their certification suspended or terminated, the Certified Individual will have the demerit points removed specific to the violation in question or suspension/termination lifted as the case may be.

Should the CMB conclude that the actions taken are valid; the Certified Individual will be notified of such conclusion, in writing. The Certified Individual will receive

a letter by fax, email or traceable delivery service. The Certified Individual is deemed to have received the notice of the written review decision five business days after the notice is sent.

Tier 3 Appeal Process with Independent Arbitrator:

If the Certified Individual still feels that the action taken after the Tier 2 process has been completed has not met the requirements of the certification scheme (described in Certification Handbook), the Certified Individual may appeal to an independent arbitrator.

In order to proceed with the appeal going to an independent arbitrator, the following is to be completed:

1. Notice of appeal must be received within 10 business days after receipt of the written review decision from the Certification Management Board,
2. Notice of appeal must be in writing and sent by a traceable delivery service to:

SPFA PCP Certification Director
11 Hope Road, Ste 111 #308
Stafford, VA 22554

3. Notice of appeal must specifically state the grounds for appeal,
4. Deposit of \$1000 in form of certified check or bank draft payable to SPFA must be received with notice of appeal,
5. The arbitrator will be mutually agreed upon by both parties.

The deposit that the Certified Individual is required to pay to start Tier 3 will be at least \$1,000.00. This amount may increase based on the prevailing rates of the arbitrator.

If the arbitrator decides that the demerit points should not have been assessed or that the Certified Individual should not have had their certification suspended or withdrawn, the Certified Individual will have the demerit points removed specific to the appeal or suspension lifted as the case may be and the money paid will be returned.

If the independent arbitrator confirms the written review decision of the certification board that the points are to stay in place, the fee paid will NOT be returned to the Certified Individual.

Should the CI feel that the certification process has not been followed, the CI can register a complaint with the accreditation body for ISO 17024 that has accredited the certification body that is providing personnel certification under the ISO 17024 requirements.



Frequently Asked Questions

- Q How do I get signed up to take the Written Examination or Field Examination?**
- A For the most up to date information on registration/scheduling requirements, dates, locations and fees contact SPFA PCP at 1-866-222-5000 or visit our website at www.sprayfoam.org.
- Q Where can I take the Written Examination?**
- A Examinations are administered frequently across the nation. To get current locations call 1-866-222-5000 or visit our website at www.sprayfoam.org. Online written exams are also available.
- Q Can I get my results over the phone?**
- A No. Examination results are confidential and will only be provided in writing.
- Q When will I receive my Examination results?**
- A Results for Examinations will be mailed within three weeks after the Examination date.
- Q Is training required before taking Examination?**
- A No. There is not a requirement to take any specific courses or meeting any requirement on instructional hours. However, the candidate has a much better chance of passing the Certification Examinations if exam preparatory classes are taken.
- Q Does SPFA PCP offer courses to prepare for Examination?**
- A Yes, exam preparatory courses will be available through a variety of sources such as product manufacturers, equipment manufacturers, trade associations (including SFPA) and various private learning institutions. Currently SPFA Exam Prep Courses are available online.
- Q How often can I take the Written Examination?**
- A You may take the Written Examination as many times as needed until you pass the Examination.
- Q Is there a fee for re-taking an Exam?**
- A Yes, the Examination fee must be paid each time an Examination is administered.
- Q Can I reschedule or cancel my Examination?**
- A Yes but you must notify SPFA PCP at least 2 days before the Examination for which you have registered.

Q Can I get a copy of my results mailed to me?

A Yes, your Examination results can be mailed to you upon request. The standard procedure is to email the results.

Q Are the Examinations open book?

A No. You are not allowed any study or reference materials. You may bring with you a calculator and writing utensils as described in this Handbook.

Q How long are the Written Examinations?

A The length of time is 2 hours maximum for a single exam. In the combined exams for contractors, 2 hours is permitted for each of the parts. (PCP Certified Supplier Representative combined written exam for roofing and insulation is 4 hours).

Q What type of format will the Examination questions be in?

A Exam questions are in four-option, multiple-choice, with one answer on each question scored as correct.

Q Should I guess if I don't know the answer to a question?

A There is no guessing penalty, so answer every question.

Q What is considered a passing score?

A The passing mark for the Written and Field Examinations is 75%.

Q What language is the Examination available in?

A The Assistant, Installer and Master Installer Written Exams are available in both English and Spanish. The Project Manager Written Exam is only available in English.

If you have additional questions, please direct them to SPFA PCP staff:

E-mail: admin@spfapcp.org

Phone: 866-222-5000

 **Appendices****Job Task Analysis (JTA) for SPF Assistant****A. Introduction to Spray Polyurethane Foam**

- Task A.1 History of Spray Polyurethane Foam
- Task A.2 What is Spray Polyurethane Foam
- Task A.3 Types of SPF and Cell Content
- Task A.4 Physical Properties
- Task A.5 Reaction, Time Factors and Ratio

B. Health and Safety - Chemicals

- Task B.1 Potential for Chemical Exposure
- Task B.2 Hazard Communications (HMIS)
- Task B.3 Engineering Control/Site Isolation
- Task B.4 Work Practices
- Task B.5 Personal Protective Equipment (PPE)

C. Health and Safety - General

- Task C.1 Reasons for practicing safety
- Task C.2 Understanding OSHA and Their Requirements
- Task C.3 Written Safety Management Program

D. Jobsite Safety

- Task D.1 Electrical Hazards
- Task D.2 Hand and Power Tools
- Task D.3 Pressurized Equipment/Air Compressor
- Task D.4 Lock Out/Tag Out
- Task D.5 Confined Spaces
- Task D.6 Elevated Work Surfaces
- Task D.7 Fork Lifts and Cranes
- Task D.8 Lifting
- Task D.9 Vehicle and Transportation Safety (DOT)
- Task D.10 Fire Protection and Safety
- Task D.11 Occupational Noise
- Task D.12 Temperatures (Heat Stress)
- Task D.13 Slips and Trips
- Task D.14 Personal Protective Equipment (PPE) (Non-Chemical)
- Task D.15 Lighting

Job Task Analysis (JTA) for SPF Insulation Installer

E. Pre-Job Planning

Task E.1 Pre- Job Logistics

Task E.2 Safety Requirements – In the Pre-Planning Stage

Task E.3 Truck Loading/Equipment Check

F. Jobsite Set-Up Procedures

Task F.1 Jobsite Arrival

Task F.2 Set-Up

Task F.3 Safety Procedures During Job-Site Set-Up

G. Substrate Preparation

Task G.1 Preparation for Different Substrates

Task G.2 Priming

Task G.3 Masking

H. Start-Up Procedures

Task H.1 Verify Conditions Before Spray Start-Up

Task H.2 Equipment/Material Start-Up

Task H.3 Site Secure and Safe for Start-Up

Task H.4 Spray Start-Up

I. Installation Methodology

Task I.1 Equipment Set-Up and Spray Gun Settings

Task I.2 Application QC Check

Task I.3 Spray Techniques

Task I.4 Communication with Helper

Task I.5. Restaging and Job Progression

Task I.6 Ensuring Continuous Material Supply

Task I.7 Spraying Breaks

Task I.8 Trimming Tools

Task I.9 Heat Break Requirements

J. Shut Down

Task J.1 Sort Term Shut Down

Task J.2. End of Day Shut Down

Task J.3 End of Job Shut Down

Task J.4 Air Management

Task J.5 Trimming and Unmasking

Task J.6 Close Out Communication

Job Task Analysis (JTA) for SPF Insulation Master Installer

K. Troubleshooting and Repair

- Task K.1 Shrinkage
- Task K.2 Poor Adhesion
- Task K.3 Off-Ratio/Poor Mix
- Task K.4 Too Thin Pass Thickness
- Task K.5 Too Thick of a Spray Lift
- Task K.6 Foam Masses and Possible Fire Risks

L. Inspection of SPF Building Envelope (BE) Systems

- Task L.1 Introduction
- Task L.2 BE Inspector Procedures
- Task L.3 Inspection Initiation
- Task L.4 Inspection Procedures
- Task L.5 Visual Inspection Observations
- Task L.6 Thickness Measurements and Insulation Profiles
- Task L.7 Samples
- Task L.8 Certification
- Task L.9. Inspection Checklist

M. Thermal and Ignition Barrier Requirements

- Task M.1 Introduction to Thermal Barriers
- Task M.2 Building Code Requirements
- Task M.3 Ignition Barriers
- Task M.4 Fiber
- Task M.5 Cementitious
- Task M.6 Gypsum Wallboard
- Task M.7 Liquid Applied Ignition and Thermal Barrier Coatings
- Task M.8 Safety Guidelines for Liquid Applied Ignition and Thermal Barriers
- Task M.9 Calculating Coating Coverage

N. Sealant Foams – One and Two Component

- Task N.1 Introduction to One-Component
- Task N.2 Safety and Conditions of Use
- Task N.3. Application
- Task N.4 Clean up and Disposal
- Task N.5 Introduction to Two Component
- Task N.6 Safety and Conditions of Use
- Task N.7 Application
- Task N.8 Clean up and Disposal

