

# Accredited Millwork Company (AMC) Introductory Affiliation 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.

## Qualifications

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- Must be a currently licensed AWI QCP firm with over 3 years tenure in the QCP program.
- Under the Introduction Affiliation program, application is limited to the same type of Woodwork Institute licenses that a firm currently holds with AWI. See next page for conversion chart.

## Eligibility

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- Qualifying AWI QCP firm with over 3 years tenure in the QCP program.

## Requirements

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1. **Within a 12-month period\***, complete application requirements and send application along with all supplemental information and fees to [affiliation@woodinst.com](mailto:affiliation@woodinst.com).
  - Application fee of \$2,400 – waived
  - First year's prorated affiliation fees of \$2,350 (Affiliation fees are invoiced annually November 15 and are due December 10.)

*\*Two three-month extensions are permitted for a fee of \$200 for the first extension and \$400 for a second extension, after which all fees will be forfeited and applicant must reapply if licensing is still desired.*
2. **Licensure:** Copies of all state contractor's 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.
3. **Appoint a Certified Millwork Professional\* who will:**
  - Be the firm's main point of contact
  - Review the Woodwork Institute process
  - Take and pass all prescribed examinations, exhibiting their knowledge of the industry, shop drawing development/ submittal, WI's Programs and Services Manual, with a passing score of 85% or higher.
  - Meet with a Woodwork Institute Architectural Services Representative who will review the Woodwork Institute Process and Test and verify knowledge of both.

*\* A maximum of 3 CMPs may be certified using the AMC Introductory Affiliation Application Program*

**4. 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 License Agreement for the Certified Compliance Program

**5. Begin introductory affiliation period which requires that the:**

- First 3 projects will have shop drawings reviewed by Woodwork Institute staff
- First project requires an in-person inspection by a Woodwork Institute Architectural Services Representative at a non-discounted rate.
- Second and third projects allow for CCP self-certification at a non-discounted rate.

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. After all criteria are met and upon initiation of fourth project the introductory affiliation period will end and the applicant will be granted full AMC affiliation allowing for self-certification and applied discounted rates.

**6. Termination:** Application may be terminated if there are multiple occurrences of significant fabrication or installation deficiencies. For detailed information of deficiencies please see Common Deficiencies Form.

**7. Proof of AWI license types:** Please provide proof of current AWI license types.

**Applying for License Types:**

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Please refer to the License Conversion Chart on pg 3.

- 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.

## AWI to Woodwork Institute License Conversion Chart

AWI Lic. #	Description	Woodwork Institute License Type	Description
P5	QCP License 5 – Factory Finishing	N/A	N/A
P6.1	QCP License 6.1 – Standing and Running Trim	M: Millwork Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P6.2	QCP License 6.2 – Frames	N/A	N/A
P6.3	QCP License 6.3 – Exterior Windows and Screens	N/A	N/A
P6.4	QCP License 6.4 – Interior Shutters and Blinds	N/A	N/A
P6.5	QCP License 6.5 – Ornamental Work	N/A	N/A
P6.1 0620	QCP License – Standing and Running Trim: Installation	MI: Millwork Installation	excluding casework and countertops
P6.2 0620	QCP License – Frame: Installation	N/A	N/A
P6.3 0620	QCP License – Exterior Window: Installation	N/A	N/A
P6.4 0620	QCP License – Interior Shutters and Blinds: Installation	N/A	N/A
P6.5 0620	QCP License – Ornamental Work: Installation	N/A	N/A
P7	QCP License 7 – Stairwork and Rails	N/A	N/A
P7 0620	QCP License – Stairwork and Rails: Installation	N/A	N/A
P8.1	QCP License 8.1 – Wall Paneling: Wood Veneered	M: Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P8.2	QCP License 8.2 – Wall Paneling: Stile and Rail Wood	M: Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P8.3	QCP License 8.3 – Wall Paneling: HPDL	M: Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P8.4	QCP License 8.4 – Solid Surface (SS) Wall Surfacing (Paneling)	M: Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P8.5	QCP License 8.5 – Phenolic Wall Surfacing (Paneling)	M: Fabrication	Standing and running trim, chair rails, wall paneling, doors - excluding casework
P8.1-5 0620	QCP License – Installation of 8.1, 8.2, 8.3, 8.4, and/or 8.5	MI: Installation	Excluding casework and countertops
P9.1	QCP License 9.1 – Architectural Doors: Flush Wood Veneered	D: Fabrication	Door Fabrication ONLY
P9.2	QCP License 9.2 – Architectural Doors: Stile and Rail Wood	D: Fabrication	Door Fabrication ONLY
P9 0620	QCP License – Architectural Doors: Installation	DI: Installation	Door Installation ONLY
P10.1	QCP License 10.1 – Casework: Wood Veneered	C: Fabrication	Cabinets and Wood Countertops
P10.2	QCP License 10.2 – Casework: Stile and Rail Wood	C: Fabrication	Cabinets and Wood Countertops
P10.3	QCP License 10.3 – Casework: HPDL, Solid Phenolic	C: Fabrication	Cabinets and Wood Countertops
P10 0620	QCP License – Casework: Installation	CI: Installation	Casework Installation
P11.1	QCP License 11.1 – Plastic Laminate (HPDL) Counter - tops	PCT or PFCT: Fabrication	Plastic Flat or Formed
P11.2	QCP License 11.2 – Wood Countertops	C: Casework Fabrication	Cabinets and Wood Countertops
P11.3	QCP License 11.3 – Solid Surface Countertops	SSCT: Fabrication	Solid Surface Countertops
P11.4	QCP License 11.4 – Solid Phenolic Countertops	LCT: Fabrication	Solid Phenolic, Epoxy Resin, Stone
P11.5	QCP License 11.5 – Epoxy Resin Countertops	LCT: Fabrication	Solid Phenolic, Epoxy Resin, Stone
P11.6	QCP License 11.6 – Natural/Manufactured Stone Countertops	LCT: Fabrication	Solid Phenolic, Epoxy Resin, Stone
P11 0620	QCP License – Countertops: Installation	CTI: Installation	Countertop Installation
P12	QCP License 12 – Historic Restoration Work	N/A	N/A
P12 0620	QCP License – Historic Restoration: Installation	N/A	N/A



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

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

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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.