



APPLICATION FORM

INSTALLER 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 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,
- ◆ 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, 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.

Requirements for Application – CGC Accredited Installer

SUMMARY

Prerequisite: *Training certificate or equivalence (see FAQ document)*

Requirements:

- ◆ Demonstrated field (work) experience in the geothermal sector
- ◆ Full liability coverage if and where appropriate
- ◆ Provincial work permits and papers in order
- ◆ Adherence to CGC code of conduct
- ◆ Professional references
- ◆ Supervised / inspected installations
- ◆ Workmanship guarantee
- ◆ Pipe Fusion Certificate (GX systems) or Brazing Certificate (DX)

NOT REQUIRED: CGC Membership

Term of Accreditation: two (2) years, with non-automatic renewal.

At renewal, you will be asked to provide evidence of continued employment in the geoexchange industry (minimum of 5 installations over the period), appropriate supervised installations as required by the program if and where applicable, adequate supplementary training if warranted by new regulations and standards, no record of justified complaints received by CGC against you, as well as other criteria CGC may put in place from time to time in order to strengthen the integrity and cohesion of its quality program.

Fee: \$ 150.00 + taxes

Québec: \$172.47
 Newfoundland , New Brunswick , Ontario: \$169.50
 Prince-Edward-Island: \$171.00
 Nova Scotia: \$172.50
 All Other Provinces: \$157.50
 United States & Other Countries: \$150.00

Please send your payment with your completed application form to:

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

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



Application Form — Installer Accreditation

I. Identification

Applicant name: _____		
Address (residence): _____		
City: _____	Province/State: _____	Postal/Zip Code: _____
Telephone: _____	Fax: _____	
E-mail: _____		

II. Work experience in the installation of geothermal systems

Applicants for CGC Installer Accreditation must show a **practical experience in the installation of at least five (5) geothermal systems in your specialty (DX or GX) type.**

There are two methods of showing your experience.

First, if you are self-employed or if you own your geothermal installation company, you may ask a supplier and / or a contractor with whom you have worked to provide references.

Second, if you are employed (salaried) by an installation or design company, you may ask your employer to provide references. Applicants should forward a copy of the **CGC Verification of Practical Experience Form** to each employer / supplier for the two (2) year duration. Please complete the following in chronological order, including a description of functions for each employment period in which you were active in the installations of geothermal systems.

The CGC Verification of Practical Experience form (at this end of this document) is to be forwarded **by the Applicant** to the individuals listed below, and returned directly to the CGC by the employer or by the supplier. Please use another sheet if you need to provide more names.

Those who are new in the business are required to work with their distributors and be supervised on their first system installations or designs. Accreditation will be awarded only with adequate information regarding the arrangements made for professional supervision done by a CGC accredited professional.

1) Employer / Supplier: _____

Contact Person & Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Phone No.: _____ Contact Fax: _____

E-mail: _____

2) Employer / Supplier: _____

Contact Person & Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Phone No.: _____ Contact Fax: _____

E-mail: _____

III. Training and Pipe Fusion Certificate

A) Applicants for CGC Installer Accreditation must show adequate training. The following information will help us determine whether you meet the training prerequisite for accreditation. If not, you may be required to pass CGC Installers Training examination and/or attend a special upgrade workshop or take the Canadian GeoExchange Coalition Installers' Course.* Note that if you are applying for DX Installer Accreditation, you must have completed the CGC's DX Installer Course.