O. Hybrid Insulation Systems

- Task O.1 Basic Definitions
- Task O.2. Function
- Task O.3. Design
- Task O.4 Application Areas and Guidelines

P. SPF Equipment/Components, Functions and Operations

- Task P.1 Transfer Pumps
- Task P.2 Proportioner
- Task P.3 Primary Heaters (Pre-heaters)
- Task P.4 Heated Hose Assemblies
- Task P. 5 Spray Guns
- Task P. 6 Generator, Compressor, Air Dryer
- Task P. 7 Maintenance
- Task P. 8 Troubleshooting

Q. Coating Equipment (Components, Operations, Troubleshooting)

- Task Q.1 Objectives and Factors
- Task Q.2 Single Component Airless Spray Equipment
- Task Q.3 Coating Flow Rate Adjustments
- Task Q.4 Positive Displacement Pumps and Supply
- Task Q.5 The Driving Force and Pump Supply
- Task Q.6 Troubleshooting Spray Pattern Problems
- Task Q.7 Pump Safety
- Task Q.8 Overnight Shutdown

Job Task Analysis (JTA) for SPF Insulation Project Manager

R. SPF Estimating Guidelines for Materials Usage

- Task R.1 Abbreviations
- Task R.2 Conversions
- Task R.3 Surface Area Calculation
- Task R.4 Calculating Materials

S. Building Science Basics and HAM

- Task S.1 House as a System Concept
- Task S.2. Heat Flow
- Task S.3 Understanding R-Values
- Task E.4 Test Methods
- Task S.5 Air Flow
- Task S.6 Air Leakage
- Task S.7 Vapor Retarders

T. Building Envelope Design

- Task T.1 Building Materials
- Task T.2 Air Barriers
- Task T.3 Vapor Retarders and Water Resistant Barriers
- Task T.4 R-value and the Building Codes
- Task T.5 ENERGY STAR, HERS, RESNET and Other Entities

U. Understanding HVAC and Mechanical Systems

- Task U.1 Indoor Air Quality
- Task U.2 Mechanical Systems
- Task U.3 Combustion Safety

V. Codes and Standards

- Task V.1. Building Codes
- Task V.2 Testing Organizations
- Task V.3. Building Code Compliance

W. Material Design and Selection

- Task W.1 Factors Affecting Material Selection
- Task W.2 Determining Insulation Thickness
- Task W.3 Selection of Primers, Vapor Retarders, etc.
- Task W.4 Selection of SPF
- Task W.5 Attics Vented /Unvented
- Task W.6 Selection of Subgrade Thermal and Moisture Protection



SPF ASSISTANT CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000



LISTA DE VERIFICACIÓN DEL ASISTENTE DE SPF

Paso 1 - Completar y presentar lo siguiente:

_____ Formulario de orden de inscripción F-222-003 del PCP de SPFA

Paso 2 - Formularios y Documentación – Completar y presentar lo siguiente:

_____ Acuerdo de Certificación Individual F-222-052 del PCP de SPFA

Paso 3 - Exámenes – Aprobar con éxito lo siguiente:

Exámenes escritos:

Exámenes individuales individuales: (en papel o en línea)

_____ Examen escrito del Asistente de la SPF

FAVOR DE ENVIAR TODOS LOS DOCUMENTOS A:

SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
¿Preguntas? Por favor llamar al: 1-866-222-5000



SPF INSTALLER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 2 part (Online only)

_____ SPF **Combined 2 Part** Installer Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
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1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000



LISTA DE VERIFICACIÓN DEL INSTALADOR DE SPF

Paso 1 - Completar y presentar lo siguiente:

_____ Formulario de orden de inscripción F-222-003 del PCP de SPFA

Paso 2 - Formularios y Documentación – Completar y presentar lo siguiente:

_____ Acuerdo de Certificación Individual F-222-052 del PCP de SPFA

_____ Declaración de Experiencia F-222-004 Aislamiento/F-222-048 Techumbre del PCP de SPFA

Paso 3 - Exámenes – Aprobar con éxito lo siguiente:

Exámenes escritos:

EXÁMEN DE 2 PARTES COMBINADO: (solo online)

_____ Examen escrito **2 partes combinado** del Instalador de la SPF, ya sea Aislamiento o Techumbre

ó

EXÁMENES INDIVIDUALES: (en papel o en línea)

_____ Examen escrito del Asistente de la SPF

_____ Examen escrito del Instalador de la SPF, ya sea Aislamiento o Techumbre

FAVOR DE ENVIAR TODOS LOS DOCUMENTOS A:

SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

¿Preguntas? Por favor llamar al: 1-866-222-5000



SPF MASTER INSTALLER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 3 part (Online only)

_____ SPF **Combined 3 Part** Master Installer Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

_____ SPF Master Installer Written Exam (Insulation or Roofing)

Field Exams:

_____ SPF Master Installer Field Examination (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000



LISTA DE VERIFICACIÓN DEL INSTALADOR MAESTRO DE SPF

Paso 1 - Completar y presentar lo siguiente:

_____ Formulario de orden de inscripción F-222-003 del PCP de SPFA

Paso 2 - Formularios y Documentación – Completar y presentar lo siguiente:

_____ Acuerdo de Certificación Individual F-222-052 del PCP de SPFA

_____ Declaración de Experiencia F-222-004 Aislamiento/F-222-048 Techumbre del PCP de SPFA

Paso 3 - Exámenes – Aprobar con éxito lo siguiente:

Exámenes escritos:

EXÁMEN DE 3 PARTES COMBINADO: (solo online)

_____ Examen escrito **3 partes combinado** del Instalador Maestro de la SPF, ya sea Aislamiento o Techumbre

ó

EXÁMENES INDIVIDUALES: (en papel o en línea)

_____ Examen escrito del Asistente de la SPF

_____ Examen escrito del Instalador de la SPF, ya sea Aislamiento o Techumbre

_____ Examen escrito del Instalador Maestro de la SPF, ya sea Aislamiento o Techumbre

EXAMEN DE CAMPO:

_____ Examen de campo del Instalador Maestro de la SPF, ya sea Aislamiento o Techumbre

FAVOR DE ENVIAR TODOS LOS DOCUMENTOS A:

SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
¿Preguntas? Por favor llamar al: 1-866-222-5000



SPF PROJECT MANAGER CHECKLIST

Step 1 - Complete & submit the following:

_____ SPFA PCP Enrollment Order Form - F-222-003

Step 2 - Forms & Documentation - Complete & submit the following:

_____ SPFA PCP Individual Certification Agreement - F-222-052

_____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)

Step 3 - Examinations - Successfully pass the following:

Written Exams:

Combined 4 part (Online only)

_____ SPF **Combined 4 Part** Project Manager Online Exam (Insulation or Roofing)

OR

Individual Single Exams: (paper or online)

_____ SPF Assistant Written Exam

_____ SPF Installer Written Exam (Insulation or Roofing)

_____ SPF Master Installer Written Exam (Insulation or Roofing)

_____ SPF Project Manager Written Exam (Insulation or Roofing)

PLEASE SUBMIT ALL DOCUMENTS TO:
SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-242-5819 or e-mail: admin@spfapcp.org
Questions? Please call: 1-866-222-5000



LISTA DE VERIFICACIÓN DEL GERENTE DE PROYECTOS DE SPF

Paso 1 - Completar y presentar lo siguiente:

_____ Formulario de orden de inscripción F-222-003 del PCP de SPFA

Paso 2 - Formularios y Documentación – Completar y presentar lo siguiente:

_____ Acuerdo de Certificación Individual F-222-052 del PCP de SPFA

_____ Declaración de Experiencia F-222-004 Aislamiento/F-222-048 Techumbre del PCP de SPFA

Paso 3 - Exámenes – Aprobar con éxito lo siguiente:

Exámenes escritos:

EXÁMEN DE 4 PARTES COMBINADO: (solo online)

_____ Examen escrito **4 partes combinado** del Gerente de Proyectos de la SPF, ya sea Aislamiento o Techumbre

ó

EXÁMENES INDIVIDUALES: (en papel o en línea)

_____ Examen escrito del Asistente de la SPF

_____ Examen escrito del Instalador de la SPF, ya sea Aislamiento o Techumbre

_____ Examen escrito del Instalador Maestro de la SPF, ya sea Aislamiento o Techumbre

_____ Examen escrito del Gerente de Proyectos de la SPF, ya sea Aislamiento o Techumbre

FAVOR DE ENVIAR TODOS LOS DOCUMENTOS A:

SPFA Professional Certification Program (PCP)
1600 Boston-Providence Hwy
Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org
¿Preguntas? Por favor llamar al: 1-866-222-5000



SPFA PCP ENROLLMENT ORDER FORM

1) Please list your information: *(please print)*

Please note that this address and email will be used for all future correspondence, such as mailing your ID Card.

Name: _____

Company Name: _____

This is my: Home Address Company Address

Address: _____ City, State: _____ Zip Code: _____

Email: _____ Phone: _____

2) I have reviewed the current online SPFA Certification Handbook(s) posted at www.sprayfoam.org for the certification(s) I am pursuing. (Insulation, Roofing, Field Examiner, Supplier Rep). I have reviewed and understand what I am being evaluated on. I also accept the policies and procedures of the SPFA PCP. I understand and agree that if I should be unsuccessful with any exam (written or field), I must retake and pay all incurring costs to re-do the written or Field Examination.

