

## LICENSEE PROGRAM (continued)

### Policy and Procedure Highlights (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

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

WI Members and Licensees 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.



Members are granted permission to use any of the above versions of the logo in print or on the web; however, they may not alter the appearance of the logo in any way. No changes may be made to the color, shape, orientation, font, etc. The images may be re-sized only, but they must remain sharp and clear (not fuzzy), when used. Quality shall be the first consideration when reproducing the logo. Only members can use the logo; suppliers, affiliates, and/or business associates of members are not allowed to use the logo.

Members shall not recreate the logo themselves. They must always obtain original logo files from the administrative office. Altering or misusing the logo in any way violates this agreement and may result in legal action.

The Woodwork Institute logos shall never be placed on a textured or "busy" background. The logos shall always have ample white space surrounding them, never crowd the logo with other logos or artwork. If the logos must be placed on a dark background, the logos shall appear solid white.

The Institute's trademarked Certified Compliance logo may only be used by the Woodwork Institute or WI Licensees who are in good standing. WI Licensees are granted permission to use the logo when accompanied by the following information: their company name, date of license issuance, the words "licensed for" and a listing of those licenses held.

The Institute's trademarked Monitored Compliance logo may only be used by the Woodwork Institute.

The Institute's M3 logo may only be used by the Institute or by M3 members in good standing on their documents, or on the web when accompanied by the name of the M3 Member.