

SPF CONTRACTOR COMPANY ACCREDITATION HANDBOOK

This Handbook contains information on how to become an Accredited Spray Foam Contractor Company in the Spray Polyurethane Foam Alliance Professional Certification Program (SPFA PCP).



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Disclaimer

The Spray Polyurethane Foam Professional Certification Program ("SPFA PCP") has and will undertake reasonable efforts to make available up-to-date versions of the program documents posted at www.sprayfoam.org. All documents and/or materials provided under the SPFA PCP are subject to change at the sole determination and discretion of the SPFA PCP. Before applying for certification through the SPFA PCP, it is strongly recommended that you contact the SPFA PCP to ensure that you have the most up-to-date program information and documents available.

The SPFA PCP Certification Handbook, Curriculum, Study Guides, Written Examinations and Field Examination Forms have been reviewed by the SPFA PCP and accepted for use in connection with the SPFA PCP on the basis of established criteria as defined by the Job Task Analysis (JTA).

The information contained in these materials is being made available in good faith and is believed by the SPFA QAP to the best of its knowledge and belief to be accurate at the time of review. Any written material and information offered under the SPFA PCP is made available "as is" and without warranties of any kind, whether express or implied. The SPFA PCP, the SPFA, its officers, directors, employees, agents, authorized representatives, and affiliates specifically disclaim and deny, to the fullest extent permitted by law, any and all liability and/or responsibility for any claims, actions, liabilities, losses, damages, expenses or injuries of any kind or nature (including without limitation direct, indirect, incidental, consequential, special, exemplary or lost profits) arising directly or indirectly out of or resulting from the use of or reliance upon such SPFA PCP information or documentation by any party. The SPFA PCP, the SPFA, its officers, directors, employees, agents, authorized representatives and affiliates do not in any manner or form endorse the proprietary products or services of any particular company or individual that may be mentioned or featured in the SPFA PCP materials.

The SPFA PCP complies with the ISO 17024 International Standard. This SPF Insulation Certification Handbook carries all of the requirements of the Certification Scheme.

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SPFA PCP Vision

That the SPFA PCP professional certification is the most rigorous, extensive and defining program for SPF professionals in the world. That it be consistent with all industry standards, best practices and known building science, and accessible and affordable among our intended constituency. That it be the measure of personal and professional accomplishment in the industry, and a demonstration among professionals of the essential knowledge, skills and abilities inherent among the highest class of Sprayfoam Professional.



SPFA PCP Mission Statement

To deliver and operate a focused, consistent and attentive, world-class, professional certification program. Continuously raising, establishing, and raising again the bar on safety, performance, quality and professionalism among SPF industry professionals. For the benefit of their businesses, personal safety, safety and satisfaction among customers, and to create the most solid of foundations for future growth, personal and industry distinction.

Terms and Definitions

ACCREDITED CONTRACTOR COMPANY

A Contractor Company that has met criteria of the certification scheme for Accreditation.

ACCREDITED SUPPLIER COMPANY

A Supplier Company that has met criteria of the certification scheme for Accreditation. A Supplier is any company who provides materials, equipment or services to the SPF industry.

ACCREDITATION

Confirmation that a legal corporation has policies and procedures in place to meet the requirements of a certification scheme.

ACCREDITATION RENEWAL

Annual process of confirming conformity with current accreditation requirements.

APPEAL

Request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification organization related to her/his desired certification status.

CANDIDATE

Applicant who has fulfilled specified prerequisites, allowing his/her participation in the certification process.

CERTIFICATION ADMINISTRATOR

Person approved by BPQI, competent to assess and approve an applicant for certification.

CERTIFICATION PROCESS

All activities by which a certification body establishes that a person fulfills specified competence requirements, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logo/marks.

CERTIFIED SPF ASSISTANT

A person who successfully passes the written requirements for Assistant certification. The Assistant does not spray, their job is to assist the Installer and other Field Personnel. Understanding of Health and Safety is mandatory.

CERTIFIED SPF INSULATION INSTALLER

A person who successfully meets the requirements for Installer certification. The Installer has some experience spraying foam with guidance of more experienced Installer, has working knowledge of health and safety relating to SPF.

CERTIFIED SPF ROOFING INSTALLER

The SPF Roofing Installer has some experience spraying foam with the guidance of a more experienced Installer or Project Manager. The SPF Installer does not have the skills and abilities to install on his own. This person needs to be supervised by a skilled Master Installer or Project Manager. The SPF Installers duties may include spraying SPF in different applications as well as equipment set-up/start-up/shut down.

CERTIFIED SPF INSULATION MASTER INSTALLER

A person who successfully meets the requirements for Master Installer certification which includes a Field Examination. The Master Installer has the experience and knowledge of both Assistant and Installer, but has demonstrated through Field Examination a mastery in SPF application in addition to understanding of higher level of SPF chemistry, equipment, products, and requirements for successful completion of SPF installation project.

CERTIFIED SPF ROOFING MASTER INSTALLER

The SPF Roofing Installer (apprentice Level) but has gained extensive experience spraying SPF in various applications, and has demonstrated competence in SPF installations through Field Examination. The SPF Master (Advanced) Installer's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other roofing systems

CERTIFIED SPF INSULATION PROJECT MANAGER

A person who successfully meets the requirements for Project Manager certification. The Project Manager has the knowledge of the Assistant, Installer and Master Installer as well as the highest level of knowledge and skills in all aspects of SPF installation.

CERTIFIED SPF ROOFING PROJECT MANAGER

The Certified Project Manager has extensive project management experience in spraying SPF in various applications. The SPF Roofing Project Manager's duties may include all aspects of the installation of the SPF as well as estimating; testing, standards and building codes; material design considerations and selection; other building fundamentals.

CERTIFICATION MANAGEMENT BOARD (CMB)

The CMB is a five member panel consisting of representatives from SPFA PCP QAP, CSC, Training Committee, the Best Practices Risk Management Working Group and the SPFA PCP Certification Director. The CMB's only role is in the SPFA PCP Appeal Process.

CERTIFICATION SCHEME

Specific certification requirements related to specific categories of persons to which the same particular standards, rules and same procedures apply.

COMPETENCE

Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the certification scheme

COMPLAINT

Conformity assessment request, other than an appeal, by any organization or individual to a certification body, for corrective action relating to the activities of that body or to those of any of its customers

EVALUATION

Process that assesses a person's fulfillment of the requirements of the scheme, leading to a decision on certification.

EXAMINATION

Mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, field and observational.

FIELD EXAMINATION

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

FIELD EXAMINER

The SPFA PCP Certified Field Examiner is the person who conducts the field examination. The candidate wishing to be certified as an SPF Master Installer must demonstrate the abilities required to properly complete the Task and Functions identified as an Ability to install spray polyurethane foam on a jobsite to the level required.

EXAMINER

Individuals selected according to their experience and knowledge of the industry and the certification scheme, trained to administer written examinations and Field Examinations.

JOB, TASK ANALYSIS (JTA)

Comprehensive list of the Job and Task Analysis of a spray polyurethane professional.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Comprehensive list of knowledge, skills and abilities an individual is expected to demonstrate mastery of in order to earn SPFA PCP certification.

LIAISON

Manufacturer/Supplier Liaison is defined as individuals who is the primary contact for SPFA PCP. This person will be trained by the SPFA PCP so that he can properly administer the Accreditation Program

MANUFACTURER'S/SUPPLIER'S REPRESENTATIVE

Manufacturer's or Supplier's Representative is defined as individual who has direct contact with contractor. These may include sales representative, technical representative or appropriate staff as determined by manufacturer/supplier.

QUALIFICATION

Demonstration of personal attributes, education, training and/or work experience

QUALITY ASSURANCE PERSON (QAP)

The Contractor Company's QAP is the liaison with SPFA PCP.

QUALIFYING INDIVIDUAL

A Qualifying Individual is the SPFA PCP Certified, Installer, Master Installer or Project Manager which the company employs or has under contract with company.

RECERTIFICATION

Process of confirming conformity with current certification requirements.

REVIEW

Review is the periodic monitoring, between the periods of Accreditation, of an Accredited Contractor Company to ensure continued compliance with the Accreditation requirement.

SPFA PCP

The Spray Polyurethane Foam Alliance's Professional Certification Program (SPFA PCP) which is accredited to the ANSI ISO 17024 standard. The SPFA PCP has three committees, the Quality Assurance Program Committee (QAP), the Certification Scheme Committee (CSC) and the Training Committee.

SPFA PCP CERTIFICATION SCHEME COMMITTEE (CSC)

The CSC is responsible for developing the examination questions and criteria for the written and field examinations which align with the Learning Objectives. This committee also helps develop the CSC Handbooks for each type of certification and accreditation in the SPFA PCP.

SPFA PCP CERTIFICATION DIRECTOR

The SPFA PCP Certification Director is the SPFA staff member whose responsibility it is to oversee and manage the SPFA PCP. The Certification Director is the primary liaison with the SPFA PCP Administrative staff.