3) Please review and sign the following:

I do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct. I hereby authorize SPFA to provide, on request, my SPFA PCP certification status.

Signature

Date

PAYMENT METHOD:

VISA MasterCard American Express

Multiple forms can be combined in one payment, please indicate number of forms submitted: _____ and Total payment \$ _____

Credit Card Number: _____

Expiry Date: _____ CSC Code: Amex (4 digits) _____ Card Zip Code: _____

Cardholder's Name: _____ Authorized Signature: _____

**Return completed form to SPFA PCP by:
Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org Questions: 1-866-222-5000**



SPFA PCP ENROLLMENT ORDER FORM

DESCRIPTION	MEMBER FEE	NON-MEMBER FEE	TOTAL
One-time Enrollment Fee Per Person	\$250.00	\$350.00	\$
Please choose: <input type="checkbox"/> English (All are available in English) <input type="checkbox"/> Spanish (Available only for Assistant, Installer and Master Installer)			
COMBINED EXAMS - AVAILABLE ONLINE ONLY	MEMBER FEE	NON-MEMBER FEE	TOTAL
Insulation			
Installer (Combined 2 part exam)	\$250.00	\$350.00	\$
Master Installer (Combined 3 part exam)	\$300.00	\$400.00	\$
Project Manager (Combined 4 part exam)	\$350.00	\$450.00	\$
Roofing			
Installer (Combined 2 part exam)	\$250.00	\$350.00	\$
Master Installer (Combined 3 part exam)	\$300.00	\$400.00	\$
Project Manager (Combined 4 part exam)	\$350.00	\$450.00	\$
ADD REMOTE PROCTOR FEE*			TOTAL
Insulation or Roofing Installer (Combined 2 part exam)	\$75.00	\$85.00	\$
Insulation or Roofing Master Installer (Combined 3 part exam)	\$100.00	\$110.00	\$
Insulation or Roofing Project Manager (Combined 4 part exam)	\$125.00	\$135.00	\$
SINGLE EXAMS – AVAILABLE IN PAPER OR ONLINE	MEMBER FEE	NON-MEMBER FEE	TOTAL
Assistant	\$200.00	\$300.00	\$
<u>Insulation</u> Installer <input type="checkbox"/> Master Installer <input type="checkbox"/> Project Manager <input type="checkbox"/>	\$200.00	\$300.00	\$
<u>Roofing</u> Installer <input type="checkbox"/> Master Installer <input type="checkbox"/> Project Manager <input type="checkbox"/>	\$200.00	\$300.00	\$
Add remote proctor fee to the cost of <u>each online exam</u> *	\$50.00	\$60.00	\$
DISCOUNT - First exam is priced as shown above; each additional exam gets \$100 discount.	\$100.00 _____ (# of additional=discount)	Total Discount	- \$
MASTER INSTALLER FIELD EXAM	MEMBER FEE	NON-MEMBER FEE	TOTAL
Please choose: <input type="checkbox"/> Insulation Open Cell <input type="checkbox"/> Insulation Closed Cell <input type="checkbox"/> Insulation – Both Open & Closed Cell <input type="checkbox"/> Roofing			
Field Exam Fee	\$200.00	\$300.00	\$
Add Field Examiner fee (if applicable)	\$750.00	\$1,050.00	\$
TOTAL PAYMENT			\$

NOTES:

* Remote Proctor: If you would like to take your written exam from a remote location where a written examiner is not available, you must use a proctor service. Must call SPFA PCP to arrange.

All fees/costs are subject to change without notice, are not pro-rated, non-transferrable or refundable and must be pre-paid.

If there is there a special accommodation required for written examination, inform office to request: Large Print Verbal Delivery

SPFA PCP - PRICE SHEET



Detailed Costs	Member Fee	Non-Member Fee
One-time Registration Per Person*	\$250.00	\$350.00

Exam Prep Study Guide (English only; digital link provided)

Assistant	\$50.00	\$50.00
Insulation Installer	\$50.00	\$50.00
Insulation Master Installer	\$50.00	\$50.00
Insulation Project Manager	\$50.00	\$50.00
Roofing Installer	\$50.00	\$50.00
Roofing Master Installer	\$50.00	\$50.00
Roofing Project Manager	\$50.00	\$50.00
Field Examiner	\$50.00	\$50.00

Single Examinations – available in paper or online

Please choose: English (All are available in English) Spanish (Available only for Assistant, Installer, and Master Installer)

Single Exams	Member Fee	Non-Member Fee
Assistant	\$200.00	\$300.00
Insulation Installer	\$200.00	\$300.00
Insulation Master Installer	\$200.00	\$300.00
Insulation Project Manager	\$200.00	\$300.00
Roofing Installer	\$200.00	\$300.00
Roofing Master Installer	\$200.00	\$300.00
Roofing Project Manager	\$200.00	\$300.00
Supplier Representative - Insulation	\$200.00	\$300.00
Supplier Representative - Roofing	\$200.00	\$300.00
Supplier Representative – Insulation & Roofing	\$200.00	\$300.00
Field Examiner	\$200.00	\$300.00
Online Exam Fee (added to cost of exam) (Must call SPFA PCP to arrange)	\$50.00	\$60.00
DISCOUNT** - First exam is priced as shown above; each additional exams \$100.00 discount.	\$100.00 x ___ (# add'l = discount)	

SPFA PCP - PRICE SHEET



Combined Exams	Member Fee	Non-Member Fee
Insulation Installer (Combined 2-part exam)	\$250.00	\$350.00
Insulation Master Installer (Combined 3-part exam)	\$300.00	\$400.00
Insulation Project Manager (Combined 4-part exam)	\$350.00	\$450.00
Roofing Installer (Combined 2-part exam)	\$250.00	\$350.00
Roofing Master Installer (Combined 3-part exam)	\$300.00	\$400.00
Roofing Project Manager (Combined 4-part exam)	\$350.00	\$450.00
Insulation / Roofing Installer Exam (Combined 2-part exam) Online Exam Fee (added to the cost of the exam) (Must call SPFA PCP to arrange)	\$75.00	\$85.00
Insulation / Roofing Master Installer Exam (Combined 3-part exam) Online Exam Fee (added to the cost of the exam) (Must call SPFA PCP to arrange)	\$100.00	\$110.00
Insulation / Roofing Project Manager Exam (Combined 4-part exam) Online Exam Fee (added to the cost of the exam) (Must call SPFA PCP to arrange)	\$125.00	\$135.00

Master Installer Field Exam***

Please choose: Insulation Open Cell Insulation Closed Cell Insulation – Both Open & Closed Cell Roofing

Fee Per Field Exam***	\$950.00	\$1,350.00
DISCOUNT- \$250.00 x _____ exams		

Discount applicable to exams taken by multiple people from the same company OR one applicant taking both Insulation & Roofing Field Exams.

Renewal and Re-Certification

Annual Certification Renewal	\$150.00	\$250.00
7 Year Re-Certification	\$150.00	\$250.00

NOTES:

- 1) All fees/costs are subject to change without notice, are not pro-rated, non-transferable, and non-refundable, and must be pre-paid.
- 2) BULK PRICING available for 100 or more exams and 100 or more registrations, contact the SPFA PCP office for additional details.
- 3) All persons seeking certification must complete all levels of exams preceding their chosen certification, i.e., if you are to be certified as a Master Installer, you must pass the Assistant, Installer, and Master Installer Exams. The lower-level exams are included in the combined exams for each level, i.e., the Master Installer (3-part combined exam) is made up of this:
 - Part One – Assistant Exam
 - Part Two – Installer Exam
 - Part Three – Master Installer Exam

* The SPFA PCP Registration cost includes the certification fee for the year of registration. All Certifications expire each year on December 31 and must be renewed annually.

** Additional written exams are discounted if taken at the same exam session by the same person, i.e., the Candidate takes the Assistant exam at 8 am, then the Installer exam at 12 pm, the Assistant is full price, and the Installer exam is discounted price of \$100.00. Any additional exams also \$100.00 discount. For Online testing, a discount applies if exams are taken within the 7-day period which begins when the first exam is executed.

*** Field Exam pricing is subject to change based on the number of exams/travel costs; please contact the SPFA PCP for additional details. Discount for Field Exam is \$250 for each exam if either multiple people from the same company or one applicant take more than one field exam at the same time.

Questions: e-mail: admin@spfapcp.org or 1-866-222-5000

SPFA PCP - SPF INSULATION EXPERIENCE DECLARATION & PROJECT LIST



1) Please indicate your desired SPF certification goal:

_____Installer _____Master Installer _____Project Manager

2) Please itemize on the chart provided your SPF Insulation Experience:

3) Please review and sign the following:

I, (print name) _____, do solemnly declare; that to the best of my knowledge, the information provided herein is true and correct and I make this solemn declaration conscientiously believing it to be true and I hereby acknowledge and agree that it is binding upon me and of the same force and effects as if made under oath. I hereby authorize SPFA PCP to verify the references listed as needed.

