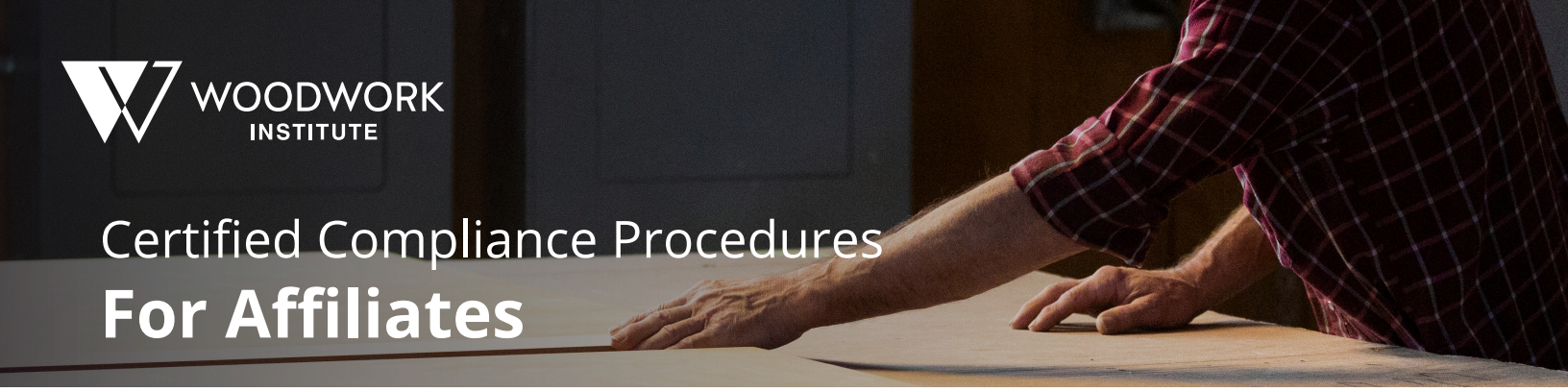

WOODWORK INSTITUTE

Certified Compliance Procedures
For Affiliates

Woodwork Institute + Accredited Millwork Companies

Certified Compliance usually allows for Accredited Millwork Companies (AMC) to self-certify projects as long as the AMC has licenses for all products requiring certification. Occasionally though specifications will not allow for self-certification. Below are procedures for both scenarios.

Certified Compliance Program™ (CCP), Self-Certification

Allowed when:

- Specifications require Certified Compliance with no restrictions
- Firm is licensed for all products requiring certification

Procedure

1. Access the "Request Certification" form located on the Woodwork Institute website in the upper right corner of the homepage.
2. Complete the form and upload the project specifications (and contract if the contract value is less than $20,000).
3. Once submitted, an autoreply will send acknowledgment of your request including a copy of the submittal.
4. Form completion and a shop drawing inspection must be conducted before shop drawings are submitted to the architect. Failure to do so may result in certification avoidance.
5. Submit payment using the invoice link emailed by the certification coordinator.
6. The certification coordinator will review all documents for accuracy.
7. The Woodwork Institute will process your request and send certificates within 5 business days after receiving payment.
8. Requests are prioritized by date of receipt. WI will try to accommodate your needs but cannot always expedite requests.

Certified Compliance Program™ (CCP), Hybrid Inspection

Required when:

- Specifications require Certified Compliance and an inspection by an Architectural Services Representative.
- An AMC is not licensed for a product requiring certification.
- An AMC subcontracts any portion of the fabrication to a non-affiliated company, which requires an inspection, and the escalation to the hybrid fee.

Procedure

1. Access the "Request Certification" form located on the Woodwork Institute website in the upper right corner of the homepage.
2. Complete the form and upload the project specifications (and contract if the contract value is less than $20,000).
3. Once submitted, an autoreply will send acknowledgment of your request including a copy of the submittal.
4. Submit payment for certification using the invoice link provided by the certification coordinator.
5. Submit a digital version of the shop drawings to the Architectural Services Representative in your region.
6. If shop drawings are inspected and fail or pass conditionally, corrections must be made, and drawings must be resubmitted to the appropriate Architectural Services Representative for review.
7. Once shop drawings have passed inspection, the Woodwork Institute administrative office will send a digital label to be affixed to the shop drawings.

Procedure cont.

8. If a shop inspection is required, contact the appropriate Architectural Services Representative to arrange a shop inspection of the product prior to delivery to the jobsite.
9. For on-site fabrication/installation inspection, contact the appropriate Architectural Services Representative. Please schedule inspections well in advance of the close of the project. The Woodwork Institute will endeavor to schedule inspections within 2 weeks of the initial contact. Failure to provide for a timely inspection may result in a failed inspection report.
10. The original on-site inspection may take up to 3 business days. Subsequent inspections required as a result of passed conditional or failed items should require less time.
11. If fabrication and/or installation passes conditionally or fails, corrections will need to be made and follow-up proof of corrections or inspections will be required. For passed conditional findings, proof of correction may be submitted via a letter or email from the Inspector of Record, General Contractor or Design Professional. For failed findings, proof of correction will be via a re-inspection and will require a re-inspection fee.
12. Certification Coordinator will review all documents for accuracy.
13. After the final inspection, please allow up to 3 business days for the Architectural Services Representative to complete and submit the inspection report and up to an additional 5 business days for the Administrative Office to process and send the certificates and report to all parties.