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## CERTIFIED MILLWORK PROFESSIONAL (CMP) APPLICATION

Each Woodwork Accredited Millwork Company (AMC) is required to have at least one Certified Millwork Professional (CMP) to serve as its WI License signatory. The CMP shall prove his/her superior industry knowledge, experience and management of millwork projects, and shall be knowledgeable in all aspects of the *Architectural Woodwork Standards (AWS)* and the Woodwork Institute's policies and procedures. It is recommended that the Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman, and Outside Superintendent apply for CMP status.

Please note that CMP status is **not transferable** between AMCs. Reapplication is required if moving from one Woodwork Institute AMC to another.

### *Requirements*

A CMP applicant shall:

1. Fill out a Signatory Application
2. Acknowledge and pledge to adhere to:
  - The Woodwork Institute's Code of Ethics
  - The *Programs and Services Manual* including:
    - Consequences for non-compliance and/or failed certification inspection(s)
      - The applicable projects contract requirements
3. Take an open book on line examination exhibiting his/her knowledge of the AWS and WI *Program and Service Manual*, with a passing score of 85% or better. Exams may be found at [exams.awspublications.com](http://exams.awspublications.com). The online examination may be retaken until passed.

### *Code of Ethics*

Woodwork Institute Affiliates and their staff are expected to conduct themselves in an ethical and professional manner.

The following Code is intended to serve as a basis for their ethical conduct, as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that an ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

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For a list of our Directors of Architectural Services, please visit: [www.woodworkinstitute.com](http://www.woodworkinstitute.com)

**AS A WOODWORK INSTITUTE AFFILIATE, WE AND OUR STAFF WILL...**

1. Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.
2. Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Institute.
3. Be honest and trustworthy, not make deliberate false or deceptive claims, be honest about my qualifications, and about circumstances that might lead to conflicts of interest.
4. Exercise care not to misrepresent the Institute, its positions and/or policies, nor conduct myself in a manner to bring my position as a WI Affiliate into disrepute.
5. Know, respect and follow the policies and/or procedures of the Institute while acknowledging and supporting proper authorized use of the Institute's resources.
6. Not use my position improperly to confer on or secure for myself an advantage or a disadvantage on another.
7. Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, unless required to do so by law.
8. Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or WI's Certified, Seismic or Monitored Compliance programs.
9. Strive to achieve the highest quality, effectiveness, dignity and professional competence while managing my personnel and resources to enhance the quality of our professionalism.
10. Uphold principles of this Code and promote the same of other WI Affiliates and their staff.
11. Treat violations of this code as inconsistent with proper WI Affiliate behavior and understand that by engaging in gross misconduct, my Affiliate status may be terminated.

**I hereby apply for Certified Millwork Professional (CMP) status with the Woodwork Institute:**

**Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

***Acknowledgement***

I acknowledge and pledge to adhere to the Institute's Code of Ethics. I hereby attest that I have read, understand and agree to abide by the most current and future editions of the Woodwork Institute's *Programs and Services Manual*. I further agree to adhere to all project specifications requiring WI certification.

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_