

## Affiliation

# Accredited Millwork Company 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. Complete application and supplemental information:** Download the form and email the completed PDF to [brittanyh@woodinst.com](mailto:brittanyh@woodinst.com).

- **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. (By applying for affiliation, applicant consents to a credit check by WI)
- **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:** 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).

## 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 Woodwork Institute Certified Compliance License Agreement

## 3. Facility and Equipment Inspection

Woodwork Institute requires physical verification by one of its Architectural Services Representatives that applicants have adequate equipment and facilities to fabricate the product(s) for which they are requesting Licensee status.

## 4. Project 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.

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#### Licenses Requested:

- ☐ M: Millwork Fabrication – standing and running trim, chair rails, wall paneling, doors (excluding casework)
- ☐ MI: Millwork Installation – excluding casework and countertops
- ☐ D: Door Fabrication <sup>1</sup>
- ☐ DI: Door Installation
- ☐ C: Casework Fabrication <sup>1</sup>
- ☐ CI: Casework Installation
- ☐ SCI: Seismic Casework Installation
- ☐ PCT: Plastic Formed & Flat Countertop Fabrication <sup>1</sup>
- ☐ PFCT: Plastic Flat (ONLY) Laminate Countertop Fabrication <sup>1</sup>
- ☐ LCTI: Solid Phenolic, Epoxy Resin and Stone (natural or manufactured) Countertop Installation
- ☐ SSCT: Solid Surface Countertop Fabrication (Corian or similar products) <sup>1</sup>
- ☐ SSCTI: Solid Surface Countertop Installation (Corian or similar products) <sup>2</sup>
- ☐ CTI: Counter Installation

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

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

#### 5. Application and Affiliation fees:

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- Application fee of \$2,400 (Non-refundable).
- First year's affiliation fees of \$2,350 (Affiliation fees are invoiced annually November 15 and are due December 10th).

#### 6. Application Time Frame:

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- 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.

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

Company Information		
Company Name:		
Contact:		
Job Title:		
Mailing Address:		
City:	State:	Zip:
Office Phone:		Office E-mail:
Company Website:		
Legal Structure: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		
Federal ID#:		
Business License#:		
State Contractors License#:		Classification:
Owner/Manager:		
Firm specializes in:		
Firm has been in business since:		
Principals have been in industry since:		
Accountant:		
Address:		
Email:		
Company Statement (25 words or less, for Affiliate Roster and Affiliate Listing):		

## Code of Ethics

The following Code is intended to serve as a basis for 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.

### As a Woodwork Institute Affiliate, we and our staff will:

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1. Be fair and take care not to discriminate or cause harm to others while respecting the values of equality, tolerance, and 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 our published Standards and/or the Woodwork Institute'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 Affiliates and their staff.
11. Treat violations of this code as inconsistent with proper Woodwork Institute Affiliate behavior and understand that by engaging in gross misconduct, my Woodwork Institute Affiliate status may be terminated.

### Acknowledgment

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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 Woodwork Institute to verify its contents. I acknowledge and pledge to adhere to the Institute's Code of Ethics.

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

**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.