

## MEMBERSHIP

(continued)

### Code of Ethics (continued)

Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or Certified or Monitored Compliance.

Strive to achieve the highest quality, effectiveness, dignity and professional competence while managing my personnel and resources to enhance the quality of our professionalism.

Uphold principles of this Code and promote the same of other Members, Member-Licensees, Non-Member-Licensees and their staff.

Treat violations of this code as inconsistent with proper Member, Member-Licensee, and Non-Member-Licensee behavior and understand that by engaging in gross misconduct, my membership may be terminated.

## LICENSEE PROGRAM

[www.woodworkinstitute.com/membership/types.asp](http://www.woodworkinstitute.com/membership/types.asp)

WI Licensee firms are granted the right under the Institute's WI Licensee program to be a Certified Compliance Program (CCP) inspector of record and self-certify their own work under the Institute's strict oversight. Licensees are required to follow strict guidelines and have at least one full time WI Signatory employee to act as their inspector of record and representative agent.

WI Licensee's are only permitted to inspect and certify work covered by the particular WI License type or types they qualify for and are granted.

### WI License Types

Type A	For all millwork products, excluding casework and countertops
Type A-D	For wood doors only
Type B	For casework
Type C	For flat and or formed plastic laminate counter tops
Type C*	For flat (only) plastic laminate countertops
Type DS	For Solid Surface countertops
Type DL	For Laboratory countertops
Type A-E	For installation of all millwork products, excluding casework and countertops
Type A-D-E	For installation of wood doors only
Type B-E	For installation of casework
Type C-E	For installation of laminated plastic countertops
Type DS-E	For installation of Solid Surface countertops
Type DL-E	For installation of Laboratory countertops

### Signatory Employee

All WI Licensee firms are required to have at least one WI Signatory employee to function as their inspector of record or agent with the authority to require their firms non-compliant product and or installation be brought compliant. There is no limit to the number of WI Signatory employees a firm may have, and the Institute highly recommends that Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman and Outside Superintendent become WI Signatory or at least take the exam.

### Policy and Procedure Highlights

WI Licensee applicants must agree to and execute or complete the following requirements:

Sign the Institute's 'Certificate of Licensing Status' binding them to all of the terms and conditions of the Institute's "Licensing Warrant". And, if not a WI Member, agree to and sign the Institute's 'Code of Ethics' as included in this document.

## LICENSEE PROGRAM (continued)

### Policy and Procedure Highlights (continued)

Show evidence of having been in the architectural millwork business for at least (3) three years and provide at least (6) six letters of recommendation, with at least (2) two from design professionals, and (2) two from general contractors/customers and others.

Furnish a valid certificate of Workers' Compensation Insurance coverage when applying for any Installation License type, naming Woodwork Institute as "Certificate Holder".

At least one employee of the applicant firm shall pass all the prescribed examinations on the *Architectural Woodwork Standards* (AWS).

Submit their shop to physical verification by one of the Institute's Directors of Architectural Services (DAS; field staff), to confirm that applicants have adequate equipment and facilities to fabricate the products for which they are requesting Licensee status.

Within our service area the cost of such is included in the initial application fee; however, applicant shops outside of our service area are required to bear the additional cost incurred by the Institute to make such a verification.

Submit for each license type applied for at least three projects for inspection on which the millwork, when inspected, meets or exceeds AWS Custom Grade requirements. Application will be denied if the applicant fails to pass the prescribed project inspection requirements within five inspections for any license type.

Licensee applicants whose applications have been denied are prohibited from reapplying for a period of 12 months.

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.

A \$75.00 processing fee is charged for any corrections required on certification/inspection requests and/or the invoicing for such because of improper or incomplete request submissions.

Invoice corrections for discount pricing on certification/inspection costs will be corrected as a one time courtesy, within a twelve month period.