Date

Signature

4) Management verification:

I, (print name) _____, do solemnly declare; that to the best of my knowledge, the information provided herein is true and correct and I make this solemn declaration conscientiously believing it to be true and I hereby acknowledge and agree that it is binding upon me and of the same force and effects as if made under oath. I hereby authorize SPFA PCP to verify the references listed as needed.

Date

Signature

Note: All experience declarations are subject to verification by the SPFA PCP administration. Should this be necessary, additional information will be required to complete the verification process.

Please send completed form(s) to:
SPFA PCP 1600 Boston-Providence Hwy Walpole, MA 02081
Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

Completion Date (Year only)	Project Name	Location (City, State only)	Brief Project Description Examples: SPF residential walls, attic, crawl, below grade, commercial walls, air barrier.	Spraying Experience Size (bd. ft.)		Project Management Experience Size (bd. ft.)
				Closed Cell	Open Cell	
Closed Cell Total						
Open Cell Total						
Installation Total (CC & OC)						
Project Management Total						

Installer = Minimum of 100,000 bd. ft. of installation experience of either CC or OC
Master Installer = Minimum of 500,000 bd. ft. of installation experience for either CC or OC individually-cannot be combined.
Project Manager = Minimum of 500,000 bd. ft. of project management experience in either OC/CC or combination of these projects.

SPFA PCP – CONTINUING EDUCATIONAL UNITS (CEU) DECLARATION FORM



Name: (please print) _____

Company Name: _____

Continuing Educational Units (CEUs) Required to Recertify within the PCP (Please see Certification Handbooks for more details)

An SPFA PCP Certified Individual must recertify every 7 years. One requirement for recertification is the completion of continuing educational units (as applicable per level – see below).

Continuing Education is acceptable for purposes of recertification if it meets the requirement of enhancing your knowledge, skills and abilities for your current certification level or a higher level. CEUs can be acquired through many industry educational opportunities including, but not limited to: Courses, Webinars, Seminars, Workshops, Conference Breakout Sessions, Supplier Training or any educational forum with a topic relevant to the SPF Industry or relevant to your company's business operations.

NOTE: The misrepresentation of CEU information (dishonest or false reporting) will result in demerit points per a Category One (1) violation. (See Certification Handbook).

1) The following is a list of CEU requirements for each level:

Assistant - 10 CEU	Project Manager - 25 CEU
Installer - 15 CEU	Field Examiner - 25 CEU
Master Installer - 20 CEU	Supplier Representative - 25 CEU

NOTE: To recertify, you only need to meet the CEU requirement for your highest level of certification. For example, if you are a Project Manager AND a Master Installer, you only need a total of 25 CEUs to recertify both of those credentials. At the current time, twenty-five (25) CEUs is the maximum required, regardless of the number of certifications held.

2) Please itemize your CEUs on the chart provided.

NOTE: 1 Hour of Education/Training = 1 CEU For example, a course that is 3 hours long will earn 3 CEUs

3) Please review and sign the following:

I, (print name) _____, hereby certify and declare that I have attended/completed the approved CEUs reported in response to No. 2 above and I acknowledge and agree that any false or misleading statement of reported CEUs shall be subject to appropriate disciplinary action on the part of the SPFA PCP.

Signature

Date Signed

Note (Nota): All CEUs are subject to verification by the SPFA PCP administration. Should this be necessary, additional information will be required to complete the verification process.

Please send completed form(s) to:
SPFA PCP 1600 Boston-Providence Hwy Walpole, MA 02081
Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

SPFA PCP – FORMULARIO DE DECLARACIÓN DE UNIDADES DE CRÉDITO DE EDUCACIÓN CONTINUA [CEU]



Nombre en letra de molde: _____

Nombre de la Empresa: _____

**Unidades de Crédito de Educación Continua [CEU, por sus siglas en inglés]
Necesarias para Volver a Certificarse dentro del PCP –
Para más detalles, por favor ver los Manuales de Certificación**

Una persona individual Certificada bajo la SPFA PCP debe volver a certificarse cada 7 años. Un requisito para la recertificación es completar las unidades de crédito de educación continua (según corresponda por nivel, ver a continuación).

La Educación Continua es aceptable para efectos de recertificación si esta cumple con el requisito de mejorar sus conocimientos, habilidades y capacidad para su nivel de certificación actual o para un nivel más alto. Las CEU se pueden obtener a través de muchas oportunidades educativas de la industria incluyendo, pero no limitándose a: Cursos, Seminarios en línea, Seminarios, Talleres, Conferencias de trabajo en equipo, Capacitación para Proveedores o cualquier foro educativo con un tema relevante para la Industria de la Espuma de Poliuretano aplicada por aspersión (SPF, por sus siglas en inglés) o relevante para las operaciones comerciales de su empresa.

NOTA: Declaraciones fraudulentas sobre información relacionada con las CEU, [informar de manera deshonesto o falsa], resultará en el desmerecimiento de puntos por una Violación de categoría uno (1); (ver el manual de certificación).

1) La siguiente es una lista de requisitos de las CEU para cada nivel:

Asistente - 10 CEU	Gerente de Proyectos - 25 CEU
Instalador - 15 CEU	Examinador de Campo - 25 CEU
Instalador Maestro -20 CEU	Representante del Proveedor - 25 CEU

NOTA: Para recertificarse, solo necesita cumplir con el requisito de las CEU para su nivel más alto de certificación. Por ejemplo, si es un Gerente de Proyectos Y un Instalador Maestro, solo necesita un total de 25 CEU para volverse a certificar en ambos certificados. Actualmente, las CEU máximas requeridas son veinticinco (25), sin importar el número de certificaciones que tenga.

2) Favor de detallar sus CEU en la tabla que se proporciona a continuación.

NOTA: 1 Hora de Educación/Capacitación = 1 CEU. Por ejemplo, un curso de 3 horas de duración le dará 3 CEU

3) Favor de revisar y firmar lo siguiente:

Yo, (imprimir nombre) _____ por la presente certifico y declaro que he asistido/completado las CEU aprobadas reportadas en la respuesta 2 de arriba y reconozco y acepto que cualquier declaración falsa o engañosa relacionada con las CEU reportadas estará sujeta a la sanción disciplinaria apropiada de parte de la SPFA PCP.

Firma

Fecha de firma

Nota: Todas las CEU están sujetas a verificación por parte de la administración de SPFA PCP. Si se considera necesario, se solicitará información adicional para completar el proceso de verificación.

Favor de enviar los formularios completos a:
SPFA PCP 1600 Boston-Providence Hwy Walpole, MA 02081
Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org

Date of Course (Fecha del Curso)	Title of Course (Nombre del Curso)	Sponsor/Provider of Course (Patrocinador/Proveedor del Curso)	Location (Lugar)	Duration 1 Hour = 1 CEU (1 Hora = 1 CEU)	Number of CEUs Earned (Número de CEU obtenidas)
Total number of CEUs (Número total de CEU)					

(Use additional pages if necessary) *(Si es necesario utilizar páginas adicionales)*

(Name) *(Nombre)* _____



SPFA CERTIFICATION AGREEMENT

THIS AGREEMENT is made as of _____ (the "Effective Date") by and between the SPRAY POLYURETHANE FOAM ALLIANCE ("SPFA"), a 501(c)(6) non-profit corporation organized and operating under the laws of the Commonwealth of Virginia and having its principle place of business at 11 Hope Road, Suite 111 #308 Stafford, VA 22554 and:

Full Legal Name: _____

Address: _____

City, State, Zip Code: _____

the ("Certified Individual")

WHEREAS, the SPFA is a non-profit organization dedicated to setting high standards for on-going professional practice in the spray polyurethane foam industry through the SPFA Professional Certification Program.

WHEREAS, the individual identified above has sought to obtain certification under the SPFA PCP;

WHEREAS, subject to the provisions of this Agreement and on the condition that the Certified Individual is not in breach of any of the terms or conditions of this Agreement or the provisions of the current Certification Handbook, the SPFA hereby grants to the Certified Individual a limited, revocable and non-exclusive license to make use of the applicable Certification Mark during the Term and only in the manner and for the specific purposes/uses identified in this Agreement or the Certification Handbook or as subsequently modified by the SPFA in its sole and reasonable discretion.

In exchange for good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

1. DEFINITIONS

The following terms shall have the meanings set forth below:

- 1.1 "**Certification Mark**" means any mark or marks developed, exclusively owned and used by the SPFA in connection with the SPFA and/or the SPFA Professional Certification Program or PCP.
- 1.2 "**Certified Individual**" means a person who has met and continues to meet the applicable requirements for certification by the SPFA or its authorized agent or third-party designee under the SPFA PCP. A Certified Individual may hold more than one SPFA PCP certification.
- 1.3 "**SPFA Professional Certification Program**" or "**PCP**" means the professional certification program developed by the SPFA to provide education and training designed to enhance, test and evaluate the knowledge and skills of those individuals involved in the installation of SPF.

2. TERM

- 2.1 This Agreement shall take effect on the Effective Date set forth above and shall remain in effect until terminated by the SPFA or the Certified Individual or if the Agreement is non-renewed or lapses due to actions, or failure of action, on the part of the Certified Individual.

