

The following steps will be required to obtain **UFC Certification**. Obtaining UFC certification is a requirement of the **UFC Site Quality Assurance Program**. The SQAP currently represents Elastochem Specialty Chemicals, Genyk Polyurethane, SES Foam and Enverge.

Please contact us for any further information regarding the steps detailed below:

- 1) **UFC Application:** Each installer applying for UFC certification must submit a completed and signed UFC Application Form. This form is available via PDF from www.foamexperts.ca or by contact the UFC office at 905-702-2555 or info@foamexperts.ca.
- 2) **Liability Insurance:** As a requirement of the UFC program, each licensed contractor must maintain minimum \$2 million liability insurance and sign the appropriate code of conduct form below.
- 3) **Digital photo:** Each installer must provide a clear digital photo (passport style) depicting their face to use for their license card. Digital photo should be sent via email to info@foamexperts.ca
- 4) **Payment in full:** Upon receipt of the above items, UFC will issue a digital invoice via email unless otherwise requested. The invoice can be paid via credit card by calling 905-702-2555 or via cheque to the following address:
Urethane Foam Consultants Inc.
160 Main St.S, Suite 547
Brampton, Ontario
L6W 4C1
Should payment be made via direct deposit or EFT, please contact the office at 905-702- 2555. Payment can be made through INTERAC E-transfer to aluffman@foamexperts.ca
- 5) **Copy of current certification or installer card** (where applicable): Each installer applying for a 6-month temporary license must provide proof of a valid current license card. Card must be issued by a CCMC-recognized third-party (i.e. CUFCA, BPQI or Caliber QAP).

If you have any questions you can contact us at: 905-702-2555 or by email at: aluffman@foamexperts.ca

Thank you,

Adam Luffman
General Manager

Payment Information and cost per Installer:

Summary of charges for installers **not currently licensed** or requiring training:

- Initial Installer Registration Fee: **\$275 (\$140 yearly renewal)**
- Written Test: **\$330* Valid for 5 years**
- Field Test: **\$220* Valid for 5 years**
- Training: **Cost varies, provided by each chemical manufacturer**

Total Certification Cost: \$825 plus training cost, travel expenses and applicable taxes

Summary of charges for **currently licensed** installers:

- Initial Installer Registration Fee: **\$275 (\$140 yearly renewal)**
- Written Test: **\$330* Valid for 5 years**
- Field Test: **\$220* Valid for 5 years**

Total Certification Cost: \$825 plus travel expenses and applicable taxes

Travel Expenses per Installer:

Zone 1: Ontario, Alberta and British Columbia **\$250**

Zone 2: Saskatchewan, Manitoba, New Brunswick, P.E.I. and Nova Scotia **\$275**

Zone 3: Quebec and Newfoundland **\$350**

Zone 4: Northwest Territories, Nunavut, and Yukon expenses vary, **quoted upon specific request**

*** Fee must be paid prior to booking**

Payment Option #1: Cheques

Cheques are to be made payable to:

Urethane Foam Consultants Inc.

160 Main St.S, Suite 547

Brampton, ON

L6W 4C1

Payment Option #2: Credit Card

A Visa or Mastercard credit card payment can be directly to UFC. Please contact our office manager: 905-702-2555 or info@foamexperts.ca for more information.

Payment Option #3: E-Transfer & EFT Deposit

Should payment be made via direct deposit or EFT, please contact the office at 905-702- 2555.

Payment can be made through INTERAC E-transfer to aluffman@foamexperts.ca

Cancellation Policy

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

- Certification candidates whose cancellation request is received in excess of **14** days prior to the start date of the certification activity will incur no fees or charges.
- Certification candidates whose cancellation request is **within 14** days prior to the start date, or after the commencement of the evaluation, will incur an administration fee equal to 100% of the obligated fee. This does not include any expenses associated with delivery of the evaluation.
- One substitute is permitted per registrant for the entire evaluation; daily substitutions are not permitted. UFC must be notified prior to the first day of the evaluation when a substitution will occur. This request must be made in writing, subject to approval by UFC.