**Suspension** - A firm's Licensee status is subject to random annual monitoring to verify ongoing compliance with the Certified Compliance Program. Monitoring can range from observance of a Licensee's work during an unscheduled visit to their shop or Certified project job-site to an extensive Certified Compliance Inspection. The extent of such will be as judged appropriate by the field inspector:

At least every two years, a Licensee's request for a Certified Compliance (CC) Certificate and/or Labels will be issued thru the field inspector for verification of conformance.

If a Licensee fails to correct non-compliant findings of a previous Certified project, their next request for a CC Certificate and/or Labels will be subject to mandatory monitoring.

A firm's Licensee status is subject to suspension if serious non-complaint findings are found, such as but not necessarily limited to: un-notched cabinet doors when required, insufficient hardware attachment, installation not being plumb or level, improper shelf and/or bottom material and/or thickness for span, drawer box size, construction and/or material, countertop construction and/or joints, match of color and/or grain, panel balance, and/or millwork joinery or:

Failing three Certified inspections, or failing to correct the findings on any two Certified projects during any 24 month period.

Filing for bankruptcy and/or going into receivership, during which time all requests for a CC Certificate and/or Labels will be subject to mandatory monitoring on a one hour minimum fee basis.

## **LICENSEE PROGRAM** (continued)

### **Policy and Procedure Highlights** (continued)

#### **Suspension** (continued)

Once a firm clears the bankruptcy and/or receivership under the same ownership, their suspension will be removed; however, if ownership changes, Licensee status will be terminated.

Suspended Licensee status may be reinstated by passing three consecutive, paid inspections on projects equal to or exceeding Custom Grade.

While a firm's Licensing status is on suspension, indication of their Licensing Status will be eliminated from any printed and/or electronic materials published during their suspension. Any verbal inquiry as to their Licensing Status with the Institute to a staff person is to be responded to with the statement that:

"(Firm's name) Licensing Status with the Institute is currently on suspension for infractions of their Certification Agreement. (Firm's name) is still able to request CC Certificates and/or Labels from the Institute, however the project being certified must be inspected and approved by our field staff prior to their being issued. This suspension shall continue until they have met the Institute's requirements for removal of the suspension."

All suspended member-licensee firms will be treated as a member firm. They will pay member pricing, and cannot avail licensee benefits.

**Termination** - A firm's Licensee status is subject to termination for change of ownership exceeding fifty percent (50%) (without being subject to 24 months waiting period to reapply for Licensee status), misuse of Certified Compliance Labels, failing to certify work that is contractually required by the contract documents.

## **DISPUTE APPEAL**

Disputes regarding inspection findings, Certification Issues, disciplinary actions, etc., may be appealed in writing through the following channels:

First to the CEO of the Institute, if dissatisfied, it may be further appealed to the:

Technical Committee, if still dissatisfied, it may be further appealed to the:

Board of Directors; however, the decision of the Board is final.

## **LOGO USE**

<http://www.woodworkinstitute.com/membership/benefits.asp>

WI Members, Licensees, Affiliate Contractors, and M3's are afforded limited use of the Institutes registered Logos and Acronyms and by their use, one is agreeing to accept the terms and conditions set by the Woodwork Institute for their use.

Because the name of the organization is now "Woodwork Institute," members are discouraged from using the acronym "WIC." Please use the full name, "Woodwork Institute," when referring to the organization instead of using its new acronym, "WI."

The logo is a trademark owned by the Woodwork Institute. The name, acronym, and logos of the Woodwork Institute represent the trust and integrity of the organization. If any party is found misusing the logo or violating this agreement, whether intentional or not, they will be required to discontinue use of the logo until the conditions of this agreement are met. The full logo usage manual is available online at [www.woodworkinstitute.com/logos](http://www.woodworkinstitute.com/logos).

The new Woodwork Institute logo is a tilted square with a knockout "W" in the center and shall be referred to as "the logo" or "the big W." Members are authorized to use the logo shown below (in solid black, solid green or gradient green), in conjunction with the words "Woodwork Institute" next to "the big W." Members are not authorized to use "the big W" logo alone or with the word "assurance." The logo shall not be reproduced smaller than 1/4 inch tall.