3. ACKNOWLEDGEMENTS AND OBLIGATIONS

- 3.1 The Certified Individual hereby acknowledges and agrees that as a condition of certification under the PCP, he/she shall at all times be and remain in compliance with all of the provisions of this Agreement, the current PCP Certification Handbook and to conduct his or her work in a safe and professional manner consistent with the PCP. The Certified Individual further agrees that he/she shall at all times relevant to this Agreement comply with applicable federal, state and local laws and regulations and such reasonable PCP requirements as may be imposed from time to time by the SPFA or its authorized agent or third-party designee. A failure to adhere to these obligations may result in the suspension or termination of his or her PCP certification.
- 3.2 The Certified Individual warrants that all information and documentation he/she has provided to the SPFA or its employees, authorized agents or third-party designees in connection with his or her application and certification under the PCP is true and correct and acknowledges and agrees that the SPFA is relying upon the accuracy of such representations, information and warranties in entering into this Agreement. He/she further agrees to provide updated and/or corrected information as such information may become available.
- 3.3 The Certified Individual acknowledges and agrees that the PCP is a proprietary SPFA program and that such program is and shall remain the sole and exclusive property of the SPFA. The Certified Individual warrants that he/she shall not challenge, interfere with, damage or infringe upon such SPFA proprietary rights, title or interest and that he/she shall not use the Certification Mark (including without limitation any documents or materials relating thereto) for any purpose inconsistent with this Agreement and/or the requirements of the PCP. The Certified Individual shall not use a Certification Mark denoting PCP certification for any other purpose other than to designate the applicable PCP certification, nor may he/she, directly or indirectly copy, distribute, transfer, assign or make available the applicable Certification Mark to any third party without the prior written consent of the SPFA. Such consent shall be at the sole and absolute discretion of the SPFA. The obligations set out in this paragraph shall survive the expiration or termination of this Agreement for any reason.
- 3.4 The Certified Individual agrees that he/she shall pay the PCP Certification renewal fee on an annual basis, as determined by SPFA from time to time, with notice of the renewal and fee being mailed to the Certified Individual annually.
- 3.5 The Certified Individual is not authorized to extend, assign, sell or transfer to any third party any of his/her rights, duties or obligations under this Agreement.

- 3.6 The Certified Individual further acknowledges and agrees that issuance of the applicable Certification Mark by the SPFA indicates only that the Certified Individual has satisfactorily met the PCP requirements for such certification and that the issuance of such certification by the SPFA does not constitute an endorsement or guarantee by the SPFA of his/her products or services.
- 3.7 The Certified Individual acknowledges and agrees that the PCP (including without limitation, the systems, programs, standards, requirements and methods relating thereto) may be amended from time to time by the SPFA. Current information is posted on the website. The Certified Individual agrees to abide by the current posted version of the SPFA documents. SPFA agrees to provide written notice of changes to the systems, programs, standards, requirements and methods relating thereto amendments by posting such changes to the current Certification Handbook on the PCP/SPFA website and notifying everyone enrolled in the PCP when the update has been posted.

4. CERTIFIED INDIVIDUAL'S USE OF CERTIFICATION MARK

- 4.1 The Certified Individual warrants and agrees that he/she shall only use the Certification Mark on advertisements, promotional materials, and otherwise to identify him or herself as an SPFA PCP certified individual in strict compliance with the terms and conditions of this Agreement and any requirements imposed by the SPFA and the current Certification Handbook on the use and display of the applicable Certification Mark. The Certified Individual shall not use, alter, amend or display the Certification Mark for any other purpose or use without the prior written consent of the SPFA.
- 4.2 Upon written request by SPFA or its authorized agent or third-party designee, the Certified Individual agrees to provide the same with copies of all materials, documents, packaging, advertisements, business cards, marketing materials, website links and anything otherwise, bearing the Certification Mark in advance of any use or distribution of the same. Any failure of SPFA to comment shall not be interpreted as consent for such use. Should SPFA notify the Certified Individual of any objection to his/her use the Certification Mark, he or she shall immediately cease use of same in accordance with SPFA's demand.
- 4.3 No advertising, promotions or marketing by the Certified Individual shall contain any statement or material which may, in the sole judgment of SPFA, contain objectionable language, be misleading or misrepresentative, be in bad taste, or be inconsistent with SPFA's public image as a first-class professional organization representing high standards of safety, conduct and professionalism in the spray polyurethane foam industry.
- 4.4 The Certified Individual agrees not to use the applicable Certification Mark in any manner calculated to represent that the Certified Individual is the owner of the Certification Mark, affiliated with or an agent of SPFA, or that the Certified Individual is anything other than a licensed user of the Certification Mark.
- 4.5 The Certified Individual agrees to immediately notify the SPFA or its authorized agent or third-party designee of any apparent, suspected or actual infringement of the Certification Mark and shall cooperate with the SPFA and its authorized agent or third-party designee with respect to the prosecution of any litigation relating to such infringement or the challenging of the Certification Mark.
- 4.6 The Certified Individual shall at all times observe all such PCP requirements with respect to trademark notices and other forms of marking with respect to the Certification Mark as the SPFA or its authorized agent or third-party designee may from time to time require. The Certified Individual shall, when using the Certification Mark indicate clearly that the mark is owned by SPFA.
- 4.7 The Certified Individual shall ensure that any and all checks, letterhead, contractual documents, advertising, promotional or marketing materials, or writings of any nature, will not directly or indirectly state or infer that the SPFA or its authorized agents or third-party designees or the PCP, are responsible or liable in any way for the obligations or responsibilities of the Certified Individual.
- 4.8 The violation of any provision of this Section 4 which remains uncorrected after the Certified Individual has been notified of the violation in writing may result in the suspension or loss of his/her PCP certification.

5. SPFA'S OBLIGATIONS

- 5.1 SPFA or its authorized agent or third-party designee is responsible for maintaining and delivering the certification program and for meeting the requirements of ISO 17024.

6. BREACH AND TERMINATION

- 6.1 This Agreement may be voluntarily terminated (withdrawn) at any time by the Certified Individual upon written notice to the SPFA or its third-party designee. In the event of such voluntary termination of this Agreement, the individual's certification(s) will be withdrawn and he/she shall immediately discontinue any and all use of the Certification Mark designated for the Certified Individual.
- 6.2 The Certified Individual agrees that his/her PCP certification may be suspended or terminated by the SPFA, in its discretion, if the Certified Individual is found by the SPFA or the SPFA PCP Complaint Review Board, Certification Management Board or third-party designee, acting reasonably, to be in default or in breach of any of his/her duties and obligations under this Agreement or the current SPFA Certification Handbook. The SPFA or SPFA Complaint Review Board, Certification Management Board or third-party designee will provide written notice of the same to the Certified Individual who will be provided with an opportunity to respond in writing to SPFA in accordance with the procedures set forth in the Certification Handbook. The procedures are defined in the Complaint, Default or Deficiency Section of the Certification Handbook.
- 6.3 Without limiting the generality of the foregoing, the Certified Individual shall be deemed to be in default under this Agreement where:
- (a) the Certified Individual fails to participate in or successfully complete any and all applicable PCP requirements or fails to complete any recertification or renewal requirements under the PCP;
 - (b) the Certified Individual is found to have provided the SPFA or its authorized agent or third-party designee with inaccurate, misleading or incomplete information;
 - (c) the Certified Individual is in default of any of his/her obligations under this Agreement or the current Certification Handbook.
- 6.4 Should the SPFA elect to impose a suspension rather than a termination, giving the Certified Individual an opportunity to respond to the complaint, default or deficiency (CDD), it shall notify the individual in writing of the CDD, the suspension of certification, the default to be remedied, and the period granted to the Certified Individual to take corrective action requested correct any such CDD, failing which SPFA may, in its reasonable discretion, suspend or terminate the license and the Certified Individual's certification. Should a suspension be imposed, any fees due and payable to SPFA must be paid in full prior to the re-instatement of any suspended Certified Individual per the procedure outlined in the current Handbook.

- 6.5 In the event of a suspension or termination of credentials, or should this Agreement be terminated for any reason, the Certified Individual shall immediately:
- (a) cease to use, directly or indirectly, the Certification Mark in any manner and for any purpose whatsoever;
 - (b) surrender to SPFA his/her photo identification card and all other PCP related documents requested by SPFA;
 - (c) remove the Certification Mark and any reference to the SPFA or PCP from any and all materials, including without limitation packaging, signs and advertisements, promotional and marketing information, business cards, letterhead, websites, under its custody or control upon which the Certification Mark or reference to the SPFA appears, and shall destroy the same or return them to SPFA upon request;
 - (d) immediately pay to SPFA all fees, amounts and other charges as are or have become due and payable; and
 - (e) immediately cease to and thereafter not, directly or indirectly, hold himself or herself out to the industry, consumers, or the public as a Certified Individual.
 - (f) Follow the process outlined in current Handbook for the CDD Process and Re-instatement.
- 6.6 The Certified Individual agrees that the requirements set forth in paragraph 6.5 (a)-(e) are reasonable and necessary to protect the integrity of the SPFA, the PCP, and the Certification Mark and that these requirements are enforceable by injunction, including without limitation by interlocutory injunction, by any court of competent jurisdiction. In the event that SPFA is required to seek injunctive relief or litigate to enforce any of the terms of this Agreement, it shall be entitled to receive from the Certified Individual reimbursement of SPFA's reasonable attorneys' fees and court costs in the event such injunctive relief issues in favor of SPFA and/or if SPFA prevails in litigation commenced to enforce the Agreement.

