

The InstallationMasters™ Commercial Instructor classes are *tentatively* being offered at Architectural Testing, Inc. on the following dates and locations:

1. April 12-15, 2010

York, PA

The classes will last from 8:30 a.m. Monday, through 1:00 p.m. Thursday. Each day will be packed with learning. The first two days will concentrate on the training program. The third and fourth days will include instruction on teaching, practice presenting training materials, review and test. Classroom facilities and lunches will be provided for those attending. Travel and lodging will be the responsibility of each individual.

The registration cost of the program is \$1,300 per attendee. Payment is due with the registration form and will be processed when class has been confirmed.

In order to qualify for the "InstallationMasters™ Commercial Instructor Training and Accreditation Course", instructor candidates must be able to show proof of meeting one or more of the following qualifications and submit documentation verifying each applicable qualification:

1. Five or more years of experience as an instructor, teacher, or trainer in the field of building products and technology related to commercial window and door installation; and three or more years of construction experience. This includes, but is not limited to, vocational instructors, shop teachers, armed services instructors and college professors.
2. Five or more years working as crew leader or field supervisor installing commercial fenestration products.
3. Five or more years of experience working for a commercial fenestration manufacturer in engineering, product design, project management, or field services.
4. Five or more years of experience working as a team leader, project manager, or supervisor in a fenestration testing laboratory with responsibilities related to installing and testing commercial windows and doors.
5. Five or more years employed as a fenestration consultant in the area of commercial window and doors with specific experience in installation.

Class space is limited to a maximum of twelve and is reserved on a "first come, first served" basis. The registration deadline is **30 DAYS** prior to the starting date of the class. A minimum of five participants is required to proceed with each class. If you wish to register for any of the sessions, please fill-out the attached registration form completely for each participant, and return with full registration payment and qualification verification to:

**ATTN: InstallationMasters™ Program Administrator
Architectural Testing, Inc.
130 Derry Court
York, Pennsylvania 17406**

Checks should be made payable to Architectural Testing, Inc. Upon receipt of your completed registration, we will forward directions, hotel information, and the InstallationMasters™ Commercial Instructor's Training Manual for your use in preparing for the session. A photo for use in making your trainer ID card should also be included.

**INSTALLATIONMASTERS™ CERTIFICATION PROGRAM
COMMERCIAL INSTRUCTOR TRAINING REGISTRATION FORM**

Applicant Information:

Check
Preferred
Shipping
Address

Class Date: _____

Name: _____

Home Address: _____

Home Phone Number: _____ **Cell:** _____

Company Affiliation: _____

Company Address: _____

Position/Job Title: _____

Phone: _____ **Fax:** _____

E-Mail: _____ **Website:** _____

Experience: *Must submit supporting documentation and indicate the number of years' experience for each qualification.*

Installation Experience: *If you wish to obtain an InstallationMasters™ Commercial Certified Installer I.D. Card in addition to your Instructor Accreditation Certificate, the following information must be submitted with your registration:*

1. Original color or black and white photo of yourself (clear head shot).
2. Copy of signed photo identification (Drivers License, Identification Card, etc.).
3. Letter from past or present employer verifying the number of years experience installing windows and doors in commercial applications. (A minimum of five years required).

Reason(s) for taking this course: _____

Note: *Instructor accreditation is being offered to educate trainers to teach the InstallationMasters™ Commercial Program to installers. Instructor Accreditation is valid for two (2) years. During the initial accreditation period, you are required to teach an average of 2 classes to maintain your accreditation. After the initial accreditation period, you will remain accredited by paying a \$200 re-accreditation fee and teaching an average of 2 classes per year. If you do not teach the minimum number of classes, your accreditation will expire. Should your accreditation expire, you may become re-accredited by taking and passing the instructor test at a fee of \$500, which includes the \$200 re-accreditation fee. The \$200 re-accreditation fee is used to pay for the Administrator's expenses to conduct random audits of training classes.*



Credit Card Payment Form

Date: _____

Please charge my credit card in the amount of: _____

American Express Master Card Visa

Credit Card #: _____

*CVV2 Code: _____ Exp Date: _____

**This is the three or four digit number printed on the back of the card.*

Name on Card: _____

Billing Address: _____

City: _____

State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ E-Mail: _____

Cardholder Signature: _____

For Office Use Only

Invoice #: _____

ATI Job #: _____

Approval: _____

Submitted by: _____