SPFA Professional Certification Program Update

January 28, 2015
Spray Foam Convention
Albuquerque, NM.
SPFA PCP Phase I

• February 2013 – Launch
  – Individual Certifications
    • Two Categories
      – Roofing
      – Insulation
    • Four Levels each Category
      – Assistant
      – Installer
      – Master Installer
      – Project Manager
    • Field Examiner
INDIVIDUAL CERTIFICATIONS:

- SPF Project Manager
- SPF Master Installer
- SPF Installer
- SPF Assistant
SPFA PCP Phase I

- Individual Certification Stats
  - Certified Individuals – 373
  - Individuals Registered in PCP – 610

- Written Exams
  - Number administered - 1672 (as of 1/27/14)

- Field Exams
  - 2013 - 37
  - 2014 - 44
  - 2015 - 15
Online Availability

• **Written Exams**
  - Available through Proctor U

• **Exam Prep Courses**
  - Assistant Course
  - Insulation Installer – launch in 2015
Spanish Translation of Exams

- Assistant
- Installer (Insulation and Roofing)
- Master Installer (Insulation and Roofing)
Supplier Training &/or Exams

- ABAA
- Bayer
- Certainteed
- Conklin
- Demilec
- Foampak
- Gaco Western
- Huntsman
- Insulate SB
- Lapolla
- Premium
- Quadrant
- Spray Foam Distributors
- Spray Foam Nation
- SWD
Spray Foam 2015

- Written Exams

- Exam Preparatory Training – 7 courses

- Field Exams (Insulation and Roofing)

- Exam Prep Study Guides for sale -$50.00
SPFA PCP Phase II

- Supplier Representative Certification
- Supplier Company Accreditation Program
- Contractor Company Accreditation Program
Contractor Company Accreditation

• Launch date January 29, 2014

• Program is described in Contractor Company Accreditation Handbook
What is the Contractor Company Accreditation Program?

- The contractor company accreditation is part of the SPFA Professional Certification Program (PCP)

- A professional accreditation program designed for SPF insulation and roofing contractor companies to show their work meets or exceeds industry standards.
Why should my company be accredited?

• Demonstrates a commitment to professionalism.
• Differentiates you from your competition.
• Proves that your company personnel have met the rigorous requirements to “Foam It Right.”
Why Should My Company Be Accredited?

• SPFA developing CSI model specification to include PCP Professional Certification and Accreditation

• End Users (builders, GC’s, homeowners, architects, specifiers, facility managers, etc) looking for ways to receive professional SPF applications and identify companies that have stepped up

• Several States acknowledging and considering implementing the SPFA PCP

• Federal agency’s (EPA, NIOSH, OSHA)
  – Conducted courtesy review of PCP materials
  – Ongoing communication on matters of concern to SPF Industry and Professionals
  – OSHA NEP compliance efforts
Where can I get information about the Contractor Company Accreditation Program?

- **SPFA Website**
  - Certification Tab
    - Contractor Company CSC Handbook
- **Contact Kelly Marcavage**
  - E-mail: kmarcavage@sprayfoam.org
  - Direct phone: 571-748-5003
What Do I Need To Do To Get My Company Accredited?

• Step 1
  – Review Program Handbook
• Step 2
  – Fulfill Requirements for Accreditation
• Step 3
  – Meet Employee/Personnel Requirements
• Step 4
  – Submit paperwork/Documentation To SPFA PCP
Step 1
Contractor Company Handbook

• Go to SPFA website and download

• Read and review entire handbook

• Choose category
  – Insulation
  – Roofing
  – Both (Insulation and Roofing)
Step 2
Accreditation Requirements

• Proof Of Business
  – Article of Incorporation
  – Business DBA
  – Partnership
  – Other (as applicable)

• Licensing or Registration
  – Contractor’s License
  – Contractor’s Registration
  – Other (as applicable)

• Insurance Proof
  – Certificate of Insurance (see minimum limits)

• Code Of Conduct
  – Operate within the best practices in accreditation agreement
Step 2