____ I took the CGC — GX and / or DX Installers' Training and I have received a Training Certificate from the CGC. Certificate number: _____

____ I have never taken formal training in the installation of geoechange systems. DX Certificate number: _____

If you have checked one of the two choices above, you may proceed to the next section

____ I took training with other organization (s) / institution (s). ***(Please fill out the information below) - You may provide additional information on a separate sheet if necessary.***

Training program title: _____

Training agency: _____

Duration of training (days or hours): _____ Name of the instructor: _____ Training date: _____

(*) CGC ceased recognizing other training programs as of January 1st 2007. Industry specialists now have to enrol in CGC training in order to apply for CGC accreditation. Individuals who took other training programs, before January 1st 2007, and who wish to be accredited in Canada by the CGC may be required to enrol in refresher courses and pass the necessary examinations. From January 1st 2007, CGC may recognize training delivery from other groups under certain strict conditions. In all cases however, and with no exception, organizations will have to demonstrate to the CGC that their training approach and material is fully compatible with the Canadian regulatory environment and with the CGC Global GeoExchange Quality Program®. Participants enrolled in other training will also be required to pass the CGC examinations.

B) Applicants for CGC Installer Accreditation must hold a pipe fusion (for GX systems) or a brazing (for DX systems) certificate from a recognized organization or institution.

Training program title: _____

Training agency: _____

Please provide a copy of your brazing or pipe fusion certificate along with this application form

IV. Licences and work permits

CGC accreditation is part of a national quality program available all across Canada. However, since labour laws and regulations (work permits, compulsory trade memberships, etc.) are different from one province to another, please specify in which province (s) or territory (ies) you perform (or intend to perform) geoechange installation work.

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

If and where applicable, Applicants for CGC Installer Accreditation must show that he/she belongs to the professional trade association and has the licence (s) and permit (s) necessary to work in the industry according to the labour laws of the province / territory from which the application is received or the province (s) / territory (ies) in which the applicant intends to perform geoechange installation work. Please note that DX work requires a provincial License as Refrigeration Technician in almost every jurisdiction.

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 than three pertinent licences or permits, please provide the appropriate information on a separate sheet.

V. Affidavit

By my signature, I certify that all the information contained in this application is accurate to the best of my knowledge, and I certify that I am applying for the CGC Installer Accreditation.

I understand that although **membership in the CGC is not mandatory** to apply for Installer Accreditation, I have read and agree to abide by the CGC Code of Conduct, and I commit myself to the highest ethical standards in geoechange installation.

I understand that CGC Installer Accreditation will not authorize me to work as an accredited Residential Designer, Commercial Designer or Driller. I also understand that until an industry recognized standard is adopted, the CGC Installer accreditation does not cover standing column well systems.

I understand that the Accreditation issued to me by the CGC is valid for a period of two years, effective from the date of my acceptance as an accredited installer 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.

Signature: _____ Date: _____

Witness: _____ Date: _____

For CGC Office Use Only—Do not Complete

This application for CGC Installer Accreditation has been APPROVED

Date: _____

This application for CGC Installer Accreditation 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.: _____

Date mailed: _____

Additional notes:



Confirmation of Practical Experience

Please ask your employer or, if you are the owner of the company, ask your heat pump supplier to fill-in Part A and Part B. Make sure this document is returned to CGC promptly in order to complete your accreditation application.

A. Identification of the applicant—To be completed by applicant

Name: _____

Telephone: _____

B. Identification of the person providing references—To be completed by the employer / supplier

Employer / Supplier Name: _____

Contact Person & Title: _____

Address: _____

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

Contact Phone No.: _____ Contact Fax: _____

E-mail: _____

C. Confirmation of practical experience—To be completed by the employer / supplier

The following information confirms the employment and job responsibilities (or practical experience) of the above named Applicant in the installation of geexchange systems in support of his / her application for CGC Installer Accreditation. The above named Applicant is (was / has been) employed by our Company or has had a supplier / client business relationship with us from _____ to _____.

Please provide a brief description of the job responsibilities of the above named Applicant during their employment / business relationship with your company. Please include all information directly **pertinent to the installation of geexchange systems only** including a confirmation regarding the number of systems installed by this individual.

(Use other side of this sheet if necessary).

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

Please return to:

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

Fax: (514) 807-8221

info@geo-exchange.ca

Please print name

Title

Signature

Date