7. INDEMNITY AND RELEASE

7.1 The Certified Individual hereby acknowledges and agrees that while the SPFA has made its best effort to develop and make available the PCP, neither the SPFA, nor its directors, officers, agents, employees, volunteers, contractors or third party designees shall be responsible or liable to the Certified Individual or any third party for any loss, cost, damage, injuries or damages to persons or property, liability or claim howsoever occasioned, whether by act, error, omission, failure to act, negligence, or willful misconduct, in respect of the services, materials or products rendered or provided by the Certified Individual, or the use and delivery of the PCP in connection therewith.

The Certified Individual hereby warrants that he/she shall indemnify, defend and hold harmless the SPFA, its officers, directors, employees, volunteers, agents, contractor and third party designees from and against any and all third party claims, actions, causes of action, judgments, liabilities, losses, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, arising out of or resulting from the Certified Individual's (or any employee or contractor under this or her control) acts, errors or omissions, negligence, intentional or willful misconduct or a breach of the terms or conditions of this Agreement or the current Certification Handbook. This duty of indemnification shall survive the termination or expiration of this Agreement for any reason.

7.2 Without limiting the generality of the foregoing, the SPFA, its officers, directors, employees, volunteers, contractors, authorized agents, and third party designees shall not be obligated or liable for any injury or death of any person or damage to any property caused by or relating to the services, materials, or products used or provided by the Certified Individual or any employee or contractor under his or her control.

7.3 The Certified Individual acknowledges and agrees that in no event shall the SPFA, or its officers, directors, employees, authorized agents, third party designees, volunteers or any authorized representative, be liable in any manner for any loss, cost, damage or injury that may be suffered by the Certified Individual by virtue of his/her PCP certification or the suspension or termination of his/her certification.

8. GENERAL

8.1 The Certified Individual is not and shall not represent him or herself to be the employee, agent, joint venture or partner of the SPFA. No representations will be made or acts taken by the Certified Individual which could be deemed to create or infer any apparent relationship of agency, joint venture or partnership, and SPFA shall not be bound in any manner whatsoever by any agreements, warranties or representations made by Certified Individual to any other person or with respect to any other action of the Certified Individual.

8.2 This Agreement shall be interpreted and construed in accordance with the laws of Virginia current hereto and the parties irrevocably agree to the jurisdiction of Virginia with respect to any dispute relating hereto.

8.3 All notices under this Agreement shall be in writing and shall be sent by traceable delivery service or email. Unless changed in writing, the address for SPFA and the PCP program for the purpose of notice is:

SPF Professional Certification Program (PCP) or email: certdir@sprayfoam.org

1600 Boston-Providence Hwy

Walpole, MA 02081

The notice address of the Certified Individual shall be the address listed at the beginning of this document, unless SPFA or its authorized agent or third-party designee is otherwise notified in writing.

8.4 This Agreement represents the entire Agreement between the parties and no representation, warranty or condition shall apply hereto unless expressed herein in writing. This Agreement may not be amended except by written agreement executed by authorized representatives of the parties.

8.5 The failure of the SPFA and/or its authorized agent or third party designee to exercise any right, power or option given hereunder or to insist upon the strict compliance with the terms and conditions hereof by the Certified Individual shall not constitute a waiver of the terms and conditions of this Agreement with respect to that or any other or subsequent breach thereof nor a waiver by the SPFA and/or its authorized agent or third party designee of its rights at any time thereafter to require strict compliance with all terms and conditions hereof including the terms or conditions with respect to which the Certified Individual has failed to exercise such right, power or option.

8.6 If any provision of this Agreement is declared invalid, illegal, or unenforceable by a court of competent jurisdiction such provision shall be severed from the Agreement and all other provisions of the Agreement shall remain in full force and effect.

- 8.7 This Agreement may be executed by the parties in separate counterparts, each of which will be deemed to constitute an original, but all of which together will constitute one and the same agreement. This Agreement will be considered to be fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. This Agreement and those contemplated herein may be executed and delivered by facsimile signatures and will be binding on all parties hereto as if executed by original signature and delivered personally
- 8.8 This Agreement shall inure to the benefit of and be binding upon the SPFA and the Certified Individual and their respective successors and/or permitted assigns.

The parties have executed this Agreement on the date first written above.

PCP CERTIFIED INDIVIDUAL:

Full Legal Name (print): _____

Signed: _____

Date signed: _____

OFFICE PERSONNEL FOR SPRAY POLYURETHANE FOAM ALLIANCE (Professional Certification Program):

By: _____

It's Authorized Signatory

Office/Position: _____

Date signed: _____

Please forward this agreement to:

**SPFA-PCP
1600 Boston-Providence Hwy
Walpole, MA 02081**

Fax: 1-866-956-5819 or e-mail: admin@spfapcp.org Questions? Call: 866-222-5000



ACUERDO DE CERTIFICACIÓN POR LA SPFA

ESTE ACUERDO se celebra este _____ (“Fecha de Vigencia”) por y entre la SPRAY POLYURETHANE FOAM ALLIANCE (de aquí en adelante “SPFA”), una corporación 501(c)(6) sin fines de lucro, organizada y operando bajo las leyes del Commonwealth of Virginia, y teniendo su principal lugar de negocio en: 11 Hope Road, Suite 111 #308 Stafford, VA 22554 y

Nombre Completo: _____

Domicilio: _____

Ciudad, Estado, Código Postal: _____

de la (“Persona Individual Certificada”)

CONSIDERANDO que SPFA es una organización sin fines de lucro dedicada a establecer altas normas de excelencia en la práctica profesional de la industria de la espuma de poliuretano aplicada por aspersión a través del Programa de Certificación Profesional de la SPFA.

CONSIDERANDO que la persona individual identificada anteriormente ha buscado obtener la certificación bajo la SPFA PCP;

CONSIDERANDO que sujeto a las disposiciones de este Acuerdo y bajo la condición de que la Persona Individual Certificada no viole ninguno de los términos ni condiciones de este Acuerdo o las disposiciones del Manual de Certificación, la SPFA por medio del presente, otorga al Individuo Certificado una licencia no exclusiva, limitada y revocable para usar la marca de Certificación que aplique durante el plazo y solamente de la manera y para los propósitos y/o usos específicos identificados en este Acuerdo o en el Manual de Certificación o modificados posteriormente por la SPFA a su absoluta y razonable discreción.

A cambio de contraprestación buena y valiosa, el recibo y la suficiencia de la cual las partes reconocen por medio del presente, las partes acuerdan lo siguiente:

1. DEFINICIONES

Los siguientes términos tendrán el significado que se expone a continuación:

1.1 “**Marca de Certificación**” significa cualquier marca(s) desarrollada, propiedad exclusiva de, y usada por la SPFA en conexión con SPFA y/o el Programa de Certificación Profesional (PCP, por sus siglas en inglés) de la SPFA o PCP.

1.2 “**Persona Individual Certificada**” significa una persona que ha cumplido y continúa cumpliendo los requisitos que apliquen para la certificación por la SPFA o su agente autorizado o tercero designado bajo la SPFA PCP. Una Persona Individual Certificada puede tener más de una certificación SPFA PCP.

1.3 “**Programa de Certificación Profesional de la SPFA**” o “**PCP**” significa el programa de certificación profesional desarrollado por la SPFA para proporcionar educación y capacitación diseñada para mejorar, examinar y evaluar los conocimientos y habilidades de aquellos individuos involucrados en la instalación de SPF.

2. PLAZO

2.1 Este Acuerdo surtirá efecto en la Fecha de Vigencia descrita anteriormente en el presente y se mantendrá vigente hasta que sea terminada por la SPFA o por la Persona Individual Certificada, o si el Acuerdo no es renovado o caduque debido a acciones, o la falta de acción de parte de la Persona Individual Certificada.

3. RECONOCIMIENTO Y OBLIGACIONES

3.1 Por medio del presente la Persona Individual Certificada reconoce y acuerda que como una condición de certificación bajo el PCP, él/ella debe en todo momento estar y permanecer en cumplimiento con todas las disposiciones de este Acuerdo, el Manual de Certificación PCP actual y llevar a cabo su trabajo de una manera profesional y segura consistente con el PCP. Además, la Persona Individual Certificada acuerda que él/ella cumplirá en todo momento relevante a este Acuerdo, con las normas y leyes federales, estatales y locales que apliquen y con tales requisitos razonables del PCP que puedan ser impuestos, de vez en cuando por la SPFA o su agente autorizado o tercero designado. El incumplimiento de estas obligaciones puede resultar en la suspensión o terminación de su certificación PCP.

3.2 La Persona Individual Certificada garantiza que toda la información y la documentación que él/ella le ha proporcionado a la SPFA o a sus empleados, agentes autorizados o terceros designados en conexión con su aplicación y certificación bajo el PCP es verídica y correcta y reconoce y está de acuerdo que la SPFA está dependiendo de la veracidad de tales representaciones, información y garantías al celebrar este Acuerdo. Además, él/ella acuerda proporcionar información corregida y/o actualizada a medida que tal información esté disponible.

