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# LICENSEE INFORMATION/APPLICATION

(Firms may apply for Licensee Status only and are not required to be a member of WOODWORK INSTITUTE)

## Application Fees:

1. All applicants pay a non-refundable Licensee Application Fee of \$2,400 (for one or more WI License types, subject to 25% Member discount).
  - a. Any additional required inspections during the application period shall be charged \$1,000 (subject to a 25% Member discount).
  - b. Three, 3-month extensions of the initial 12-month filing period are permitted on the basis of \$200 for the first extension, \$400 for a second extension, and \$600 for a third extension.

## Annual Renewal Fees:

1. All Licensees shall pay an annual licensee fee of \$1,000 (subject to a 25% member discount).
2. Annual Licensee fees are invoiced approximately November 15th for the following calendar year, payable December 1st, and delinquent on the 1st of January.
  - a. Delinquent Licensees are not entitled to any benefits or services.
  - b. Fees received after January 1st and up through January 31st are subject to a 10% late charge.
  - c. Fees received February 1st through March 31st are subject to a 25% late charge, and
    - Firm's Licensee Status listing will not be included in the INSTITUTE'S annual printed membership roster.
  - d. Fees will not be accepted after March 31st, and firms desiring to continue Licensing will need to reapply (subject to a new application and fees).

## Requirements:

All Licensee's must complete the following requirements:

1. Agree to and sign the INSTITUTE'S 'Certificate of Licensing Status' binding them to all of the terms and conditions of the INSTITUTE'S "Certified Compliance Program Licensing Agreement".
2. If not a Member, agree to and sign the INSTITUTE'S 'Code of Ethics' as included in this document.
3. Pay an annual licensee fee to maintain their Licensee status.
4. Show evidence of having been in the architectural millwork business for at least (3) three years. This requirement can be appealed with adequate evidence of other appropriate experience.
5. Provide at least (6) six letters of recommendation, with at least (2) two from design professionals and (2) two from general contractors/customers and others.
6. At least one employee of the applicant firm shall pass all the prescribed examinations on the Architectural Woodwork Standards (AWS). (It is recommended that the Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman and Outside Superintendent also take the exam.) This examination must be taken and passed before any qualifying inspections will be performed.
7. The INSTITUTE requires physical verification by one of its Directors of Architectural Services (DAS - field staff) to confirm that applicants have adequate equipment and facilities to fabricate the product(s) for which they are requesting Licensee status.
  - a. Within our service area the cost of such is included in the initial application fee.
  - b. Staff assignment for shop verification will be based on availability & efficiency of travel.
  - c. Applicant Shops outside of our service area are required to bear the additional cost incurred by the INSTITUTE to make such a verification; including:
    - A fee of \$100 per hour for all staff time spent away from their field office, not to exceed 8 hours per day; including travel time, standby time, and observance time.
    - Reimbursement for all expenses, including as applicable, mileage at the Federal approved mileage allowance for personal car use, coach class airfare and auto rental; along with reasonable lodging, meals, and miscellaneous travel expenses.
    - An initial deposit of \$2,000.
8. Furnish a valid certificate of Workers' Compensation Insurance coverage when applying for any Installation License type, naming WOODWORK INSTITUTE as "Certificate Holder".

(continued...)

FOR A LIST OF OUR DIRECTORS OF ARCHITECTURAL SERVICES, PLEASE VISIT:

WWW.WOODWORKINSTITUTE.COM,

OR CALL THE WI ADMINISTRATIVE OFFICE, (916) 372-9943

## Requirements (continued)

All Licensee's must complete the following requirements: (continued)

9. Submit for each license type applied for (projects must be located within our service area):
  - a. At least three projects for inspection on which the millwork, when inspected, meets or exceeds WOODWORK INSTITUTE Custom Grade Requirements. Projects do not have to be "WOODWORK INSTITUTE Certified" projects.
  - b. A project that has been completed within the last twelve months, including plans, specifications, and shop drawings, which meet the prescribed requirements for Custom Grade.
    - If a completed project is not available that meets all the above requirements, additional projects may be submitted or prescribed specimens shall be furnished for inspection. Specimens do not have to be constructed solely for inspection, but may be items manufactured for any project.
  - c. An additional project shall be submitted for any project not meeting the prescribed requirements for Custom Grade on the first inspection. **APPLICANT CANNOT USE THE SAME PROJECT AGAIN.**
10. After licensee status is granted, products shipped to the first two projects for which Certification is requested shall be inspected by an INSTITUTE representative in accordance with the following conditions, before the certificates and/or labels are released:
  - a. These projects shall be different than the ones used to comply with Paragraph 9 above.
  - b. If the projects require shop drawing Certification, the shop drawings shall be submitted to the INSTITUTE for inspection.
  - c. A representative sampling of all product types to be Certified shall be inspected by a representative of the INSTITUTE before jobsite delivery, preferably in one inspection.
  - d. Any product type unable to be inspected during the initial inspection is still required, if possible, to be inspected prior to delivery.
  - e. Any representative product samplings unable to be inspected prior to jobsite delivery are still required to be inspected by an INSTITUTE representative prior to release of Certificates and/or Labels; the inspection, however, will be conducted at the jobsite.