SPFA PCP QUALITY ASSURANCE PROGRAM (QAP) COMMITTEE

This committee is charged with the oversight of the SPFA PCP. This committee develops the Learning Objectives based on the JTAs and KSAs. This is the umbrella committee and is the liaison between the CSC and Training Committees. This committee helps develop the CSC Handbooks and the SPFA PCP's Policies and Procedures Manual.

SPFA PCP TRAINING COMMITTEE

This committee is responsible for developing the curriculum (Exam Prep Study Guides and Power Point Slides) for the SPFA PCP based on the Learning Objectives.

SUPPLIER

Any company who provides materials, equipment or services to the SPF industry. Examples of a Supplier would be Distributor, Manufacturers, Equipment Suppliers, Material Suppliers, System Houses, Raw Material/Chemical Suppliers, and others involved in manufacturing and distribution of SPF products.

SUPPLIER REPRESENTATIVE

Supplier Representative is defined as individual who has direct advisory contact with contractor or distributor (as applicable, if the supplier only sells through distribution.) with regard to SPF related materials, equipment or services, etc. These individuals may include sales representative, technical representative or appropriate staff as determined by supplier.

WITHDRAWAL OF ACCREDITATION OR CERTIFICATION

Withdrawal of Accreditation or Certification means that all privileges which are defined in the SPFA PCP Accreditation or Certification handbooks are revoked or suspended. This includes use of the SPFA PCP Certification Mark.



Overview

The SPFA Professional Certification Program is designed to have all members of the value chain participate. Individuals become certified to their level of experience and Contractor Companies, Suppliers (this includes Manufacturers and Distributors) become Accredited.

This Handbook contains information on how to become an Accredited Contractor Company in the SPFA Professional Certification Program (SPFA PCP). Information in this Handbook supersedes information contained in any previously published documents.

SPFA PCP Contractor Company Accreditation is open to all contractor companies who install spray polyurethane foam, regardless of SPFA Member or Non-Member status, as long as they meet the criteria.

There are two categories of Accreditation for the Contractor Company:

- SPFA PCP Accredited Company Insulation
- SPFA PCP Accredited Company Roofing

NOTE: A Contractor Company may also become accredited in both Insulation and Roofing.

The requirements to become an SPFA PCP Accredited Contractor Company in Insulation or Roofing are very similar. Therefore all requirements to become Accredited in either category are virtually the same, except specific requirements for your certified personnel and inspection will be based on the accreditation type you are seeking. In other words, if you are seeking to become accredited in roofing, then the certifications your personnel carry, should be in roofing to meet this requirement. In the same light, the inspection requirement must be met on a roofing project to attain this certification.

Accreditation is based upon the SPF contractor company meeting the criteria set forth in this handbook.

Accredited contractor companies will be required to employ certified individuals. The following section will give a brief overview of the certification process. For detailed information on how to become an SPFA PCP Certified Professional, please refer to the Roofing and Insulation CSC Handbooks which can be found at www.sprayfoam.org.

SPFA PCP Certification History/Process

We realize the confusion and uncertainty that can come with something new, especially when it is based on unfamiliar terminology, such as JTAs and KSAs.

To simplify it, the following is the step by step process* followed and how JTAs and KSAs evolve.

1. Identify the **FUNCTIONS** an SPF Professional has in the course of his work For example, understanding Health and Safety with Chemicals is a Function.

2. Within each Function, define the **TASKS** (For example, the correct use of Personal Protective Equipment is a Task).
3. For each **TASK** the QAP Committee defined the **LEARNING OBJECTIVE** which must be met in order to be recognized as an SPF professional.
4. Identify what **KNOWLEDGE, SKILL** and/or **ABILITY** (KSAs) a Spray Foam Professional requires to perform their Functions and Tasks. Each KSA is tied to a specific task.
 - a. In this case, the Certification Committees determined that SPF Professionals must **KNOW** what PPE is necessary for each task, have the **SKILL** to insure PPE is working correctly (such as how/when to change respirator filters) and demonstrate the **ABILITY** to properly use PPE.
5. Based on the KSAs, the Certification Scheme Committee (CSC) developed test questions and criteria which would measure a candidate's **KNOWLEDGE, SKILL AND ABILITY** to perform the defined tasks.

*This is in its simplest form to explain the development of the SPFA PCP; however the Certification part of the PCP involves much more and details can be found in the QAP Manual.

Criteria to become an Accredited Contractor

Accreditation is based upon the SPF Contractor Company meeting the criteria set forth in this handbook. At a glance, here are some of the criteria. The following pages will outline them in detail:

- 1) Proof of Business
- 2) Proof of Licensing
- 3) Insurance Req.
- 4) Code of Conduct
- 5) Safety Program/Training
- 6) Company Experience Declaration
- 7) Personnel Requirements
- 8) Job Requirements
- 9) Equipment Requirements

Accreditation Criteria

Proof of Business Requirements

An SPFA Accredited Company is required to provide “proof of business.” Acceptable documentation may include: Incorporation, Limited Liability Corporations, “dba” Doing Business As” designation. A copy of a letter, certificate or government issued document must be submitted with application.

Licensing or Registration Requirements

An SPFA Accredited Company is required to have a **Contractor’s License and/or Contractor’s Registration**, as applicable. This is based on local requirements, as required by law. The company must consider the laws of the state and local governments in which they are incorporated or registered as well as local jurisdictions in which they do work. It is the responsibility of the contractor company to learn local requirements and comply with them. A copy of a letter, certificate or government issued document must be submitted with application.

Insurance Requirements

An SPFA Accredited Contractor Company must be insured. At a minimum, company must carry General Liability Insurance with minimum coverage of \$1 million for single incident and \$2 million aggregate. Workman’s Compensation Insurance must also be in place per the state minimum of where the company is located and/or working. Current Certifications of Insurance are required for both General Liability and Workman’s Comp. It is the responsibility of the Company to submit new Certificates of Insurance at policy renewal. Failure to do so could jeopardize the Company’s Accreditation should it be discovered that a company was operating with lapsed insurance coverage.

Code of Conduct Requirements

An SPFA Accredited Contractor Company must operate within the SPFA PCP Code of Conduct as defined in the SPFA PCP Accreditation Agreement. A copy of the SPFA PCP Accreditation Agreement will be signed by the Company’s representative.

Safety Program/Training Requirements

Safety Program - Each Accredited Company must have a written safety program. A copy of the written program (preferably an electronic version) must be submitted to SPFA PCP. Written program to include at a minimum:

1. OSHA 29CFR 1926, Construction Industry Regulations
 - a. Respirator Program

- b. Hazardous Material Information System
- c. Fall Protection
- d. Other areas as applicable

Safety Training – Each Accredited Company must show proof of individual personnel training. Training can be verified with documentation such as sign in sheets, safety course certificates, cards, etc. Contractor must demonstrate compliance with OSHA 29CFR 1926, Construction Industry Regulations.

Training to include at a minimum:

- 1 Annual Training (As required by OSHA standards)
- 2 Tool Box Talks
- 3 Other training as applicable

Company's Experience Declaration Requirements

In order for a company's application to be considered for Accreditation in the SPFA PCP, a minimum, 500,000 board feet (insulation) or 500,000 square feet (roofing) must be documented on the Project Declaration Form*.

A completed Project Declaration Form* must be submitted with the application. Items to be included may be:

- a. Project name
- b. Project location
- c. Project description
- d. Project size
- e. Project installation date

*The company must have installed the projects listed on the Project Declaration Form. If the work has been done by personnel while working for another company, it cannot be listed on this form.

Individual Certification Levels

The Accredited Contractor shall employ or have individuals who work under contract in the following categories/levels. (See the Personnel and Jobsite Requirements sections for more detail). The following is a brief description of the certification categories and levels. More detail on individual certifications are outlined in the Insulation or Roofing CSC handbooks.

The SPFA PCP Certification is a progression of Certification Levels. For each Certification a person wants to achieve, the candidate must pass that Certification's written examination for that Level and any lower levels, starting with the "Assistant" Level, before they can move on to the next Certification Level. You must also meet the pre-qualifications for that level.

