Become a Certified Installer in a High-Demand Product Line

With superior energy efficiencies and aesthetic appeal, demand for Insulated Metal Panels (IMPs) is on the rise. Take advantage of this growing construction trend by mastering the art of application through Metl-Span’s IMP Installation Training.
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:

Attn: Installer Certification Program
Email: MSTraining@cornerstone-bb.com
Phone: 877.585.9969
Installer Certification Program Application
Insulated Metal Panel Installation Training

PLEASE PRINT CLEARLY

APPLICANT’S FULL NAME: ___________________________________________ CLASS DATE: __________________________

APPLICANT’S ADDRESS: ___________________________________________

EMAIL ADDRESS: _________________________________________________

EMPLOYER OR SPONSOR COMPANY INFORMATION:

NAME: ___________________________________________________________

ADDRESS: _______________________________________________________

PHONE: ___________________________ EMAIL: _________________________

Select which Metl-Span Certified Installer Training programs the applicant is applying to attend, select all that apply:

☐ Horizontal Wall Panels & CFR Roof Systems (1 Day) ☐ Vertical Wall Panels (1 Day)

Applicant and the applicant’s Employer or Sponsor Company hereby represent to Metl-Span that: (1) the applicant is an experienced installer of metal roof and wall products and has been actively involved in the installation of metal roof and wall products for the three (3) years immediately preceding this application; (2) applicant and/or Employer or Sponsor Company shall provide to Metl-Span with this application, proof of General Liability Insurance or approved equivalent and a certificate showing that there is, in force, worker’s compensation insurance for applicant and/or Employer or Sponsor Company; (3) Neither applicant or Employer/Sponsor have filed a petition seeking relief under the Bankruptcy Code; (4) Insurance Certificate copy available or on file of applicant’s company including Workers’ Compensation Waiver of Subrogation in favor of NCI Group.

Applicant shall provide to Metl-Span a list of five (5) metal roof and wall projects that he/she has recently completed including the name of a person to contact at the project, phone number, and project address. The applicant hereby grants to Metl-Span the right to contact the designated individual for the purpose of inspecting the work and/or assuring owner satisfaction with the work. If applicant is accepted by Metl-Span for training in its Installer Certification Program, applicant agrees to attend the complete program at the Metl-Span facility designated per the Installer Certification Program schedule or another location acceptable to Metl-Span. Metl-Span’s Installer Certification Program ONLY assures that: (1) Metl-Span has provided training to the applicant; (2) the applicant has completed an instructional course in the proper installation of the products eligible for certification. Metl-Span shall not undertake the responsibility or obligation to: (1) determine if the certified applicant is utilizing the methods and procedures taught in the program; (2) re-certify or inspect a certified applicant’s work in order to determine whether proper methods and procedures taught in the program were followed.

The training program to which the applicant submits this application shall take place at a time and to be designated by Metl-Span in writing to the applicant and the applicant’s Employer or Sponsor Company.

Applicant is an “independent contractor” and this Application is NOT intended to create an agent or employer/employee relationship or partnership of any kind. NCI may revoke Applicant’s Installer Certification designation at any time for any reason in its sole discretion. ADDITIONALLY, APPLICANT AGREES TO DEFEND, INDEMNIFY AND SAVE NCI HARMLESS FROM ANY LIABILITIES, CLAIMS, OR DEMANDS (INCLUDING THE COSTS, EXPENSES AND ATTORNEYS’ AND EXPERTS’ FEES ON ACCOUNT THEREOF) THAT MAY BE MADE BY ANYONE FOR INJURIES TO PERSONS OR DAMAGE TO PROPERTY.

Registration & Fees Per Person:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Class Duration</th>
<th>First Person</th>
<th>Second Person</th>
<th>Third Person</th>
<th>Audit Only*</th>
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<tr>
<td>Horizontal &amp; CFR</td>
<td>2 Days</td>
<td>$275</td>
<td>$275</td>
<td>$150</td>
<td>$75</td>
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<td>Vertical</td>
<td>1 Day</td>
<td>$225</td>
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Metl-Span will issue a confirmation for each attendee registered, upon completion of all documents and payments. Payments are only accepted via credit card, see authorization form. *Audit fee can be applied towards certification costs if at a later date the attendee chooses to become a certified installer provided the applicant needs all other certification criteria. Audit only spaces are limited per class.

Course fees pay strictly for the costs and expenses of the training program. Included in the fees are Metl-Span provided lunches on the first and second days of class. All expenses for travel, transportation, lodging and meals shall be borne by the applicant or the applicant’s Employer or Sponsor Company.