**All Licensee's must understand and adhere to the following:**

11. An applicant will have 5 attempts to provide 3 consecutively passed inspections. If any project fails an inspection, that project can no longer be used as a qualifying inspection.
  - a. A **new** project must be provided for inspection
  - b. Any **additional** applicable inspection fees shall be charged at \$800 (**subject to a 25% Member discount**).
12. Application will be denied if the applicant fails to pass the prescribed project inspection requirements within five inspections for any license type (except for the written examination which may be retaken until passed). Licensee applicants whose applications have been denied are prohibited from reapplying for a period of 12 months.
13. All licensing requirements shall be completed within 12 months from the application date. A total of three, 3-month extensions may be granted on a fee basis of \$200.00 for the first extension, \$400.00 for the second extension, and \$600.00 for the third extension, after which all fees will be forfeited and applicant must then reapply if licensee status is still desired.
14. A maximum of one project may be Certified as part of an applicant's licensing process, subsequent projects needing Certification prior to completion of an applicant's licensing process will be charged at the current applicable inspection rate.
15. The INSTITUTE reserves the right to monitor the activity of new Licensees over their first couple of years by possibly reviewing the work being Certified before requested Certificates are released.

## License Types:

|            |  |
|------------|--|
| Type A     | For all millwork products, excluding casework and countertops                              |
| Type A-D   | For wood doors only <sup>1</sup>   |
| Type B     | For casework <sup>1</sup>  |
| Type C     | For flat and or formed plastic laminate countertops <sup>1</sup>                           |
| Type C*    | For flat (only) plastic laminate countertops <sup>1</sup>                                  |
| Type DS    | For Solid Surface countertops <sup>1,2</sup>   |
| Type DL    | For Solid Phenolic, Epoxy Resin, or Natural/Manufactured Stone countertops                 |
| Type A-E   | For installation of all millwork products, excluding casework and countertops              |
| Type A-D-E | For installation of wood doors only  |
| Type B-E   | For installation of casework   |
| Type C-E   | For installation of laminated plastic countertops  |
| Type DS-E  | For installation of Solid Surface countertops <sup>2</sup>                                 |
| Type DL-E  | For installation of Solid Phenolic, Epoxy Resin, or Natural/Manufactured Stone countertops |

<sup>1</sup> -- These license types require a permanent business establishment with adequate machinery to be engaged in the manufacturing/fabrication of product (firms outside of Arizona, California, Nevada and Oregon must pay all of the INSTITUTE's additional costs of verifying such).

<sup>2</sup> -- These license types require proof of fabrication and/or installation certification from a Solid Surface manufacturer.

**Application Check List:**

- 1. Select Membership Affiliation Status
- 2. Complete General Contact Information (Please Print)

- 3. Sign Code of Ethics (if applicable)
- 4. Select Licenses Requested and sign Acknowledgement
- 5. Sign Application and Complete Payment Requirements

We hereby apply for Licensing Status as a  WI Member  Non-Member

**Contact Information:**

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_  
 MailAddress: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 StreetAddress: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ County: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Code of Ethics:**

WOODWORK INSTITUTE Members, Member-Licensees, Non-Member-Licensees, and their staff are expected to conduct themselves in an ethical and professional manner.

The following Code is intended to serve as a basis for the ethical conduct of the INSTITUTE’s Members, Member-Licensees, Non-Member-Licensees and their staff , as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that one ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

As a WOODWORK INSTITUTE Member, Member-Licensee, Non-Member-Licensee and/or a member of their staff, I will ...