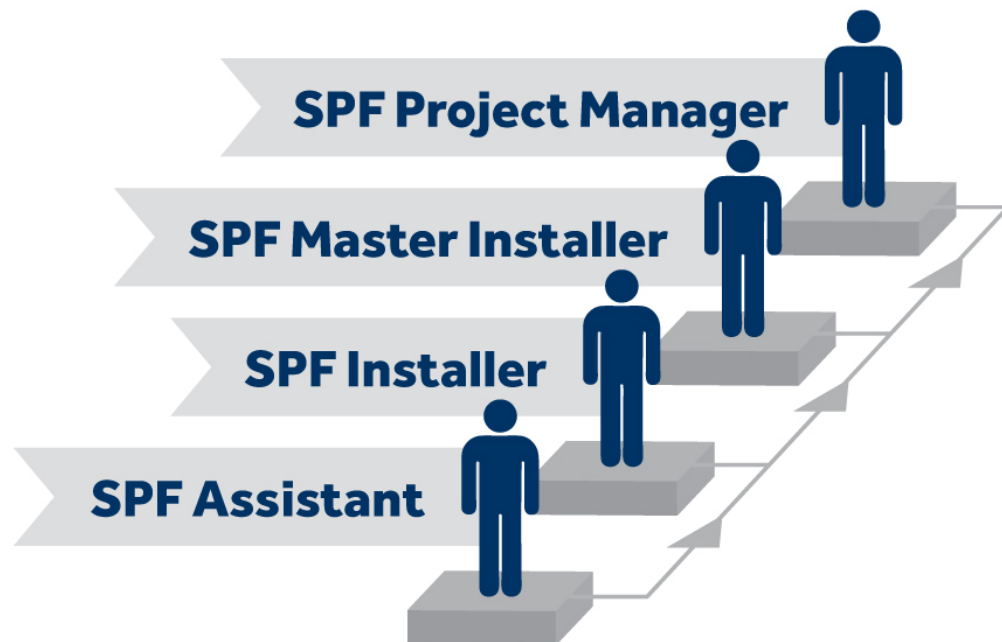
Attending training courses is not required to become certified – A person may choose to attend training to expand their knowledge. For those with experience in the SPF industry, the self-study of the SPFA PCP Exam Preparatory Study Guides is a viable alternative to the classroom. Courses, Training and Study Guides are available for each Certification Level.

Check the SPFA Certification page at www.sprayfoam.org for the most current schedule of upcoming Exam Prep Courses, Written Examinations and Field Examinations. SPFA PCP Accredited Suppliers will offer Training, SPFA PCP Written Exams and SPFA PCP Field Exams at least once per year around the country, making the opportunity to participate in the PCP very accessible.

The CSC Handbooks will go into details about the procedure for taking both the Written and Field Examinations.

The following four certification levels are specifically designed for individuals involved in the installation process of SPF in thermal insulation or roofing installations.

INDIVIDUAL CERTIFICATIONS:



SPF Assistant

This certification program is specifically designed for individuals involved in the assistance of the installation of spray polyurethane foam in thermal insulation installations. SPF Assistants duties may include assisting in equipment and job set-up, substrate preparation, material handling and staging, moving of hoses/scaffolding/ladders, masking, trimming, clean-up and other non-spraying tasks.

SPF Installer (Apprentice Level)

Insulation

This certification program is specifically designed for individuals with limited experience in the installation of spray polyurethane foam in insulation. The SPF Installer has some experience spraying foam with the guidance of a more experienced Installer or Project Manager. The SPF Installer does not have the skills and abilities to install on his own. This person needs to be supervised by a skilled Master Installer or Project Manager. The SPF Installers duties may include spraying SPF in different applications as well as equipment set-up/start-up/shut down.

Roofing

This certification program is specifically designed for individuals with limited experience in the installation of spray polyurethane foam in roofing installations. It is an apprentice level. The SPF Installer has some experience spraying foam with the guidance of a more experienced Installer or Project Manager. The SPF Installer does not have the skills and abilities to install on his own. This person needs to be supervised by a skilled Master Installer or Project Manager. The SPF Installers duties may include spraying SPF in different applications as well as equipment set-up/start-up/shut down.

SPF Master Installer (Advanced Level)

Insulation

This certification program is specifically designed for individuals with experience in the installation of SPF in thermal insulation installations. The SPF Master Installer has extensive experience spraying SPF in various applications, and has demonstrated competence in SPF applications in the Field Examination. The SPF Master Installer's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other insulation systems as well as the proper installation and use of thermal barriers.

Roofing

This certification program is specifically designed for individuals with experience in the installation of SPF in roofing installations. The SPF Master Installer has extensive experience spraying SPF in various applications, and has demonstrated competence in SPF applications in the Field Examination. The SPF Master Installer's duties may include all aspects of the installation of the SPF as well as equipment function/maintenance/repair, and an understanding of other roofing systems as well as the proper installation and use of thermal barriers.

SPF Project Manager

Insulation

This certification program is specifically designed for individuals involved in all aspects of the installation and project management of SPF in thermal insulation installations. The SPF Project Manager has extensive Knowledge and Skills in all aspects of SPF in various applications. The SPF Project Managers duties may include managing all aspects of the project and installation of the SPF, as well as knowledge and skills in building science/design, material selection/estimating and codes/standards.

Roofing

This certification program is specifically designed for individuals involved in all aspects of the installation and project management of SPF in installations. The SPF Project Manager has extensive Knowledge and Skills in all aspects of SPF in various applications. The SPF Project Managers duties may include managing all aspects of the project and installation of the SPF, as well as knowledge and skills in building design, material selection/estimating codes/standards and general roofing fundamentals.

Personnel Requirements

Field Personnel

All Field Personnel are required to have successfully completed the Center for Polyurethane Institute's CPI chemical safety course (available both in person and on-line). It is recommended that each person carry their CPI card to each job site; however, if the company's practice is to maintain a file of all personnel cards as part of the Job File, that is also acceptable.

Liaison

The Liaison is the person who is a part of contractor company personnel they have designated as the primary contact with SPFA PCP. This person must be trained by SPFA PCP in the administration of the policies and procedures of the SPFA PCP Contractor Company Accreditation program. Training will be offered by SPFA PCP.

Qualifying Individuals

A Qualifying Individual is the SPFA PCP Certified Installer, Master Installer or Project Manager which the company utilizes. At a minimum, the company will employ/contract the following based on the number of SPF Field Personnel they utilize.

1-10 Field Personnel

- SPFA PCP Certified Project Manager* AND
- SPFA PCP Certified Installer or Master Installer*

*To accommodate our smaller contractors, one person can hold both of the above certifications.

11-30 Field Personnel**

- SPFA PCP Certified Project Manager* AND
- SPFA PCP Certified Installer or Master Installer* – minimum of 2

*One person can hold both the Project Manager Certification and either Installer or Master Installer Certification.

****For each additional 10 Field Personnel, you must have at least one additional Certified Installer or Master Installer.**

This meets the minimum requirements for the company accreditation; however, it does not necessarily mean that the jobsite requirements are met. In order to maintain Contractor Company Accreditation, the Jobsite Requirements must also be met. (Please see Jobsite Requirements section for details.)

This meets the minimum requirements for company accreditation; however, it does not necessarily mean that the jobsite requirements are met.

This does not minimize the requirements as defined in the Jobsite Requirements section. Each job must be supervised by either an SPFA PCP Certified Master Installer or Project Manager.

Number of Field Personnel	Certified Project Manager	Certified Installer or Master Installer
<i>Insulation</i>		
1-10	1	1
11-20	1	2
21-30	1	3
31-40	1	4
41-50	1	5
<i>Roofing</i>		
1-10	1	1
11-20	1	2
21-30	1	3
31-40	1	4
41-50	1	5

When a Qualifying Individual leaves your employment

The Accredited Company must notify SPFA PCP in writing within 15 days that the Qualifying Individual (aka Certified Individual), that they have designated is leaving/left their employment or is no longer working under contract with them.

The Accredited Contractor Company will notify SPFA PCP within 90 days who is replacing that Qualifying Individual.

If you are unable to have your Qualifying Individual replaced within 90 days, a possible 30 day extension can be requested and this will be reviewed on a case by case basis.

Jobsite Requirements

Roofing/Insulation - Each jobsite varies in size and complexity. The quantity of each level of field personnel will vary and will be determined on a case by case basis.

Regardless of the number of qualifying individuals listed above, each job must be field supervised by an SPFA PCP

- 1) Certified Master Installer or Project Manager
- 2) Each SPFA PCP Certified Master Installer or Project Manager can supervise a maximum of 10 field employees.

Note: An SPFA PCP Certified Installer must be supervised by either a Master Installer or Project Manager while installing SPF.

*Number of Jobsites	Certified Master Installer	OR	Certified Installer & Certified Project Manager
<i>Insulation</i>			
1	1		1 + 1 = 2
2	2		2 + 2 = 4
3	3		3 + 3 = 6
4	4		4 + 4 = 8
5	5		5 + 5 = 10
<i>Roofing</i>			
1	1		1 + 1 = 2
2	2		2 + 2 = 4
3	3		3 + 3 = 6
4	4		4 + 4 = 8
5	5		5 + 5 = 10

*Jobsites going on at the same time

Notes :

1. You can have a combination of Certified Master Installers and Certified Installers/Certified Project Managers to meet the requirements. Example: 5 jobsites - you can have 3 Certified Master Installers and 2 Certified Installers supervised by 2 Certified Project Managers.
2. 6 or more jobsites - each jobsite must have a Certified Master Installer OR Certified Installer supervised by a Certified Project Manager.

Subcontractor Requirements

An Accredited Company can subcontract work; however the companies or personnel performing any SPF sub-contracted work must comply with the same rules and criteria as the Accredited Company.

