



Canadian
GeoExchange
Coalition

Coalition
canadienne
de l'énergie
géothermique

APPLICATION FORM

COMMERCIAL DESIGNER ACCREDITATION

Before completing this document, please consider the following.

The Global Quality GeoExchange Program[®] is a Canadian-made industry based program developed and designed with the goal of ensuring quality geothermal heat pump installations in Canada. The program responds to requests from consumers, governments, manufacturers, and industry members from all sides, over multiple years, to have a reliable method of ensuring that :

- ◆ designers and contractors are reliable, competent professionals, and will conduct their business affairs honourably,
- ◆ designers and contractors will implement best practises wherever and whenever possible,
- ◆ systems and the design / installation team comply fully with all relevant laws and regulations,
- ◆ systems deliver the benefits promised,
- ◆ systems are safe, and safely installed.

The program is part of a major market transformation initiative led by the CGC which includes different components such as training, accreditation of individuals, qualification of firms, and certification of systems. Our ultimate goal is to strengthen the industry in the long run by building industry capacity and individual capabilities, promoting best practices and the highest ethical standards in geothermal heat pump designs and installations. The program is entirely voluntary and as such, participation should be considered a privilege and not a right. In this regard, the CGC intends to deploy all the means at its disposal to enforce this quality program and will not hesitate to withdraw the accreditation of those who are not committed to the industry standards. The program is designed to be used, at their discretion, by governments (municipal, provincial, territorial, and federal), utilities, financial institutions, insurance companies as a quality reference tool as well as in procurement policies.

**The Commercial Designer Accreditation fee is \$150 + taxes and is valid for a period of one year.
The following listing indicates the total fee (including taxes) per province, territory or country.**

- ⇒ Québec: \$172.46
- ⇒ British Columbia: \$168.00
- ⇒ Newfoundland , New Brunswick , Ontario: \$169.50
- ⇒ Nova Scotia: \$172.50
- ⇒ All Other Provinces and Territories: \$157.50
- ⇒ United States & Other Countries: \$150.00

Please send your payment with your completed application form and supporting documentation to:

Accreditation
Canadian GeoExchange Coalition
442 St-Gabriel—Suite 100
Montréal (Québec) H2Y 2Z9

You may also send your application by fax at 514-807-8221

Should you have any question, please do not hesitate to contact Denis Tanguay at the CGC office at (514) 807-7559
or by e-mail at: denis@geoexchange.ca

Application Form — Commercial Designer Accreditation

I. Identification

Applicant name: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Fax: _____

E-mail: _____

II. Accreditation categories

- Tier I (Engineer/Architect) CGC Commercial Designer Accreditation — Reserved to registered professionals.
- Tier II (Technologist) CGC Commercial Designer Accreditation — Applies to building technologists and other professionals (per specific provincial regulations)

III. Licences and work permits

Please tick (v) the province(s) and territories where you are licensed to design commercial geothermal heat pump systems and attach copies of the supporting documentation for each case.

NFLD PEI NS NB QC ON MB SK AB BC YK NWT NU

If you have other pertinent licences, permits or professional designations, please provide the appropriate information on a separate sheet.

IV. Liability Insurance

In your province / territory, as a **professional designer**, are you required to carry professional liability and / or error and omission insurance?

Yes No

If yes, how much is your coverage? _____

Insurer: _____

IV. Training

Applicants for CGC Commercial Designer Accreditation must show adequate training. Ideally, the applicant took and passed the CGC Commercial Designer's Course or can demonstrate proper training and education four ground loop design, building load calculations, interpretation of ground conditions, knowledge of thermal conductivity, etc. The following information will help us determine whether you meet the training requirements for accreditation. If not, you may be required to enrol in the CGC Commercial Designer Course and any other complementary course. **(Please note that CGC does not recognize commercial design courses offered and delivered by non-engineers).**

- I have never taken formal training in the design of commercial geothermal heat pump systems.
- I have taken the CGC Commercial Designer Training and I have received a Commercial Designer Course Training Certificate from the CGC.
- I have taken geothermal-specific training with another organization (s) / institution (s). *Please provide a copy of your course certificate along with this application form.*

V. Work experience in the design of geothermal heat pump systems

Applicants for CGC Commercial Designer Accreditation must show a **minimum practical experience in the design of at least two (2) commercial geothermal heat pump systems.** You may ask a registered professional engineer, a registered architect or a registered technologist, either a colleague or employer with direct knowledge of your experience, to provide these references. For each of these two references, provide tear sheets from the projects, each showing your personal, registered engineer stamp and signature, and the project name and date. Please provide contact information for two client references as well, for clients who you feel represent your average work.

VI. Affidavit

I certify that all the information contained in this application is true and accurate to the best of my knowledge. I understand that although **membership in the CGC is not mandatory** to apply for Accreditation, I have read and agree to abide by the CGC Code of Conduct, and I commit myself to the highest ethical standards in geothermal work. I understand that CGC Commercial Designer Accreditation is not a substitute to any legal requirements to perform commercial design work on geothermal heat pump systems for the province (s) and territory (ies) where I will perform such work . I understand that the Accreditation issued to me by the CGC is valid for a period of **one** year, effective from the date of my acceptance as an accredited professional designer by the CGC, and can be revoked at any time, if I fail to provide or continue to provide evidence that I meet the CGC accreditation criteria, or if I fail to comply with the CGC Code of Conduct.

Payment enclosed

Please bill me

Please debit my credit card

Signature: _____ Date: _____

Credit card number: _____ Expiration date (MM/YY): _____

Name on card : _____ Signature: _____