- 1. Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.
- 2. Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the INSTITUTE.
- 3. Be honest and trustworthy, not make deliberate false or deceptive claims, be honest about my qualifications, and about circumstances that might lead to conflicts of interest. I will exercise care not to misrepresent the Institute, its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.
- 4. Know, respect and follow the policies and/or procedures of the Institute while acknowledging and supporting proper authorized use of the Institute’s resources.
- 5. Not use my position improperly to confer on or secure for myself an advantage or a disadvantage on another.
- 6. Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, or unless required to do so by law.
- 7. Honor contracts, agreements, and specifications, especially those requiring compliance to the *Archetectoral Woodwork Standards*, and/or Certified or Monitored Compliance.
- 8. Strive to achieve the highest quality, effectiveness, dignity, and professional competence while managing my personnel and resources to enhance the quality of our professionalism.
- 9. Uphold principles of this Code and promote the same of other Members, Member-Licensees, Non-Member Licensees and their staff.
- 10. Treat violations of this code as inconsistent with proper Member, Member-Licensee, and Non-Member-Licensee behavior, and understand that by engaging in gross misconduct, my membership may be terminated.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Applying for License Type(s):**

- |                                     |                                   |                                   |                                    |
|-------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Type A     | <input type="checkbox"/> Type B   | <input type="checkbox"/> Type C*  | <input type="checkbox"/> Type DS   |
| <input type="checkbox"/> Type A-E   | <input type="checkbox"/> Type B-E | <input type="checkbox"/> Type C   | <input type="checkbox"/> Type DS-E |
| <input type="checkbox"/> Type A-D   |                                   | <input type="checkbox"/> Type C-E | <input type="checkbox"/> Type DL   |
| <input type="checkbox"/> Type A-D-E |                                   |                                   | <input type="checkbox"/> Type DL-E |

**Acknowledgement:**

We hereby acknowledge that they have read the document entitled "Certified Compliance Program - Licensing Agreement", dated October 1, 2009, and the INSTITUTE'S latest listing of "WI Policies and Procedures," and hereby agree to any and all of the requirements, conditions, etc. I attest that I have the authority to sign on behalf of the applicant firm. Furthermore, we agree to sign upon completion of all other application requirements, the INSTITUTE'S "Certificate of Woodwork Institute Licensing Status," agreeing to all of the terms and conditions of the aforementioned licensing agreement and policy/procedures documents.

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Calculations and Payment:**

|  |          |
|--|----------|
| Licensee Application Fee ( <b>non-refundable</b> )                   | \$ _____ |
| <b>For Member (after 25% discount) \$1,800, or</b>                   |          |
| <b>For Non-Member \$2,400</b>  |          |
| Annual or Partial Prorated Licensee Renewal Fee (as applicable)      | \$ _____ |
| Shop Verification/Inspection Deposit \$2,000                         |          |
| (if applicable, required for applicants outside of our service area) | \$ _____ |
| <b>Total:</b>  | \$ _____ |

**Payment Method:** (Payment must accompany this application before it can be processed)

- Check (Enclosed)       Visa\*       MasterCard\*

\* (For credit card payment please complete the information below)

**Credit Card Information and Charge Authorization:**

Cardholder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Billing Address Zip Code: \_\_\_\_\_

Amount to be Charged: \$ \_\_\_\_\_

**(FOR WOODWORK INSTITUTE USE ONLY)**

On the date of inspection, the following equipment was located on the premises:

- |  |  |   |                                       |   |
|--|--|---|---------------------------------------|---|
| <input type="checkbox"/> Table Saw             | <input type="checkbox"/> Planer                | <input type="checkbox"/> Laminating Press | <input type="checkbox"/> Jointer      | <input type="checkbox"/> 32mm System Boring |
| <input type="checkbox"/> Resaw                 | <input type="checkbox"/> Case Clamp            | <input type="checkbox"/> Radial Arm Saw   | <input type="checkbox"/> CNC Router   | <input type="checkbox"/> Forming Equipment  |
| <input type="checkbox"/> Panel Saw             | <input type="checkbox"/> Straight Line Rip Saw | <input type="checkbox"/> Edge Bander      | <input type="checkbox"/> Panel Router | <input type="checkbox"/> Chop Saw           |
| <input type="checkbox"/> Edge Sander           | <input type="checkbox"/> Dovetailer            | <input type="checkbox"/> Tenoner          | <input type="checkbox"/> Band Saw     | <input type="checkbox"/> Moulder            |
| <input type="checkbox"/> Drum/Wide Belt Sander |  | <input type="checkbox"/> Shaper           | <input type="checkbox"/> Other _____  |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In principle and in practice, the WOODWORK INSTITUTE values and seeks diverse and inclusive participation within the architectural millwork industry. The INSTITUTE promotes involvement, access, and leadership opportunities to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.