Equipment Requirements

Contractor shall install all SPF and other related materials with supplier-approved equipment for the specific products being installed.

The Accredited Contractor Company will list their equipment on the application form.

At a minimum the following is required:

- 1) Insulation
 - Supplied Air Respiratory System (SAR)
 - Foam Rig – Capable of meeting the specific materials processing parameters
 - Test Kit (Adhesion and Density)
 - Coating Equipment as applicable for liquid thermal barriers.
- 2) Roofing
 - Foam Rig – Capable of meeting the specific materials processing parameters
 - Coating Rig – Properly sized for work done
 - Sampling Test Kit – coring and slit samples.

A “rig” is defined as the comprehensive package including trailer/truck, gun(s), proportioner and other applicable equipment.



Maintaining Accreditation

Renewal (Annually)

- Confirmation that any complaints about non-compliance to the SPFA PCP Program have been resolved.
- Confirmation of receipt of renewal fee (confirm account is up to date).
- Confirm that Liaison and Contractor Representative information is still current based on initial registration submission. Make any applicable changes.
- Confirm that training, written examination and field examinations have been fulfilled.

The Accreditation of the Contractor shall be withdrawn due to the Contractor's negligence to follow the renewal requirements.

Withdrawal of Accreditation

The Accreditation shall be withdrawn in cases where the Accredited Contractor does not comply with the criteria set forth in the agreement and this handbook at any time once due process has been followed.

The SPFA PCP Certification Director shall review the Accredited Contractor's record and provide a written report outlining the steps to be taken in order for the Accredited Contractor to be re-instated.

Complaint and Appeal Process

A complaint is a written statement, by an organization or individual to the SPFA PCP Certification Director, in reference to non-compliance of SPFA PCP Accreditation/Certification criteria.

Complaints

Definition

When a verbal complaint is received against the Accredited Contractor, the complainant shall be instructed to submit the complaint in writing to the SPFA PCP Certification Director. The complaint must contain the name and contact info of person submitting complaint as well as the details of who the complainant spoke with at the company. The SPFA PCP Certification Director will notify the Contractor when the complaint is received.

Criteria for Complaints

SPFA PCP can only consider complaints regarding the non-compliance with SPFA PCP Accredited Contractor's criteria within this program.

Complaints about other Contractor related issues that do not fall within the parameters of this program will not be addressed. Their receipt will be acknowledged, but the complaint will be returned with an explanation of the SPFA PCP policy.

Procedure

The SPFA PCP Certification Director shall review each written complaint received and send to the Contractor for a response. The Contractor shall investigate the complaint, resolve the complaint where possible and produce a response on each complaint. The complaint and response shall be provided to the Certification Director for review.

The Certification Director will confirm that the complaint has been resolved.

The Contractor shall have the opportunity to appeal the action to the complaint, following the procedures outlined below.

Appeal Procedure

There is a three tiered process for appeal of withdrawal of accreditation. The SPFA PCP Certification Director shall make all appeal decisions in consultation with the Certification Management Board which consists of representatives from SPFA PCP QAP, CSC and Training Committees, representatives from Best Practices Risk Management Working Group and SPFA Certification Director.

Should the Contractor feel that the Certification Director or designee's decision is not satisfactory to them; the Contractor shall approach the Certification Management Board.

Should the Contractor feel that the Certification Management Board's decision is unsatisfactory; the Contractor shall request a review from an independent commissioner.

Note: Should the Contractor feel that the certification process has not been followed, they may register a written complaint with the SPFA PCP QAP.

Tier 1 Appeal process with Certification Director

For a review of withdrawal of Accreditation, the Accredited Contractor must follow the following procedure.

Request for review must be made within 10 business days of notice of withdrawal of Accreditation.

The request for review must be in writing and sent by registered mail to SPFA PCP Certification Director, 3927 Old Lee Hwy., #101B, Fairfax, VA 22030.

The request for review must specifically state the reasons why the Contractor believes the initial decision should be modified or overturned.

The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Certification Director who will provide a decision in writing within 30 business days of receiving the written request for review.

If the Certification Director concludes, based on the current version of the certification scheme at the time of assessment or withdrawal, that Contractor should not have had their Accreditation withdrawn, the Contractor will have the notice of withdrawal of Accreditation lifted as the case may be.

Should the Certification Director conclude that the actions taken are valid; the Contractor will be notified of such conclusion, in writing. The Contractor will receive a letter by fax, courier or registered mail. The Contractor is deemed to have received the notice of the written review decision 5 business days after the notice is sent.

Tier 2 Appeal Process with Certification Management Board

If the Contractor still feels that the action taken after the completion of the Tier 1 process has not met the requirements of the certification scheme, the Contractor may appeal to the Certification Management Board. The Certification Management Board is made up of representatives of the SPFA PCP QAP, CSC and Training Committees, Best Practices Risk Management Working Group and the Certification Director.

Request for review must be made within ten business days of the Tier 1 decision.

The request for review must be in writing and sent by registered mail to SPFA PCP Certification Director at 3927 Old Lee Hwy., #101B, Fairfax, VA 22030. The request for review must specifically state the reasons why the Contractor believes the initial decision should be modified or overturned.

The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Certification Board that will provide a decision in writing within 30 business days of receiving the written request for review.

If the Certification Board concludes, based on the current version of the certification scheme as amended to the time of assessment, suspension or withdrawal, that the Contractor should not have had their accreditation suspended, the Certification Board will then remove reference to violation in question or suspension lifted as the case may be.

Should the certification board conclude that the actions taken are valid; the Contractor will be notified of such conclusion, in writing. The Contractor will receive a letter by fax, courier or registered mail. The Contractor is deemed to have received the notice of the written review decision five business days after the notice is sent.

Tier 3 Appeal Process with Independent Commissioner

If the Contractor still feels that the action taken after the Tier 2 process has been completed has not met the requirements of the certification scheme, the Contractor may appeal to an independent commissioner.

In order to proceed with the appeal going to an independent commissioner, the following is to be completed:

Notice of appeal must be received within 10 business days after receipt of the written review decision from the Certification Board.

Notice of appeal must be in writing and sent by registered mail to SPFA PCP Certification Director, 3927 Old Lee Hwy., #101B, Fairfax, VA 22030.

Notice of appeal must specifically state the grounds for appeal.

The Contractor shall forward a certified check or bank draft payable to SPFA in the amount of \$1,000.00 (deposit fee) with the notice of appeal.

An independent commissioner will be appointed by SPFA within thirty days of receiving a notice of appeal.

The commissioner will be from the American Arbitration Association. If the case meets the AAA's international criteria, then the International Centre for Dispute Resolution (ICDR) will handle the

appeal. The ICDR is an arm of the AAA. For more information on the AAA and ICDR, please refer to their website at www.adr.org.

The Commissioner will contact each party to the appeal to set a hearing date for the appeal. All documentation is to be forwarded to the Commissioner. The documentation is to be submitted at least 5 business days in advance of the hearing date.

Each party is to provide a copy of all documentation that will be submitted to the Commissioner to the other party at the same time as it is submitted to the Commissioner.

The Commissioner shall hold a hearing to hear the appeal. After the hearing has been completed, the decision of the Commissioner is to be delivered within 15 business days in writing to both parties. The written decision of the Commissioner is final and not subject to further appeal to a court.

If the Commissioner decides that the Contractor should not have had their accreditation suspended or withdrawn, the Contractor shall have the withdrawal or suspension lifted of accreditation as the case may be and the \$1,000 will be returned.

If the Commissioner confirms the written review decision of the certification board that suspension or withdrawal of accreditation is to stay in place, the \$1,000 will NOT be returned to the Contractor.

The Contractor shall be provided with a written report from the Commissioner.

Final Appeal Process

If the Contractor still feels that the action taken after the Tier 3 process has been completed has not met the requirements of the certification scheme, the Contractor may appeal to SPFA PCP QAP Committee that will review and confirm that all requirements outlined in ISO 17024 have been met.

Notice of appeal must be in writing and sent by registered mail to:

SPFA PCP Quality Assurance Program Committee
3927 Old Lee Hwy., #101B
Fairfax, VA 22030



Frequently Asked Questions

1. **Why should my company become an SPFA PCP Accredited Contractor Company? What is the benefit?**

The benefit of becoming an Accredited Contractor Company shows your customers and prospects that you have a commitment to working in compliance with stringent health and safety guidelines, best practices application procedures with SPFA PCP Certified professionals. It also shows your personnel and competition that you have raised the bar

2. **How does my company become an SPFA PCP Accredited Contractor Company?**

The first step is to review the checklist and identify which criteria your company has already met and then make a plan to complete the other items on the checklist.

3. **I've looked at the checklist, but I don't understand some items?**

Call 1-866-222-5000 and the SPFA PCP staff can answer your questions.

4. **If only one of my employees has met the criteria and everyone else is working toward their certifications, should we submit our application?**

It is best to submit a fully completed application with all of the appropriate documentation. Partial submissions will not be considered.