3.3 Por medio del presente la Persona Individual Certificada reconoce y acuerda que el PCP es un programa propietario de la SPFA y que tal programa es y permanecerá, la propiedad exclusiva de la SPFA. La Persona Individual Certificada garantiza que él/ella no impugnará, dañará, interferirá ni violará tales derechos de propiedad, título ni interés de la SPFA y que él/ella no usará la Marca de Certificación (inclusive, sin limitación, cualquier documento o material relacionado con la misma), para cualquier propósito que sea inconsistente con este Acuerdo y/o con los requisitos del PCP. La Persona Individual Certificada no usará una Marca de Certificación que denote Certificación PCP para cualquier propósito que no fuera para designar la Certificación PCP que aplique, ni podrá directamente ni indirectamente copiar, distribuir, transferir, asignar ni hacer disponible la Marca de Certificación a ninguna tercera parte sin el previo consentimiento por escrito de la SPFA. Tal consentimiento será en la absoluta discreción de la SPFA. Las obligaciones descritas en este párrafo sobrevivirán la expiración o la terminación de este Acuerdo por cualquier causa.

3.4 La Persona Individual Certificada acuerda que él/ella pagará anualmente la cuota de renovación de la Certificación PCP, según lo determinado por la SPFA de vez en cuando, con una notificación de la renovación y cuota enviada por correo anualmente a la Persona Individual Certificada.

3.5 La Persona Individual Certificada no está autorizada para extender, asignar, vender ni transferir a ningún tercero ninguno de sus derechos, deberes u obligaciones bajo este Acuerdo.

3.6 Además, la Persona Individual Certificada reconoce y acuerda que la expedición de la Marca de Certificación aplicable por la SPFA solamente indica que la Persona Individual Certificada ha cumplido satisfactoriamente los requisitos del PCP para tal certificación y que la expedición de tal certificación por la SPFA no constituye un respaldo ni garantía por la SPFA de los productos o servicios de la Persona Individual Certificada.

3.7 La Persona Individual Certificada reconoce y acuerda que el PCP (incluyendo pero sin limitación, los sistemas, programas, estándares, requisitos y métodos relacionados) podrán ser enmendados de vez en cuando por la SPFA. La información actualizada está publicada en la página web. La Persona Individual Certificada acuerda adherirse a la versión actualizada publicada de los documentos de la SPFA. SPFA acuerda proporcionar notificación por escrito de cambios a los sistemas, programas, estándares, requisitos y métodos relacionados con las enmiendas mediante la publicación de tales cambios en el Manual de Certificación actual en la página web PCP/SPFA y al notificar a todos los inscritos en el PCP cuando se haya publicado la actualización.

4. USO DE LA MARCA DE CERTIFICACIÓN POR PARTE DE LA PERSONA INDIVIDUAL CERTIFICADA

4.1 La Persona Individual Certificada garantiza y acuerda que él/ella solamente usará la Marca de Certificación en propaganda, documentos de promoción u otros, para identificarse como una persona individual certificada por la SPFA PCP en cumplimiento estricto de los términos y condiciones de este Acuerdo y de cualquier requisito impuesto por la SPFA y el Manual de Certificación actual sobre el uso y exhibición de la Marca de Certificación que aplique. La Persona Individual Certificada no usará, alterará, enmendará ni exhibirá la Marca de Certificación para ningún otro propósito o uso sin el previo consentimiento por escrito de la SPFA.

4.2 A petición por escrito de la SPFA, o su agente autorizado o tercero designado, la Persona Individual Certificada acuerda proporcionar a los mismos con copias de todo material, documentos, embalaje, propaganda, tarjetas de presentación, materiales de mercadeo, enlaces para la página web y cualquier otra cosa, que lleven la Marca de Certificación con anterioridad a cualquier uso o distribución de los mismos. El que la SPFA no haga ningún comentario no será interpretado con un consentimiento para tal uso. Si la SPFA notificara a la Persona Individual Certificada de cualquier objeción por el uso de la Marca de Certificación, él/ella inmediatamente cesará el uso de la misma de acuerdo con la exigencia de la SPFA.

4.3 Ningún material de propaganda, mercadeo o promoción por la Persona Individual Certificada incluirá ninguna declaración ni material que pudiera, en el juicio único de la SPFA, contener lenguaje que sea objetable, engañoso o falso, de mal gusto, o que sea inconsistente con la imagen pública de la SPFA como una organización de primera categoría que representa altos estándares de seguridad, conducta y profesionalismo en la industria de la espuma de poliuretano aplicada por aspersión.

4.4 La Persona Individual Certificada acuerda no usar la Marca de Certificación que aplique en ninguna manera que esté calculada para representar que la Persona Individual Certificada es la propietaria de la Marca de Certificación, está afiliada con, o sea un agente de SPFA, o que la Persona Individual Certificada es cualquier otra cosa que no sea una usuaria con licencia de la Marca de Certificación.

4.5 La Persona Individual Certificada acuerda notificar inmediatamente a la SPFA o a su agente autorizado o tercero designado con respecto a cualquier violación aparente o real de la Marca de Certificación y cooperará con la SPFA y su agente autorizado o tercero designado con respecto a la prosecución de cualquier litigio relacionado con tal violación o la impugnación de la Marca de Certificación.

4.6 La Persona Individual Certificada, en todo momento, observará todos los requisitos del PCP con respecto a notificaciones de marca registrada y otras formas de marcaje con respecto a la Marca de Certificación, ya que la SPFA o su agente autorizado o tercero designado, puede de vez en cuando solicitar. La Persona Individual Certificada, cuando haga uso de la Marca de Certificación indicará claramente que la marca es la propiedad de la SPFA.

4.7 La Persona Individual Certificada se asegurará que cualquier y todo cheque, membrete, documento de contrato, mercadeo, materiales de promoción o publicidad o escritura de cualquier naturaleza, no declarará, directa ni indirectamente, ni sugerirá que la SPFA o su agente autorizado o tercero designado ni la PCP son responsables ni tienen responsabilidad civil de ninguna manera de las obligaciones o responsabilidades de la Persona Individual Certificada.

4.8 La violación de cualquier disposición de esta Sección 4, la cual permanece sin corregir después de que la Persona Individual Certificada haya sido notificada de la violación por escrito puede resultar en la suspensión o pérdida de su Certificación PCP.

5. OBLIGACIONES DE LA SPFA

5.1 SPFA o su agente autorizado o tercero designado es responsable de mantener e impartir el programa de certificación y de cumplir con los requisitos de ISO 17024.

6. VIOLACIÓN Y TERMINACIÓN

6.1 La Persona Individual Certificada podrá terminar (revocar) voluntariamente este Acuerdo en cualquier momento previa notificación por escrito a la SPFA o a su tercero designado. En el caso de tal terminación voluntaria de este Acuerdo, la/las certificación (es) de la Persona Individual serán retiradas y él/ella discontinuarán inmediatamente cualquier y todo uso de la Marca de Certificación designada para la Persona Individual Certificada.

6.2 La Persona Individual Certificada acuerda que su certificación PCP puede ser suspendida o terminada por la SPFA, a su discreción, si la SPFA o la Junta de Evaluación de Quejas de la SPFA PCP, la Junta Directiva de Certificación o tercero designado halla, actuando de manera razonable, que la Persona Individual Certificada ha violado o incumplido cualquiera de sus deberes y obligaciones bajo este Acuerdo o el Manual de Certificación actual de la SPFA. La SPFA o la Junta de Evaluación de Quejas de la SPFA, la Junta Directiva de Certificación o tercero designado proporcionarán notificación por escrito de lo mismo a la Persona Individual Certificada, quien será otorgada una oportunidad para responder por escrito a la SPFA según los procedimientos descritos en el Manual de Certificación. Los procedimientos son definidos en la Sección de Quejas, Incumplimiento o Deficiencia del Manual de Certificación.

6.3 Sin limitar la generalidad de lo anterior, se considerará que la Persona Individual Certificada no ha cumplido bajo este Acuerdo si:

- (a) la Persona Individual Certificada no participa en o no completa exitosamente cualquier y todo requisito del PCP que aplique o no cumple de manera exitosa cualquier requisito de recertificación o renovación bajo el PCP;
- (b) se halla que la Persona Individual Certificada le proporcionó a la SPFA o a su agente autorizado o tercero designado información incorrecta, incompleta o engañosa;
- (c) la Persona Individual Certificada no ha cumplido con cualquiera de sus deberes u obligaciones bajo este Acuerdo, o el Manual de Certificación actual;

6.4 Si la SPFA eligiera imponer una suspensión en vez de una terminación, dándole a la Persona Individual Certificada una oportunidad para responder a la queja, incumplimiento o deficiencia (CDD, por sus siglas en inglés), esta dará a la Persona Individual notificación por escrito del CDD, la suspensión de la certificación, el incumplimiento a ser corregido y el plazo otorgado a la Persona Individual Certificada para tomar acciones correctivas, corregir cualquier tal CDD, de no cumplirse, lo cual la SPFA podrá, a su razonable discreción, suspender o terminar la licencia y la certificación de la Persona Individual Certificada. Si se llegara a imponer una suspensión, cualquier cuota debida y pagadera a la SPFA deberá ser pagada por completo antes de la reintegración de cualquier Persona Individual Certificada suspendida según el procedimiento descrito en el Manual actual.

