

Installer Certification Program Checklist

The following items are required for certification:

- Completed Application: Applications can be mailed or submitted electronically via fax or email (ncibuildings@ncigroup.com) to reserve a seat. An application is required for each attendee. **Applications must include the signature of the applicant and the employer or sponsoring company.** Application fees are per individual, per class type.
- Payment of Course Fees: There is a \$50 (non-refundable) registration fee per applicant due at registration. This reserves your space for the installer training course and will be applied toward the overall course fees which are required the morning of the first day of class and for certification. See application for course fees. All checks should be made out to NCI Group, Inc. Credit card payments can be made over the phone by calling 877-326-0485. **Check or Credit Card Payments ONLY. CASH will not be taken for payment if brought to the class.**
- Proof of general liability insurance or approved equivalent and workman compensation insurance.
- Project Resume: Each attendee must provide a legible listing of at least five previous metal roofing projects with the following information included: **Project name, Address, Phone Number and Contact Name.** A Project Resume Form is available.
- Verification of attendee having been actively involved in the installation of metal building products for a minimum of three (3) years immediately preceding attendance to the NCI Certification Program. The signature of the employer or sponsoring company on the application provides this verification. Verification is only required for those requesting certification.
- Two (2) passport photos or digital photos in passport format for each attendee. A photo service will also be made available during class if needed. These photos will be used for purposes of creating formal certification cards.
- Each attendee is responsible for travel and transportation to and from program class locations, classroom site and mockup locations. See the Hotel & Plant List for locations and contact information.
- Lodging reservations are the responsibility of each attendee. Special rates may apply at hotels so be sure to indicate you will be attending the NCI - INSTALLER CERTIFICATION PROGRAM when making reservations. NCI does not guarantee room availability. Make reservations for lodging as early as possible to ensure availability. See Hotel & Plant List for locations and contact information.
- Dress Code: The hands-on portion of the program is held in our manufacturing facilities. Therefore, attendees must adhere to plant safety requirements during that portion. Failure to comply will prohibit the attendee from participation in the hands-on portion of class making the attendee not eligible for certification.
 - Long Pants – No shorts or cut-offs.
 - Shirt with Sleeves – No tank tops or sleeveless shirts.
 - Work Boots or Closed Toe Shoes – Steel Toe Boots or Shoes are recommended. No sandals or any slip on type shoes.

NCI will supply the following required items for the hands-on portion: gloves, arm bands, hard hats, & safety glasses

To submit all documentation for certification via mail, fax, or email, please send to the following:

Installer Certification Program
NCI Group, Inc.,
10943 North Sam Houston Pkwy West
Houston, TX 77064

Phone: 877-326-0485
Fax: 281-653-0300
Email: ncibuildings@ncigroup.com