

APPLICATION FORM

FIRM / COMPANY QUALIFICATION



IMPORTANT NOTICE

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 geoexchange installations in Canada. The program responds to requests from consumers, governments, manufacturers, and ethical industry members from all sides, over multiple years, to have a reliable method of ensuring that:

- ◆ systems deliver the benefits promised,
- ◆ systems are safe, and safely installed,
- ◆ drillers, installers, designers and contractors are reliable, competent professionals, and will conduct their business affairs honourably,
- ◆ drillers, installers, designers and contractors will implement best practises wherever and whenever possible,
- ◆ systems and the drilling / design / installation team comply fully with all relevant laws and regulations, and
- ◆ professionals have a reliable documented method of risk management, which can justify lower insurance premiums.

The CGC is particularly committed to help industry stakeholders who have been ethically involved in this industry for many years and who have made their livelihood in a context where no subsidies were available. People only interested in short term gains and benefits to the detriment of quality installation and highest ethical standard should consider **not** applying for CGC Accreditation.

The program is part of a major market transformation initiative led by the CGC which includes 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 geoexchange designs and installations.

The program is also 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.

Finally, it should be noted that 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.

Prerequisite: *None*

Description: Qualified geoexchange firms / companies are, by definition, individuals or registered companies who undertake a construction and design contract for a geoexchange system. The individuals or companies are legally responsible for the quality of construction. In some provinces, the individuals or companies have the ability and/or obligation to perform construction work or sub-contract and supervise the work of trade specialists on a construction site.

Requirements:

- ◆ Full liability coverage and workmanship guarantees
- ◆ Provincial work permits / licences and papers in order
- ◆ Adherence to CGC code of conduct
- ◆ Professional references

Not Required: **CGC Membership**

Fee:

Number of CGC Accredited Employees (drillers, installers and / or designer)	Fee for Firm Qualification*	Newfoundland, New Brunswick, Ontario (including HST)	Nova Scotia (including HST)	Québec (including PST+GST)	PEI (including HST)	All Other Provinces (including GST)
0	\$300.00	\$339.00	\$334.00	\$344.94	\$342.00	\$315.00
1	\$150.00	\$169.50	\$172.50	\$172.47	\$171.00	\$157.50
2 or more	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(*All firms must complete this application form to achieve CGC firm qualification.

Please send your completed application form with your payment to:

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

Please note that the CGC reserves the right to modify, improve and change program parameters and requirements at any time.

CANADIAN GEOEXCHANGE COALITION

CODE OF CONDUCT

Preamble

This Code of Conduct is a set of written standards demonstrating geoexchange (*a.k.a.* earth energy, geothermal heating and cooling, GSHP, *et al.*) industry stakeholders' commitment to uphold expected behaviours and to promote and maintain the highest standards of personal and professional conduct. Canadian GeoExchange Coalition actual and prospective business partners, suppliers, contractors and sub-contractors are expected to abide by this Code of Conduct.

Principles

Geoexchange / earth energy industry stakeholders shall:

1. be guided in all their professional relations by the highest standard of integrity;
2. understand, accept and recognize the fiduciary responsibilities of the Canadian GeoExchange Coalition and its business partners;
3. avoid all practices which are likely to discredit the geoexchange industry, the Canadian GeoExchange Coalition or deceive the public.

Rules

Geoexchange industry stakeholders shall:

1. subscribe to fair and honest business practices including the legitimate representation of personal capabilities, qualifications and experience;
2. continually seek to gain respect and recognition for the geoexchange industry on the local, provincial, national and international levels;
3. uphold the dignity of the industry by refraining from making any derogatory, malicious or knowingly false statements concerning others within the industry;
4. not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation and practices of other geoexchange industry stakeholders and, in particular, not criticize the work of others without full knowledge of technical, financial and other constraints that are project specific;
5. at all times, past, present and future, provide information that is as complete as possible, accurate and factual to other industry stakeholders;
6. at all times, past, present and future, not knowingly mislead anyone by providing inaccurate information or by omitting to provide key information and shall use proper care to avoid doing so inadvertently;
7. shall admit and accept their own errors and omissions when proven wrong and take appropriate and immediate action to correct the error;
8. not divulge confidential information unless they have obtained the informed consent of the legitimate owner of the said information;
9. not use any confidential or other insider information obtained in the course their work with other industry stakeholders to the disadvantage of others.
10. respect and uphold the Coalition's 'Statement on Intellectual Property and Privacy' as currently formulated and distributed;

