



## **IAWFP Certified Wood Flooring Inspector IAWFP-CWFI**

### **Requirements and Policies for IAWFP - Certified Wood Floor Covering Inspector Applicant**

The following criterion has been established for candidates accepted into the IAWFP-CWFI certification process with the goal of becoming an IAWFP-CWFI Professional.

1. Candidate must obtain and provide proof of sponsorship from (2) current IAWFP Professional members (in good standing) prior to consideration for acceptance into the IAWFP-CWFI program.
  - a. In lieu of the above, suitable professional and character references may be presented to the IAWFP Certification Committee for review and approval.
2. Appropriate application documents:
  - a. Completed and signed IAWFP CWFI Program Application
  - b. Completed and signed IAWFP Code of Ethics of Professional Practice
3. Candidate must provide proof of the following:
  - a. IAWFP or NOFMA Hardwood Flooring Installation School
    - i. Provide proof of course completion
  - b. IAWFP or NOFMA Certified Wood Flooring Inspector School
    - i. Provide proof of course completion
    - ii. Provide proof of passing grade, final exam
4. A nonrefundable application fee of \$250.00 is required of the candidate prior to beginning the certification process. The application fee demonstrates the candidate's intent to pursue and obtain IAWFP-CWFI status within the ensuing 12 month period.
  - a. If certification is awarded within the 12 month period of time, the application fee will be applied in full to the IAWFP membership dues for the current year.
  - b. Failure to complete the review process within the 12 month prescribed period of time results in application fee loss.
    - i. The application fee process is repeatable upon reaching the annual expiration date of the current term.
    - ii. Application fees will not be used for purposes of payment for additional report review fees or other course related expense(s).

5. The candidate is required to abide by the IAWFP Code of Ethics of Professional Practice for the duration of involvement in the IAWFP-CWFI program.
  - a. Actions viewed or demonstrated to be unethical or unprofessional will be evaluated and addressed pursuant to current IAWFP By-laws.
6. Candidate is required to complete a minimum 6 month probationary period. *The intent of the probationary period and report submittal process is to assess and help develop the candidate's aptitude and consistency in data collection, interpretation, accuracy, format, and report writing skills.* During this probationary period, the candidate must accomplish:
  - a. CWFI Certification Committee approval of 5 candidate submitted reports. Reports will be reviewed monthly on a date determined by the CWFI Certification Committee and returned to the candidates with appropriate critique.
    - i. Report submission information is to include the inspection qualifying information, site data, photos, and report.
    - ii. The application fee includes a maximum of 10 report submittals/reviews.
    - iii. A report re-submission will count as a submission/review.
    - iv. Additional candidate submitted reports will be reviewed as necessary and until such time as the above requirement is met.
      1. The schedule of values for additional reports are as follows:
        - a. 11-20 Reports: \$35.00 per report
        - b. 21+ Reports: \$75.00 per report
      2. Payment of appropriate additional report review fees to be included with reports at the time of submission.
        - a. Additional report review fees are to be distributed as deemed appropriate by the IAWFP Board of Directors for purposes of providing compensation to reviewers directly involved in the candidates report review process.
    - v. Reports received without appropriate fee and/or required inspection support materials will not be considered until the appropriate fee and/or support materials are received. The candidate will be sent an email reminder of the missing materials.

- b. CWFI Certification Committee approval of an IAWFP-CWFI accompanied inspection. The inspection qualifying information, site data, photos, and report generated by this inspection will be submitted and must receive approval. *Note: The candidate is responsible for initiating and executing the CWFI-accompanied inspection requirement.* The IAWFP-CWFI accompanied inspection requirement will be met as either of the following:
  - i. Candidate travels to the CWFI: IAWFP-CWFI will schedule and conduct an inspection with candidate in attendance and participating. Pertinent data can be collected jointly, but must be interpreted and reported on individually.
    - 1. CWFI is responsible for providing the final report to the commissioning party and will receive all monetary values related to the inspection.
    - 2. Candidate is responsible for all personal expenses incurred as a result of this inspection and review.
    - 3. No additional fees will be assessed by the IAWFP to the candidate for CWFI involvement.
  - ii. IAWFP-CWFI travels to the candidate: Candidate will schedule and conduct an inspection with IAWFP-CWFI in attendance. Pertinent data can be collected jointly, but must be interpreted and reported on by the candidate.
    - 1. Candidate is responsible for providing the final report to the commissioning party and will receive all monetary values related to the inspection.
    - 2. Candidate is responsible for arranging and payment of all reasonable travel, accommodation, lodging, and meal allowances incurred by the IAWFP-CWFI as a result of this review.
    - 3. The IAWFP-CWFI (at his or her discretion) may charge the candidate a reasonable stipend for their involvement in the accompanied inspection process.
      - a. The stipend should be formed as a written agreement and signed by both parties.
      - b. This agreement is entered into exclusively by the candidate and IAWFP-CWFI, and does not involve the IAWFP.
    - 4. Failure to fulfill financial obligations with the IAWFP-CWFI renders the report inadmissible for review until all obligations are met.

Upon satisfactory completion of the above requirements and approval by the CWFI Certification Committee, the candidate will be submitted to the IAWFP Board of Directors for final review. The final review will be completed within 30 days and a letter indicating the results will be mailed to the candidate. If accepted, the candidate becomes eligible for IAWFP membership at the Professional level. Once appropriate membership fees and materials are submitted and accepted, the candidate becomes a member and IAWFP-CWFI certified, with all corresponding rights and responsibilities.

Candidates receiving Certified Wood Flooring Inspector status agree to participate in an exit interview for the purposes of providing constructive input on the CWFI course content and presentation; with the goal of improving the quality of the CWFI educational experience. The telephone interview will be conducted by a CWFI Certification Committee Member within a period not to exceed 30 days.

Upon certification, IAWFP grants the inspector a non-transferrable license to use the IAWFP-CWFI logo as long as certification is current.

Applicant agrees to use the IAWFP-CWFI logos and identity only for advertising as a certified professional and in reports and papers complying with the IAWFP Code of Ethics of Professional Practice.

Applicant agrees to cease using the IAWFP-CWFI logos and identity immediately upon being notified certification is no longer in effect,

Applicant agrees to hold harmless and indemnifies IAWFP and its assigns against claims, damages, and the like arising from participation in the IAWFP-CWFI program.

Applicant is required to adhere to all these requirements to maintain certification.

I have read *the Requirements and Policies for IAWFP-Certified Wood Flooring Inspector Applicant* and agree to comply with the requirements and policies.

Signed \_\_\_\_\_

Date\_\_\_\_\_