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ACCREDITED MILLWORK COMPANY (AMC) APPLICATION

Accredited Millwork Company (AMC) affiliation is available to those entities primarily engaged in the manufacture, distribution, installation, and/or brokerage of architectural millwork products per plans and specifications.

Requirements

1. **Application fee of \$2,400 (Non-refundable)**
2. **First year's affiliation fees of \$2,200 (Affiliation fees are invoiced annually November 15 and are due December 10th).**
3. **Completed application along with all supplemental information:**
 - **References**
Provide at least six letters of recommendation, with at least two from design professionals and two from general contractors/customers and others.
 - **Experience**
Show evidence of no less than three (3) years direct full-time experience or its equivalent, in commercial millwork manufacturing/installation within the previous five (5) years. This requirement can be appealed with adequate evidence of other appropriate experience.
 - **Creditworthiness**
An 'Excellent' to 'Good' credit history from a national credit reporting agency with good payment history, clear of liens.
 - **Licensure**
 - **Copies of all state contractors licenses currently or previously held by the applicant.** Complete disclosure of any administrative or judicial actions taken concerning said licenses during the preceding 36 months.
 - **Knowledge**
 - An appointed individual who shall serve as the firm's "Designated Representative" who shall:
 - **Take and pass all prescribed examinations** exhibiting his/her knowledge of the industry, shop drawing development/submittal, WI's *Programs and Services Manual*, with a passing score of 85% or higher.
 - Employ at least one WI Certified Millwork Professional (CMP) (It is recommended that the Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman and Outside Superintendent also take the exam).
4. **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)
(See the *Programs and Services Manual*)
 - The Woodwork Institute License Agreement for Certified Compliance Program
 - Woodwork Institute Licensee Warrant

For a list of our Directors of Architectural Services, please visit: www.woodworkinstitute.com
or call the Administrative Office at (916) 372-9943

5. Time frame for submission

- Application and all supplemental information to be completed within 12 months.
- Three, three-month extensions are permitted for a fee of \$200 for the first extension, \$400 for a second extension, and \$600 for a third extension, after which all fees will be forfeited and applicant must reapply if licensing is still desired.

6. Facility and Equipment Inspection

The INSTITUTE requires physical verification by one of its Directors of Architectural Services (DAS - field staff) to confirm that applicants have adequate equipment and facilities to fabricate the product(s) for which they are requesting Licensee status.

7. Workers' Compensation Insurance

Furnish a valid certificate of Workers' Compensation Insurance coverage when applying for any Installation License type, naming WOODWORK INSTITUTE as "Certificate Holder."

8. Inspections

For each license requested, applicant must submit

- At least three projects for inspection on which the millwork meets or exceeds *North American Architectural Woodwork Standards* Custom Grade Requirements. An applicant will have five attempts to provide three consecutively passed inspections for each license type requested. If any project fails an inspection, that project can no longer be used as a qualifying inspection. A new project must be provided for inspection (additional inspections fees may be charged if applicable).
- A project that has been completed within the last 12 months, including plans, specifications, and shop drawings, which meet the prescribed requirements for Custom Grade may be used as one of the above required projects.
- If a completed project is not available, additional projects may be submitted or prescribed specimens shall be furnished for inspection. Specimens do not have to be constructed solely for inspection, but must meet Custom Grade.
- Application will be denied if applicant fails to pass the prescribed project inspection requirements within five inspections for any license type. Applicants whose applications have been denied are prohibited from reapplying for a period of 12 months.
- The Institute reserves the right to monitor the activity of new Licensees over their first couple of years by possibly reviewing the work being Certified before requested Certificates are released.

Applying for License Types:

- Type A For all millwork products, excluding casework and non-wood countertops
- Type A-D For wood doors only ¹
- Type A-E For installation of all millwork products, excluding casework and non-wood countertops
- Type A-D-E For installation of wood doors only
- Type B For casework ¹
- Type B-E For installation of casework
- Type SB-E For Seismic certified installation of casework
- Type C For flat and/or formed plastic laminate countertops ¹
- Type C* For flat (only) plastic laminate countertops ¹
- Type C-E For installation of laminated plastic countertops
- Type DS For Solid Surface countertops ^{1,2}
- Type DL For Solid Phenolic, Epoxy Resin, or Natural/Manufactured Stone countertops
- Type DL-E For installation of Solid Phenolic, Epoxy Resin, or Natural/Manufactured Stone countertops
- Type DS-E For installation of Solid Surface countertops ²

¹ -- These license types require a permanent business establishment with adequate machinery to be engaged in the manufacturing/fabrication of product (firms outside of Arizona, California, Nevada and Oregon must pay all of the INSTITUTE's additional costs of verifying such).

² -- These license types require proof of fabrication and/or installation certification from a Solid Surface manufacturer.

I hereby apply for Accredited Millwork Company affiliation with the Woodwork Institute:

Company Information

Company Name:

Contact:

Job Title:

Mailing Address:

Suite/Floor:

City:

State/County:

Zip Code:

Office Phone:

Office Fax:

Office E-mail:

Company Website:

Legal Structure: Individual Partnership Corporation Other

Federal ID#:

Business License#:

State Contractors License#:

Classification:

RME or RMO:

Owner/Manager:

Cell phone:

E-mail:

Number of Employees:

Office:

Warehouse:

Shop:

Installation:

Total:

Firm specializes in:

Firm has been in business since:

Principals have been in industry since:

Gross Sales (subject to verification):

Certificates Held: FSC SCI Other:

Accountant:

Address:

Company Statement (25 words or less, for Affiliate Roster and Affiliate Listing):

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.

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 an 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 *North American 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 and/or licensee status may be terminated.

Acknowledgment

As applicant or duly authorized "Designated Representative" of the applicant firm, 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 declare under penalty of perjury that the contents of this application, including supplemental information that I have provided, are true and correct and I authorize the INSTITUTE to verify its contents. I acknowledge and pledge to adhere to the Institute's Code of Ethics.

Authorized Signature*: _____

Title: _____

Printed Name: _____ **Date:** _____

By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the supplied information.

*Signature only required if sent via fax or mail.

Payment

(Application fee & Affiliation fee must accompany the application before it can be processed)

| Annual Affiliation Fee** | |
|--|--------------|
| \$2,200 | \$2,200 |
| \$2,000 (out of service area, Facility and Equipment Inspection deposit, if applicable) | |
| Application Fee | |
| \$2,400 (Non-refundable Application Fee, includes payment for inspection of one project requiring certification during application period) | \$2,400 |
| | TOTAL |

- Check (Enclosed - payable to the **Woodwork Institute**)
- VISA
- MasterCard

**In the event of a rejected application, the affiliation fee will be repaid in full. The application fee is non-refundable.

All WI affiliates are expected to be financially responsible, and maintain a favorable reputation in the industry. Applicant hereby consents to a credit check by WI as part of the affiliation application process.

Signature*: _____ Authorized By: _____

Title: _____

Printed Name: _____ Date: _____

- By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the supplied information.

*Signature only required if sent via fax or mail.

Credit Card Information and Charge Authorization

| | | |
|--------------------------|------------------|-----------|
| Cardholder Name: | | |
| Billing Address: | | |
| City: | State/Country: | Zip Code: |
| Credit Card Number: | Expiration Date: | CVC Code: |
| Amount to be Charged: \$ | | |

In principle and in practice, the WOODWORK INSTITUTE values and seeks diverse and inclusive participation within the architectural millwork industry. The INSTITUTE promotes involvement, access, and leadership opportunities to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.