

# Certified Seismic Installation Program™ Procedures

## Refer to the following steps:

1. After being awarded a project requiring Certified Seismic Installation Certification™ (CSIP), 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. For on-site installation inspections, contact the appropriate Architectural Services Representative to arrange such. 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.
7. The original inspection may take up to 3 business days, subsequent inspections required as a result of passed conditional or failed items should require less time
8. If installation passes conditionally, corrections need to be made within 30 days of the date of the inspection report. Proof of correction may be submitted via a letter or email from the IOR, General Contractor or Design Professional. Proof may include pictures of corrections made.
9. If installation 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.
10. 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.