

## Pre-Convention Schedule

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### Pre-Convention Certification Exam Preparatory Course Descriptions and Schedule

To become certified under SPFA's program, you must pass the exam for each level of certification you would like to achieve, as well as all lower level written exams, starting with the entry level, SPF Assistant Written Examination. Attending classes is not required, however it is highly recommended since these courses will prepare you for exams. The following is the schedule for Exam Preparatory Courses and Written Examinations.

**The SPF Assistant Exam Preparatory Course is now available online! You can take this course in the comfort of your home, office or any place where you have internet access. Once you register, you will have 14 days to complete the course (which is approximately 6 hours long). Please visit [www.sprayfoam.org/certification](http://www.sprayfoam.org/certification) for more details and to register. Fees for the Exam Prep Course do not include the written examination which requires a separate registration.**

**MONDAY, JANUARY 26 • 8:00am-4:00pm**

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#### **SPF Insulation Master Installer EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Master Installer Insulation. The topics covered in the curriculum include: Troubleshooting and Repair, Preparing for a Third Party Inspection, Thermal and Ignition Barriers, Sealant Foams - One and Two Component, Hybrid Insulation Systems, SPF Equipment, and Coating Equipment. **NOTE:** The Master Installer is expected to have the knowledge covered in the Assistant and Installer curriculum.

#### **SPF Roofing Master Installer EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Master Installer Roofing. The topics covered in the curriculum include: Pre-Job Planning, Troubleshooting and Repair, Preparing for Third Party Inspection, Maintenance Repair and Renewal, SPF Equipment, and Coating Equipment. **NOTE:** The Master Installer is expected to have the knowledge covered in the Assistant and Installer curriculum.

#### **SPF Field Examiner EXAM PREPARATORY COURSE**

This preparatory course is for individuals wishing to become a certified field examiner. You will learn how to observe, record, and assess the work of the installer seeking SPFA Certification for Master Installer in both insulation and roofing. The process and procedures for conducting the field examination will be taught. These include the “do’s” and “don’ts” of conducting a Field Examination such as what communication is permitted with a candidate and the importance to refrain from coaching a candidate.

Those interested in becoming a Certified Field Examiner are encouraged to volunteer and/or observe the Field Exams during Sprayfoam 2015. By doing so, you will fulfill the requirements of being vetted. See SPFA web site for details.

Candidates for PCP Certified Master Installer should consider completing the Field Exam(s) being offered at Sprayfoam 2015. Passing the Field Exam is required to become a Certified Master Installer.

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### **ABAA SPF Installer Certification Training**

**Monday-Tuesday, January 26-27 • 8:00am - 4:00pm**

This course is designed for the experienced SPF installer to learn how to install Spray Polyurethane Foam as a complete air barrier system in commercial buildings. Participants will learn about material selection, application technology, substrate conditions and the continuity/compatibility of components. At the end of the course, the Air Barrier Association of America (ABAA) certification exam will be offered to those interested in obtaining their ABAA certification. ABAA certification requires that installers have a minimum of 3000 hours of work experience either directly with air barriers or in applicable related trade experience, with 1500 of those hours being directly related to SPF. This course is not required for SPFA PCP certification.

**NOTE:** The Installer is expected to have the knowledge covered in the Assistant curriculum.

### **SPF Insulation Project Manager EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Project Manager Insulation. The topics covered in the curriculum include: SPF Estimating Guidelines for Materials Usage, Building Science Basics, Building Envelope Design, Mechanical Systems, Codes and Standards, and Material Design and Selection. **NOTE:** The Project Manager is expected to have the knowledge and skills covered in the Assistant, Installer, and Master Installer curriculum.

### **SPF Roofing Project Manager EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Project Manager Roofing. The topics covered in the curriculum include: SPF Estimating Guidelines for Materials Usage, Codes and Standards, Material Design and Selection, and Roofing Fundamentals. **NOTE:** The Project Manager is expected to have the knowledge and skills covered in the Assistant, Installer and Master Installer curriculum.

For more details on specific Job Tasks which will be covered for each level, please refer to the Certification Handbooks available at [www.sprayfoam.org](http://www.sprayfoam.org).