Adopted on 11 August, 2005 [Revised, January 25, 2007]



Application Form — Firm / Company Qualification

I. Identification

Legal Business Name: _____

Business Contact & Title: _____

Business Street Address : _____

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

Telephone: _____ Fax: _____

Business Contact E-mail: _____

Company Web Address _____

II. Type of Company and Corporate Information

- Individual / Sole Proprietor** A sole proprietorship may have a trade name (doing business as), but the legal name is the name of the business owner.
Business or Trade Name: _____ Business Owner's Name (if different): _____
- Partnership** A partnership may have a trade name (doing business as) but the legal name is the list of the names of the partners.
Name of Partnership: _____ Partnership's Legal Name (name of first partner): _____
- Corporation** A corporation may use an abbreviated name, but the legal name is the name on the articles of incorporation
Name of Corporation: _____
- Federal registration Registration Number: _____
- Provincial registration Province and Registration Number: _____
- Date of company registration: _____
- Do you carry professional liability insurance? Yes No
- If yes, how much is your current coverage? _____ Insurer: _____
- Do you provide workmanship guarantees? Yes No **Please attach a copy of your workmanship guarantees**
- Have you ever been the owner / operator of a company involved in the HVAC industry in Canada? Yes No
- Please specify the legal name of the company and all the trade names under which this company conducted its businesses _____

Other information CGC should know when processing your qualification request _____

IV. Licences & Permits

CGC Contractor / Firm Qualification is part of a national quality program available all across Canada. However, since labour laws and regulations are different from one province to another, please specify in which province (s) or territory (ies) you perform (or intend to perform) geoexchange work.

NFLD____ PE____ NS____ NB____ QC____ ON____ MB____ SK____ AB____ BC____ YK____ NWT____ NU____

If and where applicable, applicants for CGC Contractor / Firm Qualification must show that they possess the licence (s) and permit (s) necessary perform contracting work in the industry according to the laws of the province / territory from which the application is received or the province (s) / territory (ies) in which the Contractor / Firm intends to perform geoexchange contracting work. For example, this could include being registered as a contractor under provincial regulation, to be licensed by a municipality to do electrical work, and so on.

Type of licence / permit: _____

Licence / permit No.: _____

Expiration date: _____

Type of licence / permit: _____

Licence / permit No.: _____

Expiration date: _____

Type of licence / permit: _____

Licence / permit No.: _____

Expiration date: _____

Type of licence / permit: _____

Licence / permit No.: _____

Expiration date: _____

Type of licence / permit: _____

Licence / permit No.: _____

Expiration date: _____

If you have more licences or permits, please provide the appropriate information on a separate sheet.

III. References

Qualified firms / companies must show and maintain the highest levels of customer service standards.

Please send a copy of the **Client References** form provided at the end of this application to three current customers attesting to your company's service, responsiveness, dependability and commitment to customer satisfaction. Please ask your client to return the completed form directly to CGC's office.

VI. Affidavit

By my signature, I certify that all the information contained in this application is true and accurate to the best of my knowledge, and that I am applying for the CGC Contractor / Firm Qualification.

I understand that although **membership in the CGC is not mandatory** to apply for Qualification, I have read and agree to abide by the current CGC Code of Conduct. I commit myself to the highest ethical standards in geexchange work, including respecting and helping enforce CSA 448 and best industry practise wherever possible.

I understand that as a qualified firm / company, we have on our active staff and on every geexchange construction site under our supervision, CGC accredited installers and residential system designers **or** that we will sub-contract / hire CGC accredited individuals or other firms / company that provide CGC accredited installers and residential system designers for all geexchange work conducted under our auspices.

I understand that my company will be qualified by the CGC for a period of two years, effective from the date of acceptance by the CGC, and can be revoked at any time, if I fail to provide or fail to continue to provide evidence that I meet the CGC qualification criteria, or if I fail to comply with the CGC Code of Conduct.

