



# ICFA Specialist Designation Registration Form – Light Commercial ICF Installer

## **Insulating Concrete Form (ICF) Light Commercial Installer Criteria:**

- Companies are given the “Installer” designation, not individuals.
- Designation is an annual registration requiring yearly verification/re-verification of qualification criteria.
- Company must be a member in good standing of the Insulating Concrete Form Association and must follow ICFA’s Code of Ethics and Standards and Practices.
- Company must designate a key contact person responsible for verifying that all ICFA Specialist Designation requirements are met. \*
- The individual responsible for ICF installation quality must have successfully completed an ICF installation training course given by an ICFA Primary member firm.
- Must have completed two (2) single story projects with a combined total installed wall area of 25,000 square feet.
- Must submit at least three (3) photographs (digital or print) per project to ICFA including stacking, pouring and finishing.
- Must submit owner’s/client’s reference with each project submitted, as well as the General Contractor(s) (if used) reference.
- Company must designate an individual responsible for ICF construction quality.
- The individual responsible for ICF construction quality must attend a minimum of three (3) ICFA approved education seminars. Approved seminars are listed for ICFA Fall Meetings, as well as other approved seminars.

\* Member firms participating in the ICF Specialist Program must notify the Insulating Concrete Form Association if the designated key contact person responsible for verifying that all ICF Specialist Designation requirements are met resigns or is released from the participating company. If the designated individual responsible for verifying that all ICF Specialist Designation requirements are met resigns or is released from the participating company, the company must verify its qualification criteria using a newly appointed designee.

## **1) Company Information:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

\*Designation Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

## **2) Installation Training**

Submitting company must have successfully completed an ICFA Primary member’s installation training course to participate in the ICFA Specialist Designation Program. Please complete the information below signifying your company’s participation in such a course:

ICF Manufacturer’s Training Course: \_\_\_\_\_

Name(s) of individual(s) participating: \_\_\_\_\_

\_\_\_\_\_

Location of Course and Date of Completion: \_\_\_\_\_

### 3) Project Information

Must have completed two (2) single story projects with a combined total installed wall area of 25,000 square feet in the past year.

- I have completed a minimum of two (2) single story ICF projects with a combined total wall area of 25,000 square feet in the past year.

### 4) References

Please provide ICFA with the following Project and Client References. Providing ICFA with the following information is a requirement of participation in the ICFA Specialist Designation Program. Must have completed a minimum of two (2) single story projects. Must have installed at least a combined total of 25,000 square feet of ICF wall area to qualify for the ICF designation.

#### ICF Project 1

Client –

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project –

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Total Square Feet of ICFs Installed: \_\_\_\_\_

Number of stories (floors): \_\_\_\_\_

#### ICF Project 2

Client –

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project –

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Total Square Feet of ICFs Installed: \_\_\_\_\_

### 5) Photographs

To qualify for the ICFA Specialist Designation Program, submitting company must submit three (3) photographs (digital or print) per project including one of stacking, pouring and a finished project.

- I have included three (3) photographs (digital or printed) per project including one of stacking, pouring and a finished project.

**6) Education**

The individual responsible for ICF construction quality must attend a minimum of three (3) ICFA approved education seminars in the past year. Approved seminars include education seminars during ICFA’s Annual Meetings, as well as National Association of Home Builders “ICFs for Builders Course and the Home Building Institutes’ “Insulating Concrete Form” courses. Please check all that apply:

- I attended ICFA’s Annual Meeting Seminars (2006 ICFA Spring or Fall Meeting)
- I have attended the National Association of Home Builders “ICF form Builders” course.
- I have attended the Home Building Institute’s “Insulating Concrete Form” course.
- I have successfully completed the United Brotherhood of Carpenters ICF training course.

I hereby certify that the information I am providing is correct to the best of knowledge.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Price of participation is \$100 per year, per specialist category. The ICFA Specialist Designation is for a one-year period from the time of approval and must be renewed each year.

*Payment accepted: VISA/MC/AMEX, check or Money Order in \$US*

Check or Money Order

MasterCard

Visa

American Express

Name on Card: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Once completed, please mail the form to:

**ICFA  
1730 Dewes Street  
Suite 2  
Glenview, IL 60025**

If there are any questions, please contact ICFA at (888) 864-4232.

**Disclaimer:** The ICFA Insulating Concrete Form Specialist program is an information-based program established to assist individuals, contractors, design professionals and the general public to learn more about the credentials and experience of its contractor members and is not intended to replace any product-specific company training program. The ICF Specialist program does not indicate the suitability of a company's installation quality assurance program to construct ICF walls, floors or decks.