6.5 En el caso de una suspensión o terminación de la certificación, o si este acuerdo llegará a ser terminado por cualquier razón, la Persona Individual Certificada inmediatamente:

- (a) cesará de usar, directa o indirectamente, la Marca de Certificación de cualquier manera y para cualquier propósito;
- (b) entregará a la SPFA su tarjeta de identificación con fotografía y todos los otros documentos relacionados con el PCP que la SPFA solicite;
- (c) removerá la Marca de Certificación y cualquier referencia a la SPFA o PCP de cualquier y todo material, incluyendo, sin limitación, su embalaje, letreros y anuncios, información sobre mercadeo y promoción, tarjetas de presentación, membrete, páginas web, bajo su custodia o control, en los cuales aparecen la Marca de Certificación o referencias a la SPFA, y destruirá los mismos o los devolverá a la SPFA cuando le sea solicitado;
- (d) pagará inmediatamente a la SPFA cualquier cuota, cantidad u otro cargo que esté vencido o venza y sea pagadero; y
- (e) cesará inmediatamente y a partir de entonces él/ella no se presentará, directa ni indirectamente, con la industria, los consumidores o el público como una Persona Individual Certificada.
- (f) Seguir el proceso descrito en el Manual actual para el Proceso CDD y el de Reintegración

6.6 La Persona Individual Certificada acuerda que los requisitos expuestos en el párrafo 6.5 (a)-(e) son razonables y necesarios para proteger la integridad de la SPFA, el PCP y la Marca de Certificación, y que estos requisitos gozan de fuerza ejecutoria mediante mandato judicial (*injunction*) por cualquier tribunal de jurisdicción competente. En caso de que se requiera que SPFA solicite una medida cautelar o litigue para hacer cumplir cualquiera de los términos de este Acuerdo, este tendrá derecho a recibir de parte de la Persona Individual Certificada, el reembolso de honorarios razonables de abogados y costos de tribunal de la SPFA, en caso de que tal medida cautelar favorezca a SPFA y/o si SPFA prevalece en un litigio iniciado para hacer cumplir el acuerdo.

7. INDEMINACIÓN Y LIBERACIÓN

7.1 Por medio del presente la Persona Individual Certificada reconoce y acuerda que, mientras la SPFA ha hecho sus mejores esfuerzos por desarrollar y hacer disponible el PCP, ni la SPFA, ni sus directores, ejecutivos, agentes, empleados, voluntarios, contratistas ni terceros designados serán responsables para con la Persona Individual Certificada ni ningún tercero por ninguna pérdida, costo, daño, lesión o daños a personas o propiedad, responsabilidad civil ni reclamación sin importar cómo este fue ocasionado, ya sea por cualquier acto, error, omisión, falta de acción, negligencia o conducta deliberada, con respecto a los servicios, materiales o productos prestados o proporcionados por la Persona Individual Certificada, ni por el uso ni entrega del PCP en conexión con el mismo.

La Persona Individual Certificada por medio del presente garantiza que él/ella indemnizará, defenderá y librará de responsabilidad a la SPFA, sus ejecutivos, directores, empleados, voluntarios, agentes, contratistas y terceros designados de y contra todo y cualquier reclamación de terceros, acción, fundamento de la demanda, decisión judicial, responsabilidad civil, pérdidas, lesiones o daños a personas o propiedad, costos y gastos, incluyendo honorarios razonables de abogados y costos de tribunal, que surgieran o que resultaran de los actos, errores u omisiones, negligencia, mala conducta intencional o deliberada de la Persona Individual Certificada (o de cualquier empleado o contratista bajo su control), o de la violación de los términos o las condiciones de este Acuerdo o del Manual de Certificación actual. Esta obligación de indemnización sobrevivirá la terminación o la expiración por cualquier razón de este Acuerdo.

7.2 Sin limitar la generalidad de lo anterior, la SPFA, sus ejecutivos, directores, empleados, voluntarios, contratistas, agentes autorizados y terceros designados no estarán obligados ni serán responsables de ninguna lesión ni del fallecimiento de ninguna persona ni de daños a ninguna propiedad que fuera causada por, o relacionada con los servicios, los materiales o los productos usados o proporcionados por la Persona Individual Certificada ni por ningún empleado ni contratista bajo su control.

7.3 La Persona Individual Certificada reconoce y acuerda que ni la SPFA, ni sus ejecutivos, directores, empleados, agentes autorizados, terceros designados, voluntarios ni representante autorizado será, en ningún caso, responsable de ninguna manera por ninguna pérdida, costo, daño o lesión que pudiera sufrir la Persona Individual Certificada, en virtud de su certificación PCP o la suspensión o terminación de su certificación.

8. GENERAL

8.1 La Persona Individual Certificada no es, ni hará representación de ser un empleado, agente, una empresa en común ni un socio de la SPFA. No hará ninguna representación ni tomará ninguna acción la Persona Individual Certificada que se consideraría que creara o infiriera cualquier relación de agencia aparente, sociedad conjunta ni asociación y la SPFA no estará obligada, de ninguna manera, por ningún acuerdo, garantía ni representación hecha por la Persona Individual Certificada hacia cualquier otra persona ni con respecto a ninguna otra acción de la Persona Individual Certificada.

8.2 Este Acuerdo será interpretado según las leyes de Virginia actuales y las partes aceptan irrevocablemente la jurisdicción de Virginia con respecto a cualquier disputa relacionada con la misma.

8.3 Toda notificación bajo este Acuerdo será por escrito y será enviada por servicio de entrega rastreable o correo electrónico. A menos que sea cambiada por escrito, el domicilio de la SPFA y el programa PCP para propósitos de notificaciones es:

**SPF Professional Certification Program (PCP) o correo electrónico: certdir@sprayfoam.org
1600 Boston-Providence Hwy
Walpole, MA 02081**

La dirección para notificaciones de la Persona Individual Certificada será la dirección que aparece al principio de este documento, a menos que se notifique por escrito de lo contrario a la SPFA o a su agente autorizado o tercero designado.

8.4 Este Acuerdo representa el Acuerdo completo entre las partes y no aplicará ninguna representación, garantía ni condición al presente, a menos que se exprese aquí por escrito. Este Acuerdo no podrá ser enmendado excepto mediante un acuerdo por escrito celebrado por los representantes autorizados de las partes.

8.5 El hecho que la SPFA y/o su agente autorizado o tercero designado no ejerzan algún derecho, poder u opción otorgado en el presente, o la falta de insistir en el cumplimiento estricto de los términos y las condiciones del presente por la Persona Individual Certificada no constituirá una renuncia a los términos y condiciones de este Acuerdo con respecto a ese ni a cualquier otro incumplimiento o subsiguiente incumplimiento del presente ni de una renuncia por la SPFA y/o su agente autorizado o tercero designado a sus derechos en cualquier momento después, de exigir el cumplimiento estricto de todos los términos y condiciones del presente incluyendo los términos y condiciones con respecto a los cuales la Persona Individual Certificada no ha ejercido tal derecho, poder u opción.

8.6 Si cualquier disposición de este Acuerdo es declarada inválida, ilegal o sin fuerza ejecutoria por un tribunal de jurisdicción competente, tal disposición será removida del Acuerdo y todas las otras disposiciones del acuerdo permanecerán en pleno vigor.

8.7 Este Acuerdo podrá ser celebrado por las partes en ejemplares, cada una de las cuales será considerada como una original, pero todas las cuales serán consideradas conjuntamente como el mismo y único Acuerdo. Este Acuerdo se considerará celebrado cuando todas las partes hayan firmado un ejemplar idéntico, sin importar que todas las firmas no aparezcan en el mismo ejemplar. Este Acuerdo y aquellos contemplados aquí podrán ser celebrados y entregados con firma por facsímil y serán vinculantes para todas las partes como si hubieran sido celebrados por firma original y entregados en persona.

8.8 Este Acuerdo redundará al beneficio de y será obligatorio para, la SPFA y la Persona Individual Certificada y sus respectivos sucesores y cesionarios permitidos.

Las partes han firmado debidamente este acuerdo en la fecha que aparece anteriormente.

Persona Individual Certificada PCP:

Nombre Completo (letra de molde): _____

Firmado: _____

Fecha de la Firma: _____

**ALIANZA DE ESPUMA DE POLIURETANO APLICADA POR ASPERSIÓN
SPRAY POLYURETHANE FOAM ALLIANCE (Programa de Certificación Profesional):**

Por: _____

Su Signatario Autorizado

Cargo/Puesto: _____

Fecha de la Firma: _____

Por favor remita este acuerdo a:

**SPFA-PCP
1600 Boston-Providence Hwy
Walpole, MA 02081**

Fax: 1-866-956-5819 o correo electrónico: admin@spfapcp.org ¿Preguntas? Llamar al: 866-222-5000