

# Certified Compliance Procedures For Non-Affiliated Companies

## Refer to the following steps:

1. Once you are awarded a project that requires Woodwork Institute Certified Compliance Certification (CCP), go to the Woodwork Institute website to access the "Request Certification" button in the upper right corner of the homepage.
2. Complete the form and upload the contract and specifications. Include any changes made to the specifications through RFI, addendum or change orders.
3. Once submitted, an autoreply will send acknowledgement of your request including a copy of the submittal and additional information regarding the next steps in the process.
4. Submit payment for certification using the invoice link provided by the certification coordinator. If the project's value is less than \$20,000, include a copy of the millwork contract to reduce the certification fee.
5. Submit a digital version of the shop drawings to the Architectural Services Representative in your region. The certification coordinator will email their contact information.
6. If the architect requires a shop inspection, contact the appropriate Architectural Services Representative to arrange for the inspection before delivering the product to the jobsite.
7. Contact the appropriate Architectural Services Representative to schedule an on-site fabrication/installation inspection. It's important to schedule these inspections well in advance of the project's completion. The Woodwork Institute aims to schedule inspections within 2 weeks of the initial contact. Failing to schedule a timely inspection may result in a lack of certification.
8. The initial inspection may take 3-5 business days. Subsequent inspections needed due to conditional passing or failures should require less time.
9. If the fabrication and/or installation pass conditionally, make the necessary corrections within 30 days of the inspection report date. You can provide proof of corrections through a letter or email from the IOR, General Contractor, or Design Professional. Pictures of the corrections made can also serve as proof.
10. If the fabrication and/or installation fails, make the required corrections within 30 days of the inspection report date. You will be invoiced a re-inspection fee, and you must schedule a re-inspection.
11. After the final inspection, please allow 3-5 business days for the Architectural Services Representative to complete and submit the inspection report. Additionally, allow an additional 5-7 business days for the Administrative Office to process and send the certificates and report to all relevant parties.
12. The final certificates will be issued to the fabricator, architect, and general contractor once the inspections are processed and payment is confirmed.