Accreditation Requirements

• Company Experience Declaration
• Safety Program and Training
  – Written Safety Program
    • Company specific safety manual
    • Include all areas required by OSHA
    • Include other areas specific to your company job tasks
  – Safety training
    • Provide employee/personnel training
      – New Employee
      – Annual (as applicable)
    • Conduct Job specific Tool Box talks
• Equipment Requirements
  – Confirm equipment is acceptable for intended use
  – See minimum equipment list in handbook
Step 3
Employee Requirements

• Liaison to SPFA PCP
  • PCP training offered

• Field Personnel – (ALL)
  – CPI H&S Course
Step 3
Employee Requirements

• Qualifying Individuals
  – 1-10 Field Personnel
    • 1 Certified Project Manager*
    • 1 Certified Master Installer *
      or
      Certified Installer (must be supervised by a Certified Project Manager
  – 11-20 Field Personnel
    • 1 Certified Project Manager*
    • 2 Certified Master Installers*
      or
      Certified Installers (must be supervised by a Certified Project Manager
  – 21 + Field Personnel
    • See Handbook

*Note: 1 person can be certified as both
Step 3
Employee Requirements

• Jobsite Manning Requirements
  – Certified Master Installer or Certified Project Manager on each jobsite
    • Can supervise up to 10 field personnel

• Subcontractor Requirements
  – Can subcontract work
  – Must comply with the same rules and criteria as the Accredited Company.
Assistant Certification

- Register
- CPI H&S Course
- Written Exam
  - Assistant
Installer Certification
(Apprentice Level)

• Register
• CPI H&S Course
• OSHA 10 hr
• Written Exams
  – Assistant
  – Installer
• Experience Declaration
  – 100,000 bf Insulation
  – 100,000 sf Roofing

Note: Must be supervised by a Master Installer or Project Manager
Master Installer Certification
(Advanced Level)

- Register
- CPI H&S Course
- OSHA 10 hr
- CPR/1st Aid
- Written Exams
  - Assistant
  - Installer
  - Master Installer
- Field Exam
- Experience Declaration
  - 500,000 bf Insulation and/or
  - 500,000 sf Roofing
Project Manager Certification

- Register
- CPI H&S Course
- CPR/1\textsuperscript{st} Aid
- OSHA 30 hr
- Written Exams
  - Assistant
  - Installer
  - Master Installer
  - Project Manager
- Experience Declaration
  - 500,000 bf Insulation
  - and/or
  - 500,000 sf Roofing

Note: Can supervise Installer to meet Jobsite manning requirement.
How Can I Get My Employees Certified?

• Exam Prep Classes (Optional)
  – Self study
  – SF 2015 Albuquerque
  – Supplier offered training classes

• Written Exams
  – SF 2015 Albuquerque
  – 66 WE’s available all over country—(Check with your supplier)
  – On line

• Field Exams (Master Installers Only)
  – SF 2015 Albuquerque
  – 53 FE’s Available all over country – for jobsite FE
  – Check website calendar and your supplier – will be offering mock-ups

• CPI H&S –
  – online

• CPR/1ST Aid
  – Online
  – Local offerings

• OSHA – 10 or 30 hour
  – Online
  – Local offerings
Step 4
Submit your Company Accreditation Paperwork to SPFA PCP

• Registration Form
  – With Registration Fee

• Submit/attach criteria documentation
  – Proof of Business
  – License/Registration
  – Certificate of Insurance
  – Written Safety Program (electronic)

• Sign and attach Accreditation Agreement
When Can I Obtain Contractor Company Accreditation?

• Now !!!!!!
  – Official launch date Spray Foam 2014
  – Credentials will be issued as soon as all requirements are met
What is the Cost to Obtain Contractor Company Accreditation?

- See the Fees and Costs form
  - One Time Registration Fee $500
    Discount - $350.00

  Note: SPFA Member Pricing
Supplier Company Accreditation

• Launch Date January 29, 2014

• Program is described in Supplier Company Accreditation Handbook
What is the Supplier Company Accreditation Program?