5. **If my company's application is declined, will we be notified of the reason?**

Yes, SPFA PCP will provide you with these details so that you can make corrections or submit necessary documentation to be reconsidered.

6. **How long is a Contractor Company Accreditation good for?**

The Accreditation must be renewed on an annual basis; however, as long as your company maintains in good standing with the SPFA PCP, the Accreditation will remain active indefinitely.

7. **How does a contractor company remain in good standing with the SPFA PCP?**

A company remains in good standing as long as they comply with the criteria set forth in the Accredited Company Contractor CSC Handbook.

8. **What documentation does SPFA provide verifying my company's accreditation status?**

SPFA will provide a letter verifying that your company has been Accredited. We will also provide the template that you may use to create a banner, signage, stationery or other marketing collateral using the SPFA PCP logo and Accreditation mark. (The conditions for use are defined in the SPFA PCP Accreditation Agreement.

9. Is there a fee for becoming Accredited?

Yes, there is a fee. See the Contractor Company Accredited Cost and Fees form for current pricing.

10. If one of my employees does not pass the exam(s) necessary to become certified, but everyone else has, will this hold up my company's accreditation?

It depends on whether you have met the "Personnel Requirements" with the number of SPFA PCP Certified professionals you have on staff. If your company has already met the minimum requirement, based on the staff who are now certified, then it will not hold up your Accreditation. However, if you need one more certified individual at a certain level, but that person is having trouble on the exam, then your Accreditation cannot be issued until you meet the appropriate personnel requirement.

11. If one of my employees who is certified leaves my employment, will my company lose its accreditation status?

No, as long as you get someone else certified within the timeline outlined in the SPFA PCP Accredited Company Contractor Handbook.

12. Do all of my personnel need to be Certified?

No. The number of required certified personnel is described in the SPFA PCP Accredited Company Contractor Handbook.

13. Does SPFA need to tour my company's facilities before issuing accreditation?

No, SPFA will not be conducting inspections of contractor company facilities.

14. We just received an RFP that requires the contractor to be SPFA PCP Accredited. How quickly can this be done?

It all depends on which of the criteria has already been achieved, what still needs to be done and the level of experience of both the staff who will be "Qualifying Individuals" and your company. We recommend having the appropriate staff attain their certifications as soon as possible so you aren't in this position.

15. Some of my employees understand spoken English, but can only read Spanish. When will the written exams be available in Spanish?

The Assistant, Insulation Installer and Roofing Installer Written Exams are now available in Spanish.



SPF CONTRACTOR COMPANY CHECKLIST

- _____ Fill out and return the SPFA PCP Accreditation Registration Form
 - _____ Fill out and return the SPFA PCP Accreditation Costs & Order Form & Fee
 - _____ Fill out and return the SPFA PCP Accredited Company Liaison Form
 - _____ Fill out and return the SPFA PCP Accreditation Company Experience Form
 - _____ Sign and return the SPFA PCP Accreditation Agreement
 - _____ Submit documentation verifying your company met the criteria for:
 - _____ Proof of Business
 - _____ Licensing or Registration
 - _____ Certificate of Insurance
 - _____ Copy of Written Safety Program (electronic)
 - _____ Annual Training (Proof/Sign in Sheet, etc)
 - _____ Tool Box talks (Sampling only)
 - _____ Personnel
 - _____ Field Personnel (all have to have current CPI)
 - _____ Liaison
 - _____ Qualified Individuals
 - _____ 1-10 employees or contracted personnel
 - 1 Project Manager and 1 Master Installer or Installer*
 - _____ 11-20 employees or contracted personnel
 - 1 Project Manager and 2 Master Installers or Installers
- (*Installers must be supervised by Project Manager or Master Installer)
- _____ 21-+employees (see Handbook)

PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP)
1050 Connecticut Avenue NW, Suite 500
Washington D.C. 20036
Fax: 1-866-242-5000 or e-mail: admin@spfapcp.org
Questions, please call: 1-866-222-5000



Accredited Company Liaison Checklist

The Accredited Company Liaison is point person between Accredited Company and PCP. Liaison should have working knowledge of PCP procedures, paperwork, deadlines and standard operating procedures. If unfamiliar with any of these items, SPFA and PCP staff are always available to assist.

The Liaison must be able to:

- _____ Review and implement the applicable steps as defined in the Accreditation and Certification Handbooks.
- _____ Ensure all eligible company personnel successfully complete CPI on-line Health and Safety Course and keep it current.
- _____ Ensure all appropriate SPFA PCP Paperwork is completed and submitted in timely fashion*. This includes, but may not be limited to:
 - _____ Certification Registration Form and Fee for all eligible personnel
 - _____ Accredited Company Cost and Fees Forms (as applicable)
 - _____ Experience Declaration Form(s) (as applicable – Contractor Only)
 - _____ Accreditation Agreement (as applicable for company accreditation)
 - _____ Certification Agreement (as applicable for individual certifications)
 - _____ Written Examiner Paperwork
 - _____ Field Examiner Paperwork and annual renewals
 - _____ SPFA PCP Written and Field Exam schedule and appropriate paperwork

(Supplier Company Only)

***Liaison must submit all paperwork together, and not in piecemeal fashion. It is role of Liaison to track down any missing paperwork or criteria from that company's personnel.**

I acknowledge my responsibilities as Liaison - Signature: _____

Date: _____

PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP)
1050 Connecticut Avenue NW, Suite 500
Washington D.C. 20036
Fax: 1-866-242-5000 or e-mail: admin@spfapcp.org
Questions, please call: 1-866-222-5000

SPFA PCP CONTRACTOR COMPANY ACCREDITATION REGISTRATION FORM



\$ _____ Accreditation Registration Payment is required – see Cost/Fees Form

(This Fee is Not Included in your Training or Examination Costs)

☐ Initial Registration

☐ Annual Renewal

1) Company Name: _____

Address: _____ City, State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

2) Personnel: Total number of Field Personnel: _____

PROVIDE EXPIRATION DATE

FOR EACH CPI CHEM H&S ID#

a) Field Personnel (List all Field Personnel)

CPI Chemical H&S Training ID#

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

a) Company Liaison with SPFA PCP:

CPI Chemical H&S Training ID#

_____	_____
-------	-------

b) Qualified Individual(s) (If additional space is needed, please write on separate sheet)

Project Manager

Insulation or Roofing SPFA PCP Certification ID# CPI H&S Training ID#

_____	_____	_____	_____
_____	_____	_____	_____

Installer

Insulation or Roofing SPFA PCP Certification ID# CPI H&S Training ID#

_____	_____	_____	_____
_____	_____	_____	_____

Master Installer

Insulation or Roofing SPFA PCP Certification ID# CPI H&S Training ID#

_____	_____	_____	_____
_____	_____	_____	_____

c) Jobsite Requirements - I understand that each jobsite must be field supervised by an SPFA PCP Certified Master Installer or Project Manager. Initial Required _____

3) Please check off Accreditation Category desired: (either or both) ☐ Insulation ☐ Roofing ☐ Both Insulation & Roofing

4) Equipment

Foam Rig: qty _____ Proportioner Mfg _____ model _____

qty _____ Proportioner Mfg _____ model _____

qty _____ Proportioner Mfg _____ model _____

qty _____ Proportioner Mfg _____ model _____

Coating: qty _____ Mfg _____ model _____

qty _____ Mfg _____ model _____

Testing equip: qty _____ Description _____

qty _____ Description _____

qty _____ Description _____

qty _____ Description _____

I understand that we must install all SPF and other related materials with supplier-approved equipment for the specific products being installed based on manufacturer specifications. Initial Required _____

5) Other Criteria: (Attach supporting documentation for each of the following)

Type of business: ☐ Corporation/LLC ☐ Partnership ☐ DBA (doing business as) ☐ Other

Contractor's License/Registration: State(s) _____ Lic/Reg #(s) _____

Insurance: State(s): _____

General Liability: Carrier _____ Coverage \$ _____

Workers' Comp.: Carrier _____ Coverage \$ _____

Safety Program: Written program: ☐ Yes ☐ No

Safety Training: Annual training ☐ Yes ☐ No Tool Box Talks ☐ Yes ☐ No

6) Please attach the following which are all found in the Contractor Accreditation Handbook:

_____ SPFA PCP Accreditation Agreement _____ SPFA PCP Accreditation Fees and Costs Form

_____ SPFA PCP Contractor Company Experience Declaration

Please review and sign the following:

I, (print name) _____, do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effects as if made under oath and by virtue of the "US Evidence Act". I hereby authorize SPFA PCP to verify the references listed as needed.

