URETHANE FOAM CONSULTANTS

Program Summary

Thank for you for choosing Urethane Foam Consultants (UFC) for personnel certification services for the Canadian spray foam industry. Our quality assurance program provides the highest level of evaluation and certification of spray foam installers in accordance with current industry requirements. Please read and follow the requirements below in order to obtain UFC certification:

Process for New Installers (not currently licensed / trained)

The following steps are required for those installers who do not currently have a valid license card, or who have not attended a training program:

- Please complete and return the attached Installer Application Form and Payment information
- Provide proof of insurance, minimum of $2 million liability (can be under employer policy).
- In order to obtain a UFC certification, the applicant must attend a UFI training course, complete a written exam and field test administered by UFC.
- The UFC certification will be valid for 5 years from date of issuance. All provided license cards will need to be renewed on a yearly basis.
- The applicant must provide a current, colour, digital photo clearly identifying their face.

Valid and currently licensed installers

The following steps are required for those installers who have a valid, current license:

- Please complete and return the attached Installer Application Form and Payment information
- Provide proof of insurance, minimum of $2 million liability (can be under employer policy).
- For currently licensed installers, please provide scanned copy of license card as well as proof of training (if training course has been previously completed).
- For valid, currently-licensed installers a temporary license card will provided upon receipt of the application form & payment. This card is valid for **6 months** from issuance, during which the installer is required to complete a UFC written test and conduct a practical field test. Upon completion of these tests, a license card valid for 1 year will be issued for the specified spray foam material.
- The applicant must provide a current, colour, digital photo clearly identifying their face.
- The UFC certification will be valid for 5 years from date of issuance. All provided license cards will need to be renewed on a yearly basis.

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Installer Application Form

INSTALLER INFORMATION		
***Name**: (First , Last)		
Date of birth (YYYY/MM/DD)	**Phone:**	
Current address:	**Email:**	
City:	**Province:**	**Postal Code:**
Name of manufacturer's product to be sprayed by applicant:		CCMC #:
Any special needs, allergies or other requirements for considerations:		
Emergency Contact Name:	**Relation:**	
Primary Phone Number:	**Alternate Phone Number:**	

EMPLOYMENT INFORMATION			
Current employer:			
Employer address:			Length of employment?
Phone:	E-mail:		Fax:
City:		Province:	Postal Code:
Position:			
Previous employer (if applicable):			
Location:			Length of employment?

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Experience related to Spray foam application (please circle)

• Have you been on a spray foam job-site?	Yes	No
• Have you handled spray foam application equipment?	Yes	No
• Have you applied spray foam materials?	Yes	No
• Have you been a helper / apprentice on a job-site or rig?	Yes	No

Additional comments regarding experience:

Currently Licensed? If yes, with who?

Expiry date:

UFC INFORMATION SECTION (**TO BE FILLED BY UFC STAFF ONLY**)

Application #

Application reviewed by:	Approved by:	
Registration Fee Sent: Received:	Exam Fee Sent Sent: Received	Practical Exam Fee Sent: Received
Installer Exam Written Score #1: Graded by:	Installer Field Audit Score #1: Graded by:	Certificate issue Date: Certificate Expiry Date: ID card Issue Date: ID card Expiry Date
Installer Exam Written Score #2 Graded by:	Installer Field Audit Score #2: Graded by:	Proof of Manufacturer training Date
Installer Exam Written Score #3 Graded by:	Installer Field Audit Score #3: Graded by:	Proof of safety training Date

I, (Print name)_____, hereby agree to the following installer certification obligations listed below:

1. Comply with all regulations and process set forth by UFC (i.e. surveillance, inspection and re-certification
2. Install the product according to the CAN/ULC S705.2 application standard and any other application standard or specification that is relevant.
3. Conduct the required daily on-site testing.
4. Complete the required documentation.
5. Fill out and attach the job site label to the electrical panel.
6. Use the required safety equipment including positive fresh air supplied full face respirator with fit testing report.
7. Follow all local and provincial regulations.
8. Work in a safe manner.
9. Conduct yourself in a professional manner.
10. Advise the supervisor or contractor of any potential problems with the installation of the spray polyurethane foam material.
11. Provide all information requested to the UFC evaluator.
12. Approve UFC to provide certification status to interested parties.
13. To only install spray polyurethane foam material which meets the appropriate standard or has received a Canadian Construction Material Center (CCMC) Evaluation Report or Listing.
14. To ensure that others working in the vicinity of your work will not be affected by overspray or fumes.
15. To remain on site at all times when working with apprentices.
16. To make sure that every retrofit job has fume extraction measures in place.
17. To perform my field audit within 30 days of UFC notification once every 5 years
18. Maintain a minimum of 2 million in general liability insurance and provide UFC with proof of same upon request or renewal while engaged in spraying foam.
19. Inform UFC of any changes to my insurance policy.

I also agree that my failure to meet any of the above installer certification obligations can result in the suspension or withdrawal of my certification. In the event of a suspension or withdrawal of certification I agree to discontinue the use of all claims, certificates and certifications issued by UFC. Suspension and withdrawals of any UFC certification will be applied to all the installers ID cards regardless of the manufacture.

Signature:_____ Date:_____

POLYSOURCE INDUSTRIES

Spring 2019

Certification Training Payment Information

Training course for installers **not currently licensed** (3 day School)

Total Certification Cost: $1850 plus taxes as applicable.

$140 yearly renewal

Valid for 5 years

Note: Concurrent equipment training available at **20% discount** rates.

Note: Restrictive class size to optimize training

Re-Certification charges for **currently licensed installers:**

Total Certification Cost: $975 (min 4 candidates) plus taxes as applicable.

$140 yearly renewal

Valid for 5 years

Payment Option #1: Cheques

Cheques are to be made payable to:

Polysource Industries Inc.
#1-19725 Telegraph Trail
Langley, BC V1M 3E6

Payment Option #2: Credit Card

A Visa or MasterCard credit card payment can be made directly to PSI. Please contact PSI Accounting by telephone at 1-877-986-8688 or by email at accounting@polysource.ca for more information.

Payment Option #3: Direct Deposit

A Direct Deposit can be used to make payment. Please contact PSI Accounting by telephone at 1-877-986-8688 or by email at accounting@polysource.ca for more information.

Cancellation Policy

Notice of a training candidate's intent to cancel a registration must be made in writing to PSI and is subject to the following terms:

- Training candidates whose cancellation request is received in excess of **14 days** prior or the start date of the training activity will incur no fees or charges.
- Training candidates whose cancellation request is within **14 days** prior to the start date, or after the commencement of training activity, will incur an administration fee equal to 100% of the obligation fee. This does not include any expenses associated with delivery of training services.

PSI reserves the right to cancel courses, change course location, change instructors, or change course content. In the event that a course must be cancelled or the location of the course changed, registrants will be informed 14 days prior to the start of the course.