The **certification evaluation** requires a minimum of 5 applicants in attendance. Should one or more attendees cancel, the remaining certification applicants are given the option of:

- Incurring the minimum evaluation delivery fee (\$2,000 / # of remaining applicants) in addition to their portion of expenses upon course completion, **or**
- Re-scheduling the evaluation to another date / location
- UFC reserves the right to cancel evaluations, change evaluation location, change evaluators, or change evaluation content. If a course must be cancelled or the location of the evaluation changed, registrants will be informed 14 days prior to the start of the evaluation.

Lost Card

Should you lose your card or installer certificate, please contact UFC for a replacement. A fee of **\$35 + tax** will be charged for the replacement.



Installer Application Form

INSTALLER INFORMATION		
*Name: (First , Last)		
Date of birth (YYYY/MM/DD)	Phone:	
Current address:	Email:	
City:	Province:	Postal Code:
Name of manufacturers 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?

Currently Licensed or Certified? If yes, with who?		
Expiry date:		
<hr/> Signature _____ Date _____		
By signing the above, I hereby declare the provided information is accurate. Any information found to be false or misleading is grounds for suspension of certification or removal from the Urethane Foam Consultants certification program.		
UFC INFORMATION SECTION (TO BE FILLED BY UFC STAFF ONLY)		
Application #		
Application reviewed by:		Approved by:
Registration Fee	Exam Fee Sent	Practical Exam Fee
Sent:	Sent:	Sent:
Received:	Received	Received
Installer Exam Written Score #1:	Installer Field Audit Score #1:	Certificate issue Date:
		Certificate Expiry Date:
		ID card Issue Date:
		ID card Expiry Date
Graded by:	Graded by:	
Installer Exam Written Score #2	Installer Field Audit Score #2:	Proof of Manufacturer training
		Date
Graded by:	Graded by:	
Installer Exam Written Score #3	Installer Field Audit Score #3:	Proof of safety training
		Date
Graded by:	Graded by:	
Certification Approval Signature:	Certification Approval Date:	

Code of Conduct Form

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

1. Comply with all regulations and process set forth in the UFC certification scheme (i.e. surveillance audits, inspection and re-certification).
2. Install the product according to the CAN/ULC S705.2 and CAN/ULC S712.2 application standards or specifications that are relevant.
3. To make claims regarding certification only with respect to the scope for which certification has been granted (application of spray-applied polyurethane foam insulation).
4. Not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorized.
5. To discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body.
6. Not to use the certificate in a misleading manner.
7. Advise the supervisor or contractor of any potential problems with the installation of the spray polyurethane foam material.
8. Provide all information requested to the UFC evaluator.
9. Approve UFC to provide current installer certification status to interested parties.
10. 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.
11. Certified installer is to notify UFC of any changes to: personal or business contact information, insurance policy and current employer.
12. Daily Work Records are to be completed in full and retained for a period of 7 years by each spray foam contractor. Daily Work Records are to be submitted to UFC upon request.
13. The installer is subjected to a short-notice field evaluation once during the 5 year certification period. This surveillance audit is intended to verify that the certified installer is applying material in compliance with the current national standards, and the guidelines of the UFC quality assurance program.
14. Confidentiality of the UFC certification and inspection processes must be maintained by each applicant. By signing below, applicants are agreeing to keep confidential information obtained during the certification process. This includes, but is not limited to, the content of the written and practical evaluation process. The applicant will not make copies (digital, photocopy or otherwise) of any exam evaluation material, test questions or answer. UFC may disclose candidate certification records or the results of inspection activities, as necessary, to AHJs as required by UFC's SQAP.

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: _____

I, (Print name of contractor) _____, hereby agree to carry and maintain a minimum \$2 million commercial liability insurance as required in s705.2 and notify UFC of any cancellation or loss of insurance policy.

Signature: _____ Date: _____

UFC 160 Main St.S, Suite 547 Brampton, Ontario L6W 4C1 or info@foamexperts.ca