• A Professional Accreditation Program designed specifically for any company that provides the SPF Industry
  – Materials
  – Equipment
  – Services
• Recognition that customers can trust
• Participatory program for SPFA Member or Non Member Companies
Why Should My Company Be Accredited?

• Professional Image
• Differentiate from your competition
• Demonstrates commitment to professionalism
• Reflects your support of the SPF Industry’s path to professionalism
Where can I get information about the Supplier Company Accreditation Program?

- SPFA Website
  - Certification Tab
    - Supplier Company CSC Handbook
- Contact Kelly Marcavage
  - E-mail kmarcavage@sprayfoam.org
  - Direct phone 571-748-5003
What Do I Need To Do To Get My Company Accredited?

• Step 1
  – Review Program Handbook
• Step 2
  – Training Programs for Contractors
• Step 3
  – Personnel Requirements
• Step 4
  – Written and Field Exams
• Step 5
  – Submit Paperwork/Documentation To SPFA PCP
Step 1
Supplier Company Handbook

• Go to SPFA website and download

• Read and review entire handbook
Step 2
Training Program For Contractors

• Will enhance the Knowledge, Skills and Abilities of the contractor
• Will prepare them to become certified as an Assistant, Installer, Master Installer, or Project manager
• Use of all SPFA PCP Exam Prep Training Materials
  • Study Guides
  • PowerPoint Presentations
Step 2
Training Program For Contractors

• Elements
  – Materials -SPF, Coatings, etc.
  – Equipment – Function, Use, etc.
  – Application – Procedures, Techniques,
  – Health and Safety
  – Jobsite Safety
  – SPFA PCP Exam Prep Materials
  – Other (as applicable to the audience)

• Format
  – Classroom
  – Hand’s On
  – In Field

• Presenters must have completed CPI H&S Course
• Must be offered at least one time per year.
Step 3
Personnel Requirements

• Liaison to SPFA PCP
  – CPI H&S Course
  – SPFA PCP Training Webinar

• Certified Written Examiners
  – Minimum of 2
  – SPFA PCP Training Webinar

• Certified Field Examiner
  – Minimum of 1
  – Can be contracted out
  – See Field Examiner Handbook for complete details
Step 3
Personnel Requirements

• Employ Certified Supplier Representatives
  – CPI H&S course
  – Register in the PCP Certification program
    • Employed 90 days or more
    • Certified within 180 days
  – Choose Category – Insulation/Roofing
  – Supplier Representative Written Exam
    • Insulation
    • Roofing
    • Combined (Insulation and Roofing)
  – Minimum of 1 Certified Representative per category Insulation/Roofing.*

*Note: 1 person can be certified as both
How Can I Get My Field Representatives Certified?

• Exam Prep Classes (Optional)
  – Self study
  – Check website for supplier offered classes

• Written Exams
  – SF 2014 Palm Springs
  – 77 WE’s available all over country
  – On line (Proctor U)

• CPI H&S
  – SF 2014 Palm Springs
  – Online
Step 4
Written and Field Exams

• Offer Written Exams
  – Minimum of 1 time per year
  – Location - Suppliers discretion

• Offer Field Exams
  – Minimum of 1 time per year
  – Location
    • Jobsite
    • Mock-up
Step 5
Submit your Company Accreditation Paperwork to SPFA PCP

• Registration Form
  – Registration Fee
  – Document on Form
    • Contractor Training Offered
    • Written Exams offered
    • Field Exams offered
    • Written Code of Conduct

• Cost and Fees Form
• Signed Accreditation Agreement
When Can I Obtain Supplier Company Accreditation?

• Now !!!!!!
  – Official launch date Spray Foam 2014
  – Credentials will be issued as soon as all requirements are met
What is the Cost to Obtain Supplier Company Accreditation?

• See the Fees and Costs form
  – One Time Registration Fee - $2,000
  Discount - $1,250.00

Note: SPFA Member Pricing
Thank You

Questions ????