Date

Signature

Return completed form and to: SPFA PCP 1050 Connecticut Avenue NW, Suite 500 Washington D.C. 20036

Fax: 1-866-242-5000 or e-mail: admin@spfapcp.org ?? Questions call 866-222-5000

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SPFA PCP CONTRACTOR COMPANY

ACCREDITATION FEES AND COSTS ORDER FORM



☐ Initial Registration ☐ Annual Renewal

Name: *(please print)* _____

Company Name: _____ SPFA ID # _____

Company Address _____ ZIP: _____

Company Phone: _____ Company Fax: _____

Detailed Costs	Member Fee	Non-Member Fee	Total
Registration Per Accreditation	\$350	\$500	\$
Annual Accreditation Renewal	\$350	\$500	\$
Total Payment			\$

☐ My check for total payment, made out to SPFA PCP, is enclosed.

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover CSC Code: _____

Credit Card Number: _____ Expiry Date: _____

Cardholder's Name: _____ Authorized Signature: _____

Please forward this form and payment to:

SPFA-PCP 1050 Connecticut Avenue NW, Suite 500 Washington D.C. 20036
Fax: 1-866-242-5000 or e-mail: admin@spfacpcp.org ?? Questions call: 1-866-222-5000

Notes:

- All fees/costs are subject to change without notice, are not pro-rated, non-transferrable or refundable and must be pre-paid.
- To be eligible for the discount, your company must be SPFA PCP members.

SPFA PCP ACCREDITED CONTRACTOR COMPLAINT FORM



SPFA PCP can only consider written complaints regarding the non-compliance with SPFA PCP Accredited Contractor's criteria within this program.

Details of program are in the Contractor Accreditation CSC Handbook at www.sprayfoam.org

Complaints about other Contractor related issues that do not fall within the parameters of this program will not be addressed by SPFA.

Name of Person/Company lodging complaint _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Company/personnel complaint lodged against: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Personnel at Company who have been contacted about this complaint and date/details of communication:

Name/Title: _____ Date of communication: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Please describe your complaint in detail as it pertains to the SPFA PCP Contractor Accreditation Program:

Date of Communication and documentation (i.e. emails, phone log, conversation recaps, etc.) You may attach pages.

Please review and sign the following:

I, (print name) _____, do solemnly declare; that to the best of my knowledge, the foregoing Information is true and correct.

Date

Signature

Return completed form to: SPFA PCP Certification Director Fax: 703-563-9502 or

Email: kmarcavage@sprayfoam.org Questions call 571-748-5003



Completion Date	Project Name	Location (City/State)	Project Description **	CC/OC Roofing	Size BF/SF

2) Please review and sign the following:

I, *(print name)* _____, do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effects as if made under oath and by virtue of the "US Evidence Act". I hereby authorize SPFA PCP to verify the references listed as needed.

Date

Signature

Note: All experience declarations are subject to verification by the SPFA PCP administration. Should this be necessary, additional information will be required to complete the verification process.

The contractor company seeking SPFA PCP Accreditation must have installed the projects listed on the Project Declaration form. If the work was done by employees while working for another company, it cannot be listed on this form.

In addition to this form, please fill out the *Contractor Company Accreditation Fee and Costs Order Form* for payment

COMPANY ACCREDITATION AGREEMENT



THIS AGREEMENT is entered into this _____ ("Effective Date")
by and between the SPRAY POLYURETHANE FOAM ALLIANCE (hereinafter "SPFA"), a 501 (c)(6)
non-profit corporation incorporated and operating under the laws of the Commonwealth of
Virginia and having its principle place of business at: 3927 Old Lee Highway, #101B, Fairfax, Virginia 22030.

and

COMPANY: Company Full Legal Name: _____
Doing Business As/Trade Name: _____
Address: _____
City, State, Zip Code: _____
Attn: Contact Name/Title: _____

(Hereinafter "Company" or "Accredited Company" or "Accredited Entity")

WHEREAS SPFA is a non-profit organization dedicated to encouraging and setting high standards for on-going professional practice in the spray polyurethane foam industry and issues accreditation to qualifying companies to use the SPFA PCP's applicable Accreditation mark or designation for their specific company accreditation. Company use and display of the SPFA PCP Company Accreditation mark or designation indicates that such company has met the applicable SPFA PCP Company Accreditation requirements. A Company's SPFA approved and licensed use of the SPFA PCP Accreditation mark indicates that the Company has met specified SPFA criteria for Company accreditation.

NOW THEREFORE, SPFA has agreed to grant a limited, revocable and non-exclusive license to the Accredited Company to make use of the applicable SPFA PCP Accreditation mark ("SPFA PCP Accredited Company") under the specific terms and conditions set out in this Agreement and in compliance with the PCP and applicable SPFA Accreditation Handbook.

In exchange for good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

1. DEFINITIONS

The following terms shall have the meanings set forth below:

1.1 **"Accreditation mark"** shall mean any accreditation mark(s) developed, owned, used and/or registered by the SPFA to designate that a company has met and continues to meet specified SPFA criteria for accreditation as a company. In this instance, the Accreditation mark will include the SPFA PCP mark and design as set forth in Schedule A attached hereto, unless the SPFA advises the Accredited Company to the contrary.

1.2 **"SPFA"** means the Spray Polyurethane Foam Alliance, a 501(c)(6) nonprofit organization having its principal offices in Fairfax, Virginia.

1.3 **"Accredited Company"** means a sole proprietorship, partnership, limited liability company, corporation or other legal entity who has met all the requirements of the SPFA PCP for achieving and maintaining the applicable PCP Company Accreditation.

2. TERM

2.1 This Agreement shall commence on the Effective Date set forth above and shall remain in effect until terminated by the SPFA or the SPFA Accredited Company, or it is not renewed or lapses due to the action(s), or failure of action, on the part of the SPFA PCP Accredited Company.

2.2 The Accredited Company agrees that it shall successfully satisfy and remain in compliance with any and all requirements for accreditation or re-accreditation that the SPFA may require of accredited companies from time to time.

2.3 Subject to the provisions of this Agreement and as long as the Accredited Company is not in breach of any of the terms and conditions of this Agreement, the requirements of the SPFA PCP, or the applicable SPFA Accreditation Handbook, and continues to meet the SPFA required criteria for accreditation, SPFA hereby grants to the Accredited Company a non-exclusive, limited and revocable license to use the Accreditation mark during the term of this Agreement and only in the manner and for the purposes set forth in this Agreement. The limited, non-exclusive and revocable license granted herein shall extend only to the use and display of the applicable SPFA Accreditation mark.

2.4 SPFA is and shall at all times remain the sole and exclusive owner of the Accreditation mark and all other SPFA PCP related marks, and the Accredited Company shall not be entitled to sub-license, assign or transfer to third parties any of its rights or obligations under this Agreement or make use of the applicable SPFA Accreditation mark in any manner inconsistent with the limited license granted hereunder, this Agreement, the requirements of the SPFA PCP, and/or the applicable SPFA Accreditation Handbook.

2.5 Each party hereto hereby confirms to the other that it has full power and authority to enter into this Agreement, and that in doing so (or carrying out any of its obligations hereunder) it is not violating the rights of any third party or any agreement by which it is bound.

3. ACCREDITED COMPANY

3.1 The Accredited Company represents and warrants that all information and documentation it has provided to SPFA or its employees, agents or third party designees under this Agreement for accreditation purposes under or in connection with the SPFA PCP, is truthful, complete and accurate, and acknowledges and agrees that the SPFA is relying upon the truth, accuracy and completeness of such representations and warranties in entering into this Agreement. The provision of false, incomplete or misleading information shall be grounds for immediate revocation or termination of the Company's accreditation, this Agreement, and the limited license granted hereunder. The Accredited Company shall remain under a continuing obligation to notify the SPFA of any material changes in the information provided in connection with its Accreditation status.

3.2 The Accredited Company hereby acknowledges and agrees that the SPFA PCP is a proprietary program of the SPFA and that such Accreditation program and the Accreditation mark(s) are and shall at all times remain the sole and exclusive property of the SPFA. The Accredited Company warrants that it shall not challenge, damage or interfere with such SPFA proprietary and ownership rights during the Term or thereafter. The Accredited Company shall not use the PCP Company accreditation mark(s) (including without limitation any documents or materials relating thereto) denoting SPFA PCP Company Accreditation for any purpose other than to designate the applicable SPFA PCP Company Accreditation, nor may the Accredited Company directly or indirectly copy, distribute, transfer, assign or make available the applicable SPFA Company Accreditation mark(s) to any third party without the prior written consent of the SPFA. Such consent shall be at the sole and absolute discretion of the SPFA. The obligations set out in this paragraph shall survive the expiration or termination of this Agreement for any reason.

3.3 To maintain accreditation, the Accredited Company shall all times comply with all requirements necessary to meet the then-current and applicable SPFA Company accreditation requirements applicable to the Company under the SPFA PCP Company Accreditation program and as set forth in this Agreement and the applicable SPFA Accreditation Handbook. The SPFA PCP Accredited Company acknowledges and agrees that the SPFA PCP, the Accredited Company criteria for

accreditation (including without limitation, the systems, requirements relating thereto) and the applicable SPFA Accreditation Handbook may be amended from time to time, and SPFA shall provide the Accredited Company with notice in writing of any such amendments. The Accredited Company agrees that, to maintain accreditation, it shall timely comply with any such amendments.