Please be sure to check [www.sprayfoam.org](http://www.sprayfoam.org) for information on taking the CPI Chemical Health and Safety Course.

### **Continuing Education: Attention SPFA PCP Participants –**

As part of the re-certification process every 5 years, Continuing Education Units are required. You can start fulfilling this requirement by simply attending any SPFA Breakout Session and have the room monitor verify your attendance on the form we'll provide. See the Certification Handbooks at [www.sprayfoam.org](http://www.sprayfoam.org) for details.

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**TUESDAY, JANUARY 27, 2014 • 8:00AM-4:00PM**

### **SPF Insulation Installer EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Installer Insulation. The topics covered in the curriculum include: Pre-Job Planning, Jobsite Set-Up Procedures, Substrate Preparation, Start-Up Procedures, Installation Methodology, and Shut-Down Procedures. **NOTE:** The Installer is expected to have the knowledge covered in the Assistant curriculum.

### **SPF Roofing Installer EXAM PREPARATORY COURSE**

This course will prepare the student for the SPFA Certification Exam for SPF Installer Roofing. The topics covered in the curriculum include: Jobsite Set-Up Procedures, Substrate Preparation, Start-Up Procedures, Foam, Foam Installation Methodology, Shut-Down Procedures, Coating Chemistry and Installation Methodology, and Shut Down (End of Job).

## FIELD EXAMINATIONS

**MONDAY, JAN. 26 - TUESDAY, JAN. 27 • 8:00am - 4:30pm**

The Field Examination is an over the shoulder evaluation so that the candidate for the SPFA PCP Certified Master Installer can demonstrate their ability to manufacture spray polyurethane foam in place. This evaluation covers critical task areas of abilities that each candidate must have in order to become certified.

The candidate is required to bring documentation and equipment including, but not limited to: safety checklist, safety and warning signs, personal protective equipment, etc. The candidate will be notified what will be required at Sprayfoam 2015. For a detailed list refer to either the Roofing or Insulation Certification Handbooks at [www.sprayfoam.org](http://www.sprayfoam.org)

We will be offering field exams for the following:

- 1) SPF Insulation Master Installer – Open Cell
- 2) SPF Insulation Master Installer – Closed Cell
- 3) SPF Roofing Master Installer

These exams will be offered Monday-Tuesday, January 26-27, at the Albuquerque Convention Center.

Check the website site [www.sprayfoam.org](http://www.sprayfoam.org) for more details!



***The Exam Preparatory Courses, Written Examinations, and Field Exams are NOT included in Convention Registration. You can register for both the SPFA PCP Courses/Exams and the Convention at the same time.***

## SPFA PROFESSIONAL CERTIFICATION PROGRAM WRITTEN EXAMINATIONS

To become certified under SPFA's program, you must pass the exam and meet the criteria for any level of Certification you would like to achieve, as well as the exam for the previous levels.

***Written Schedule*** (Exam finish time is 6:00pm • 2pm on Thursday)

Monday, January 26, 2015	8:00am – 6:00pm
Tuesday, January 27, 2015	8:00am – 6:00pm
Wednesday, January 28, 2015	8:00am – 6:00pm
Thursday, January 29, 2015	8:00am - 2:00pm

### ***Examinations***

In order to take Exams, you must register in the SPFA Professional Certification Program with a one-time fee. Written Examinations are given for each Level:

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|--------------------------------------|---|
| A) Insulation and Roofing Assistant* | F) Roofing Master Installer*                      |
| Same Written Examination for both    | G) Roofing Project Manager                        |
| B) Insulation Installer*             | H) Master Supplier Representative – Insulation    |
| C) Insulation Master Installer*      | I) Master Supplier Representative – Roofing       |
| D) Insulation Project Manager        | J) Master Supplier Representative – Combined Exam |
| E) Roofing Installer*                | K) Field Examiner                                 |

*\* These exams also available in Spanish.*

Each of these written examinations will be available to be taken during any of the above dates and times. Please be aware that the testing room closes at time listed. The last exam of each day will begin no later than 2 hours before the room closes (or 4 hours before for the combined supplier rep exam.) In other words, you must enter room by 4PM on Monday, Tuesday, and Wednesday to take written exam. Supplier rep combined exam must enter by 2:00pm. Please plan your schedule accordingly.