

Affiliation

Certified Millwork Professional Application

Certified Millwork Professional (CMP) affiliation is available to individuals that prove superior industry knowledge, experience and management of millwork projects and shall be knowledgeable in all aspects of the North American Architectural Woodwork Standards and the Woodwork Institute 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.

The CMP Status may be:

- Maintained when not employed by an AMC for a yearly fee of \$150 and
- Transferred between AMCs for a one time fee of \$150 and when transferred between AMCs will eliminate the need for retesting (unless a new standard has been released within 90 days of transfer)

Requirements:

1. Complete application: Download the form and email the completed PDF to brittanyh@woodinst.com.

2. Take and pass all prescribed examinations

Take and pass all prescribed examinations exhibiting his/her knowledge of the industry, shop drawing development, submittal, the Woodwork Institute's Programs and Services Manual, with a passing score of 85% or higher

3. Acknowledge and adhere to the Woodwork Institute's Code of Ethics and Programs and Services Manual

Acknowledge and adhere to the Woodwork Institute's Code of Ethics and Programs and Services Manual including consequences for non-compliance and/or failed certification inspection(s).

4. IF NOT affiliated with an Accredited Millwork Company, submit application fee of \$150

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

Company Information		
Company Name:		
Contact:		
Job Title:		
Mailing Address:		
City:	State:	Zip:

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:

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

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:

Title:

Printed:

☐ 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.