The following items are required for certification:

☐ **Completed Application.** Applications must be submitted via email to lrdazey@metlspan.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.

☐ **Scanned Copy of Attendee’s Driver’s License or Official Government ID.**

☐ **Full Payment of Entire Course Fees.** This reserves your space for the installer training course. All fees must be paid in full prior to the start of class by credit card, no cash will be accepted. Credit card payments can be made by completing the "Credit Card Authorization" form found online at metlspan.com. See application for course fees.

☐ **Proof of general liability insurance** or approved equivalent and workman compensation insurance regardless if applications state of residency or business requires such. Call if any questions or for information on approved equivalents.

☐ **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. These do not have to be NCI specified roofing systems that were installed.

☐ 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 Metl-Span Certification Program. The signature of the employer or sponsoring company on the application provides this verification. Verification is only required for those requesting certification.

☐ 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 Metl-Span Installer Certification Program when making reservations. Metl-Span 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 the class

    ☐ Long Pants- No shorts or cut-offs.
    ☐ Shirt with Sleeves- No tank tops or sleeveless shirts.
    ☐ Closed Toe Shoes- Steel Toe Boots or Shoes are recommended. No sandals or any slip on type shoes.

Metl-Span 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 email, please send to the following:

Leon Dazey
Attn: Installer Certification Program
Email: lrdazey@metlspan.com
Phone: 972.955.0624