



Monitored Compliance Program™ Procedures

Refer to the following steps:

1. After being awarded a project requiring Monitored Compliance Certification™ (MCP), 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.
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. Once shop drawings have passed inspection, either the Architectural Services Representative will apply a physical label, or the Woodwork Institute administrative office will send a digital label to be affixed to the shop drawings.
7. For the shop inspection, contact the appropriate Architectural Services Representative to arrange a shop inspection of the product prior to delivery to the jobsite.
8. For on-site fabrication/installation inspections, contact the appropriate Architectural Services Representative to arrange such. 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.
9. If there are any corrections to be made, they should be corrected before the next scheduled inspection.
10. If final inspection fails, corrections need to be made within 30 days of the date of the inspection report, a re-inspection fee will be invoiced, and a re-inspection needs to be scheduled.
11. After the final inspection, please allow up to 5 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.