Cancellation notices received three (3) business days prior to class start will be eligible for a full refund or rescheduling without additional fees. Cancellations inside of three (3) business days are subject to a minimum fee of $50 per individual.

Please call to check availability. Class size is limited to the first (15) registered attendees (exceptions may apply on a per class & location basis).

________________________________________________________________________
APPLICANT’S SIGNATURE

________________________________________________________________________
EMPLOYER’S OR SPONSOR COMPANY’S SIGNATURE

TOTAL COURSE FEE ($USD): $ __________________

PAYMENT SUBMITTED ($USD): $ __________________

________________________________________________________________________
DATE

________________________________________________________________________
DATE
A complete list of metal roofing projects is required for those attending Metl-Span’s Installer Certification Program with intent of becoming a certified installer. Fill in the information for a minimum of five previous projects with all requested information below:

*Please ensure all entries are legible.*

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Contact Name</th>
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One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Metl-Span to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below - Print Clearly:

I ___________________________ authorize Metl-Span to charge my credit card
account indicated below for __________________ on or after __________________. This payment is for
(amount) (date)

Metl-Span’s Certification Training Class.
(description of goods/services)

Billing Address ___________________________ Phone# ___________________________
City, State, Zip ___________________________ Email ___________________________

Account Type: [ ] Visa [ ] MasterCard

Card Holder Name: ____________________________________________________________

Card Number: ________________________________________________________________

Expiration Date: _____________ Security Code: ____________________________

SIGNATURE ______________________ DATE ______________

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Return completed form to: MSTraining@cornerstone-bb.com. For questions contact 877.585.9969.
Installer Certification Program
Hotel & Plant List

OKLAHOMA CITY, OK

Hotel
Hampton Inn & Suites
614 NW 8th Street
Moore, OK 73160
Phone: 405-735-6821

Classroom & Hands-On
Star Building Systems
8600 S I-35 Service Road
Oklahoma City, OK 73149
Phone: 405-636-2010

Room rates will be under Metl-Span Class, but if registrations are made late the room rates may no longer be available.

For more information or questions contact: Installer Certification Program
Phone: 877.585.9969
Email: MSTraining@cornerstone-bb.com
# Installer Certification Program Agenda

## Insulated Metal Panel Installation Training

**Day 1 AM**  
**Classroom Presentation / Discussion**  
8am – 12pm

- IMP Wall Systems (Concealed Faster – Horizontal)  
  - Framing Applications / Panel & Hardware Identification  
  - Structural Alignment tolerances & Clips Installation  
  - Sidelap & End Joint Sealing Methods / Vapor Barrier Requirements  
  - Perimeter Trims / Factory Folded Corner Panels & Aluminum Extrusions  
  - Metl-Vision Integrated Window system design considerations and details

**Weathertightness Warranties**

- Types Available / Pre-Bid & Pre-Order Requirements / Pricing  
- Installer Responsibilities On Projects With Warranties  
- Warranty Issuance & Warranty Claims

- IMP Roof Systems (CFR)  
  - Application Criteria / Panel & Hardware Identification  
  - Importance of Substrate Alignment & Vapor Barriers  
  - Starting of Roof / Endlap & Ridge Assembly  
  - Importance of Sealant Placement & Field Seaming Requirements  
  - Edge of Roof Conditions / Trim & Transition Installation  
  - Roof Curb Requirements & Installation

**Class Review & Test**

**Day 1 PM**  
**Hands-On / Mock-Up Wall Assembly**  
1pm – 5pm

- CF Wall Panel Vertical – Framed Openings & Standard Trims  
- Fire-Resistant Panels – Standard Base, Intermediate, Eave & Stack Joint  
- CFR Roof Panel Installation  
- Eave with Gutter, Endlaps, Rake and Ridge

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**Day 2**

**Hands-On / Mock-Up Wall Assembly**  
8am – 5pm

- CF Wall Horizontal – Folded Corner Panels, Gasket Seal & Aluminum Extrusions  
- Metl-Vision Integrated Window System, straight stack & running bond

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**Note:** You must attend both the Classroom and Hands-On sessions to complete the courses and be eligible for certification. Registration, application, and fees are required for attendance.

With exception of the Oklahoma City and Houston locations, the classroom portion of the seminar will take place at the hotel. Hands-On portion of the seminar will take place at the manufacturing plant. Houston seminar will be located entirely at the NCI Training Center and Oklahoma City seminar will be located entirely at the Oklahoma City Training Center.