3.4 The Accredited Company acknowledges and agrees that the representations made and documents and information submitted to the SPFA by the Accredited Company in support of its PCP Company Accreditation will be relied upon as truthful, complete and accurate by SPFA, and that the SPFA will not be responsible in any way for carrying out independent verification of information relating to the SPFA PCP Accredited Company. Regardless of any use by the SPFA PCP Accredited Company of the Accreditation mark, and without limiting the generality of the foregoing, SPFA shall not be liable for any loss, costs, charges, claims, damages, injuries or liabilities of any kind or nature arising out of or resulting from any work performed, or services or products used or supplied by the SPFA PCP Accredited Company.

3.5 The Accredited Company shall provide current, complete and accurate Company information as it relates to products and/or services rendered or supplied to building owners/operators, general contractors, individuals, the public, and other trades and/or design-build professionals with respect to any of the Accredited Company's materials or products used or supplied or for services provided by the Accredited Company. The Accredited Company shall put in place and continuously adhere to policies, procedures and processes sufficient to answer questions from building owners/operators, general contractors, individuals, the public, and other trades and/or design-build professionals concerning its business, services and products rendered or supplied, and to promptly and thoroughly administer and investigate complaints in a timely and good faith manner.

3.6 The SPFA PCP Accredited Company agrees to conduct any and all dealings with building owners/operators, general contractors, individuals, the public, other trades, suppliers, or any third party involving its materials, products, and/or services within the parameters of this Agreement and the limited license granted hereunder, the requirements of the SPFA PCP, and the applicable SPFA Accreditation Handbook.

3.7 The SPFA PCP Accredited Company shall be responsible for obtaining all licenses, permits, consents and approvals which are required by all applicable governmental or other regulatory authorities with respect to the its business, products, services, or the subject matter of this Agreement. The Accredited Company will provide SPFA, in a timely manner, with copies of all such consents or approvals as required to maintain SPFA PCP Company Accreditation.

3.8 The SPFA PCP Accredited Company agrees to abide by all federal, state, and local regulations applicable to the Company and its operations and activities as a condition of continued accreditation under the SPFA PCP Accredited Company program.

4. ACCREDITED COMPANY'S USE OF ACCREDITATION MARK

4.1 During the Term of this Agreement the Accredited Company agrees that it shall use the SPFA PCP Company Accreditation mark on all business related documents, advertisements, promotional and marketing materials, products and packaging in strict compliance with the requirements of this Agreement, the limited, revocable license, the SPFA PCP, and the applicable SPFA Company Accreditation Handbook. The Accreditation mark shall be used solely to identify the Accredited Company as an SPFA PCP Accredited Company and for no other purpose.

4.2 The Accredited Company shall provide SPFA with copies of all materials, documents, packaging, advertisements, marketing and promotional materials and otherwise bearing the Accreditation mark in advance of any use or distribution of same. Any failure of SPFA to comment shall not be interpreted as a consent for such use. Should SPFA object to any uses of the Accreditation mark, the Accredited Company shall immediately cease such use of same in accordance with SPFA's demand. The Accredited Company will use the Accreditation mark only in the manner authorized by the SPFA under this Agreement.

4.3 No advertising, marketing or promotional materials used by the SPFA PCP Accredited Company shall contain any statement or material which may, in the sole judgment of SPFA, contain objectionable language, be in bad taste or be inconsistent with SPFA's public image of a first class professional organization representing high standards of safety, conduct and professionalism in the spray polyurethane foam industry.

4.4 The Accredited Company shall not use the SPFA PCP Company Accreditation mark in any manner calculated to represent that the Accredited Company is the owner of such mark or that the Accredited Company is anything other than an SPFA licensed user of the mark. The Accredited Company further acknowledges that SPFA's Accreditation mark is and shall remain the sole and exclusive property of SPFA, its successors and assigns, and agrees that during the term of this Agreement and thereafter it will not dispute or contest the validity or enforceability of the SPFA PCP Accreditation mark, including without limitation any amendments thereto or future marks forming part of the Accreditation mark, nor council or procure or assist anyone else to do the same, directly or indirectly. The Accredited Company shall not during the Term of this Agreement or thereafter register or attempt to register, directly or indirectly, any business or trade name or trade-mark that is confusingly similar with the Accreditation mark(s) or any Certification mark(s) of the SPFA or the SPFA PCP.

4.5 The Accredited Company agrees that any and all limited rights that may be acquired by the use of the SPFA PCP Accreditation mark by the Accredited Company shall enure to the sole benefit of SPFA as the sole Owner of the mark and Licensor.

4.6 The Accredited Company agrees to forthwith provide all necessary information and to execute all papers reasonably requested by SPFA to effect the registration, maintenance or defence of the Accreditation mark or to renew same. This obligation shall survive any termination or expiration of this Agreement.

4.7 The SPFA PCP Accredited Company shall immediately notify SPFA (or its authorized agent or designee) of any apparent infringement, misuse or challenge to SPFA's Company Accreditation mark, and the Accredited Company will not communicate with any other person other than SPFA (or its authorized agent or designee) in connection with any such infringement, misuse, challenge, or claim. The Accredited Company shall cooperate with SPFA (or its authorized agent or designee), and assist SPFA (or its authorized agent or designee), upon reasonable request, with respect to the prosecution of any litigation relating to such infringement or the challenging of the Accreditation mark. SPFA (or its authorized agent or designee) shall, in its sole discretion, make any and all decisions with respect to such litigation (or the settlement of any disputes) and SPFA (or its authorized agent or designee) shall be solely entitled to any awards made on account of such litigation.

5. OWNERSHIP AND MARKING

5.1 The Accredited Company acquires no right, title or interest in or to the Accreditation mark except as expressly provided in this Agreement. The Accredited Company shall at all times observe the requirements with respect to trade-mark notices and other forms of marking with respect to the SPFA PCP Company Accreditation mark as SPFA (or its authorized agent or designee) may from time to time, in its sole discretion, direct and communicate to the Accredited Company. The Accredited Company shall, when using the Accreditation mark, so describe the Accreditation mark to indicate clearly that the mark is owned by SPFA.

5.2 The Accredited Company shall ensure that any and all checks, letterhead, contractual documents, marketing, promotional materials or advertising or writings of any nature, will not directly or indirectly state or infer that the SPFA (or its authorized agent or designee) or the PCP is responsible or liable in any way for any of the obligations or responsibilities of the Accredited Company, or that the SPFA endorses or guarantees the products or services of the Accredited Company.

6. SPFA'S OBLIGATIONS

6.1 Provided that the Accredited Company remains in compliance with its duties and obligations under this Agreement, the SPFA PCP, and the applicable SPFA Accreditation Handbook, upon Accredited Company request, the SPFA (or its authorized agent or designee) will provide the Accredited Company with a SPFA PCP Certificate of Accreditation as an Accredited Company, which will show the Accredited Company being in good standing with the SPFA and within the SPFA Company Accreditation program.

7. BREACH AND TERMINATION

7.1 This Agreement may be terminated by the Accredited Company at any time upon thirty (30) days prior written notice to the SPFA. Upon termination of this Agreement by the Accredited Company for any reason, the Accredited Company and its officers, directors, employees and authorized agents shall immediately cease and discontinue any and all further use or display on any Company materials or representations that state or imply, directly or indirectly, that the Company is an SPFA PCP Accredited Company. Furthermore, the Accredited Company shall immediately discontinue any and all use of the SPFA PCP Company Accreditation Mark.

7.2 The Accredited Company acknowledges and agrees that the limited and revocable license granted hereunder and this Agreement may be suspended or terminated by the SPFA immediately, in its sole discretion, if the Accredited Company is found by the SPFA, acting reasonably, to be in default or breach of any of its duties or obligations under this Agreement, or of any requirements of the SPFA PCP, or the applicable SPFA Accreditation Handbook.

7.3 Without limiting the generality of the foregoing, the Accredited Company shall be deemed to be in default under this Agreement and SPFA may, at its option, terminate this Agreement if:

- (a) the Accredited Company is in default of any of its duties or obligations under this Agreement, or the applicable requirements under the SPFA PCP, or fails to meet the requirements of the applicable SPFA Accreditation Handbook;
- (b) the Accredited Company fails to participate in or successfully complete any and all applicable SPFA PCP requirements or fails to timely complete any reaccreditation or renewal requirements under the SPFA PCP Company Accreditation program;
- (c) the Accredited Company is found to have provided the SPFA or its authorized agent or third party designee with inaccurate, incomplete or misleading information;
- (d) the Accredited Company makes a general assignment for the benefit of creditors or a proposal arrangement under the *Bankruptcy and Insolvency Act* (The United States) or any successor legislation (the "Act"), if a petition is filed against the Accredited Company under the Act, if Licensee shall be declared or adjudicated bankrupt, if a liquidator, trustee in bankruptcy, custodian, receiver, receiver and manager or any other officer with similar powers shall be appointed of or for the Accredited Company or if the Accredited Company shall commit any act of bankruptcy or insolvency or consents to the institution of such appointment or proceedings or admits in writing its inability to pay debts as they become due except to the extent that SPFA's right to terminate may be limited by the Act;
- (e) the Accredited Company transfers or attempts to transfer this Agreement or any rights hereunder to any person or entity without the prior written consent of SPFA;
- (f) if there is any change in control of the registered or beneficial ownership of the issued capital stock of the Accredited Company, or the sale of substantially all of the assets of the Accredited Company, without SPFA having first given its written consent thereto (where the Accredited Company is a corporation).