Signature: _____ Date: _____

Witness: _____ Date: _____

Please print name

For CGC Office Use Only—Do not Complete

This application for GCG Qualification has been APPROVED

Date: _____

This application for GCG Qualification has been DENIED

Reason denied:

Letter sent to Applicant advising status Date sent: _____

Application remains open until Applicant meets all criteria Yes No

CGC received a letter from the Applicant requesting application remains open Yes No Date: _____

CGC received a letter from the Applicant requesting withdrawal of application Yes No Date: _____

CGC reimbursed the Applicant for application fee (minus \$50 administration) Yes No Cheque No.: _____
(No charge and no reimbursement for those with 2 CGC accredited professionals on staff)

Date mailed: _____

Additional notes:



Projects Summary Sheet

A. Identification

Name of firm / company	_____
Contact Person & Title	_____

Please provide information for at least five (5) small or three (3) large geothermal projects which have been operational for a minimum of one (1) year. Examples to complete "project type" are large commercial-office-new; small commercial-church-retrofit; residential new construction; residential retrofit; etc. Examples for "type of system" specified are open or closed loop, vertical or horizontal, groundwater or other, etc.

Project No. 1

Project or client name:	_____	Project location:	_____
Project type:	_____	Date completed:	_____
Type of geothermal system installed:	_____	Size of system (tonnes)	_____

Project No. 2

Project or client name:	_____	Project location:	_____
Project type:	_____	Date completed:	_____
Type of geothermal system installed:	_____	Size of system (tonnes)	_____

Project No. 3

Project or client name:	_____	Project location:	_____
Project type:	_____	Date completed:	_____
Type of geothermal system installed:	_____	Size of system (tonnes)	_____

Project No. 4

Project or client name:	_____	Project location:	_____
Project type:	_____	Date completed:	_____
Type of geothermal system installed:	_____	Size of system (tonnes)	_____

Project No. 5

Project or client name:	_____	Project location:	_____
Project type:	_____	Date completed:	_____
Type of geothermal system installed:	_____	Size of system (tonnes)	_____

Market Survey

The purpose of this market survey is to allow the CGC to forecast additional support that may be required regionally, such as consumer awareness initiatives, stakeholders incentive programs, training programs, and such.

A. Identification

Name of firm / company _____
 Contact Person & Title _____

B. Survey

1. How long has your company been involved in the installation and / or design of geoechange systems (years) ? _____

2. In what area of Canada do you predominantly work (city, region, province) ? _____

3. Is your company doing any work outside of Canada (state, country) ? _____

4. How many geoechange designs :

a) have you undertaken per year, on average, to-date ? _____

b) do you forecast for : the next year _____ the next 3 years _____ the next 5 years _____

5. How many geoechange installations :

a) have you undertaken per year, on average, to-date ? _____

b) do you forecast for : the next year _____ the next 3 years _____ the next 5 years _____

6. What percentage of your clients are:

A) Individual homeowners (%) : _____

a. New construction (%) : _____ b. Retrofits (%) : _____ c. Additions (%) : _____

Average size of house geoechange system is installed for (m² or ft²) : _____

Average price range of house geoechange system is installed for (\$) : _____

B) Housing developers (%) : _____

Average size of house geoechange system is installed for (m² or ft²) : _____

Average price range of house geoechange system is installed for (\$) : _____

C) Commercial (%) : _____

a. New construction (%) : _____ b. Retrofits (%) : _____ c. Additions (%) : _____

Predominant type of projects (eg. retail, restaurant, church, office building, school, etc.): _____

Average size of commercial project geoechange system is designed/installed for (m² or ft²) : _____

Average price range of commercial project geoechange system is installed for (\$) : _____



Client References

A. Identification of Applicant — To be completed by applicant

Business Name: _____

B. Identification of Client — To be completed by the client reference

Name of client (company or individual): _____

Contact Person & Title (company): _____

Address: _____

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

Contact Phone No.: _____ Contact Fax: _____

E-mail: _____

C. References

The following information verifies your working relationship with the above named Applicant, in support of their application to the CGC for GeoExchange Contractor / Firm Qualification.

I am personally knowledgeable about the above named firm's / company's professional work Yes No

If yes, please describe the nature of work provided to you by the above name firm / company: _____

Were you satisfied with the work provided to you by the above named firm / company ? Yes No

If no, please explain your dissatisfaction: _____

In your opinion, is there any reason the above named firm / company should be denied CGC Qualification ? Yes No

If yes, please explain why qualification should be denied: _____

I certify that to the best of my knowledge, the information I have provided above is correct and accurate.

Please return to:

Qualification, Canadian GeoExchange Coalition
442 St-Gabriel—Suite 100
Montréal (Québec) H2Y 2Z9 Fax: (514) 807-8221

Please print name

Title

Signature

Date