7.4 Should the SPFA elect to impose a suspension rather than a termination, giving the Accredited Company an opportunity to cure the default, it shall notify the Accredited Company in writing of the nature of the default to be remedied, the suspension of the Accredited Company's limited license and accreditation and the period granted to the Accredited Company to correct any such default to the satisfaction of the SPFA, failing which SPFA may, in its sole discretion, terminate this Agreement and the limited license granted hereunder, as well as the Company's accreditation under the SPFA PCP Company Accreditation program. Should a suspension be imposed, any fees due and payable to SPFA must be paid in full prior to the re-instatement of any suspended Accredited Company.

7.5 In the event of a suspension, or should this Agreement be terminated for any reason, the Accredited Company shall immediately:

- (a) cease to use, directly or indirectly, the SPFA PCP Company Accreditation mark(s) in any manner and for any purpose whatsoever;
- (b) remove the Company Accreditation mark(s) and any references to accreditation under the SPFA PCP from any and all materials, including without limitation the Accredited Company's website, packaging, signs, advertisements, marketing and promotional materials, under its custody or control upon which the Accreditation marks or reference to the SPFA PCP Company Accreditation program appears, and shall deliver up same to SPFA upon request;
- (c) immediately pay to SPFA all fees, amounts and other charges as are or have become due and payable; and
- (d) immediately cease to and thereafter not, directly or indirectly, hold itself out to any person or entity as an Accredited Company of SPFA or the SPFA PCP.

7.6 The Accredited Company agrees that the requirements set forth in paragraph 7.5 (a)-(d) are reasonable and necessary to protect the integrity of the SPFA's Accreditation mark and that these requirements are enforceable by injunction, including without limitation by interlocutory injunction, by any court of competent jurisdiction.

8. INDEMNITY AND RELEASE

8.1 The SPFA PCP Accredited Company acknowledges and agrees that while SPFA has made its best effort to develop and make available the SPFA PCP, neither the SPFA, nor its directors, officers, agents, employees, volunteers, contractors or third party designees shall be responsible to the SPFA PCP Accredited Company or any third party for any loss, cost, damage, injuries or damages to persons or property, liability or claim howsoever occasioned, whether by act, error, omission, failure to act, negligence, or willful conduct, in respect of the services, materials or products of the SPFA PCP Accredited Company, or the use and delivery of the SPFA PCP in connection therewith.

The SPFA PCP Accredited Company hereby warrants that it shall indemnify, defend and hold harmless the SPFA, its officers, directors, employees, volunteers, agents, contractor and third party designees from and against any and all third party claims, actions, causes of action, judgments, liabilities, losses, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, arising out of or resulting from the SPFA PCP Accredited Company's acts, errors or omissions, negligence, intentional or willful misconduct or a breach of 1) the terms or conditions of this Agreement, 2) the requirements of the SPFA PCP, or 3) the applicable SPFA Accreditation Handbook. This duty of indemnification shall survive the termination or expiration of this Agreement for any reason. The SPFA PCP Accredited Company agrees to carry commercially reasonable amounts of professional and commercial liability and property and casualty insurance coverage.

8.2 Without limiting the generality of the foregoing, the SPFA, its officers, directors, employees, volunteers, contractors, authorized agents, and third party designees shall not be obligated or liable for any injury or death of any person or damage to any property caused by or relating to the services, materials, or products used, supplied or provided by the SPFA Accredited Company.

8.3 The SPFA Accredited Company warrants and agrees that in no event shall the SPFA PCP, the SPFA, or its officers, directors, employees, authorized agents, third party designees, volunteers or any authorized representative, be liable in any manner for any loss, cost or damage that may be suffered by the SPFA Accredited Company by virtue of its accreditation or the suspension or termination of its accreditation hereunder.

9. GENERAL

9.1 The Accredited Company is and will at all times remain an independent contractor and is not and shall not represent itself to be the agent, joint venturer or partner of the SPFA. No representations or statements will be made or acts taken by the Accredited Company which indicate or could be deemed to establish, create or infer any apparent relationship of agency, joint venture or partnership, and the SPFA shall not be bound in any manner whatsoever by any agreements, warranties or representations made by the Accredited Company to or with any other person or entity, or with respect to any other actions or omissions of the Accredited Company.

9.2 This Agreement shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia and the United States applicable hereto and the parties irrevocably attorn to the jurisdiction of the Courts of Virginia with respect to any dispute relating hereto.

9.3 All notices under this Agreement shall be in writing and shall be sent by prepaid courier, certified mail, facsimile or served personally. If sent by courier or certified mail, service shall be deemed to have been made on the second day following delivery of the notice by the transmitting party to the courier or USPS. Any Notice transmitted by facsimile shall be deemed given and received on the first business day after its transmission. Unless changed in writing, SPFA's address for the purpose of notice is: SPFA-PCP 1050 Connecticut Avenue N.W., Suite 500, Washington, D.C. 20036, and for the Accredited Company, it shall be the address listed at the top of this document, unless SPFA is otherwise notified in writing by the Accredited Company.

9.4 The failure of SPFA to exercise any right, power or option given hereunder or to insist upon the strict compliance with the terms and conditions hereof by the Accredited Company shall not constitute a waiver of the terms and conditions of this Agreement with respect to that or any other or subsequent breach thereof nor a waiver by SPFA of its rights at any time thereafter to require strict compliance with all terms and conditions hereof including the terms or conditions with respect to which the Accredited Company has failed to exercise such right, power or option.

9.5 If any provision of this Agreement is declared invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be severed from the Agreement and all other provisions of the Agreement shall remain in full force and effect.

9.6 This Agreement may be executed by the parties in separate counterparts, each of which will be deemed to constitute an original, but all of which together will constitute one and the same Agreement. This Agreement will be considered to be fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. This Agreement and those contemplated herein may be executed and delivered by facsimile signatures and will be binding on all parties hereto as if executed by original signature and delivered personally.

9.7 This Agreement shall enure to the benefit of and be binding upon SPFA and the Accredited Company and their respective successors and permitted assigns.

9.8 This Agreement contains the entire Agreement between the parties in respect of its subject matter and supersedes all earlier agreements, understandings, negotiations and discussions, whether verbal or written. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as herein provided. The Agreement may not be modified, amended or supplemented in any manner without the prior written consent of the SPFA and without signatures of authorized representatives of both parties.

THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT on the date first written above.

COMPANY Full Legal Name (print): _____

Per: _____ Print Name: _____
Authorized Signing Officer signature

Title: _____ Date: _____

SPRAY POLYURETHANE FOAM ALLIANCE

Per: _____ Print Name: _____
Authorized Signing Officer signature

Title: _____ Date: _____

Please forward this agreement to: SPFA-PCP 1050 Connecticut Avenue NW, Suite 500, Washington, D.C. 20036

Fax : 1-866-242-5000 or e-mail : admin@spfapcp.org ?? Questions call: 1-866-222-5000

10. ACCREDITATION LEVEL VERIFICATION AND AUTHORIZED SIGNATURES

Upon the completion of Accreditation requirements, SPFA PCP will verify the type of Accreditation earned. This section will be completed by SPFA PCP and returned to you checked off as appropriate with the executed copy of this Agreement and the issuance of the Accreditation.

FOR OFFICE USE ONLY

You have met specified SPFA PCP criteria for the following checked certification:

____ Insulation ____ Roofing ____ Both - Insulation and Roofing

NOTE: If your Company fulfills the requirements of a new Accreditation category in the SPFA PCP Contractor Company program, the terms and conditions of this Agreement shall be deemed to apply until the new Agreement is executed.

____ Initials (SPFA PCP)

THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT on the date first written above.

CONTRACTOR Full Legal Name (print): _____

Per: _____ Print Name: _____
Authorized Signing Officer signature

Title: _____ Date: _____

SPRAY POLYURETHANE FOAM ALLIANCE

Per: _____ Print Name: _____
Authorized Signing Officer signature

Title: _____ Date: _____

Please forward this agreement to: **SPFA-PCP 1030 15th St. NW, Suite 460, Washington, DC 20005**
Fax : 1-866-242-5000 or e-mail : admin@spfapcp.org ?? Questions call 866-222-5000