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Letter of Approval



**Foundation
Contractor
Certification**

Concrete Foundations Association
113 1st St NW PO Box 204
Mount Vernon IA 52314
319-895-6910 Phone
320.213.5556 Fax
866*CFAWALL Toll Free
www.cfawalls.org

July 1, 2008

To:

Dear Sir or Madam:

The Foundation Contractor Certification Program of the Concrete Foundations Association was designed to establish minimum standards of performance for companies involved in the residential concrete foundation business.

Companies receiving the designation as a Concrete Foundations Association Certified Contractor have demonstrated that they have satisfied the requirements of the CFA including knowledge of foundation systems and materials, history and performance of the company, safety practices, and ethics.

The Concrete Foundations Association is a non-profit trade association comprised of contractors, professionals, suppliers, and manufacturers throughout North America involved in the construction of residential foundations.

CONCRETE FOUNDATIONS ASSOCIATION



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SECTION I - PROGRAM DESCRIPTION

Mission Statement:

The mission of the Certified Foundation Contractor program is to establish and maintain a high standard of integrity, quality, and practice in the construction of residential foundation systems.

1. Company certification is valid for a period of one year. Companies must meet the criteria for renewal on an annual basis to maintain certification.
2. The certification program has three levels of certification.
 - Level 1 – Contractors meeting the criteria who have been in operation for less than three years.
 - Level 2 – Contractors meeting the criteria that have had a minimum of three years of continuous operation.
 - Level 3 (not active at this time) – Contractors meeting the criteria of Level 2 with additional criteria for above grade and structural slab construction. You must be a Level 2 contractor to qualify for Level 3.
3. At least one employee of the company must pass a basic knowledge exam covering materials, methods, codes, and standards related to the residential foundation industry. An individual who has passed the exam must be under the direct employment of the company at all times. The basis for this knowledge is derived from the CFA Standard, Chapter 4 of the International Residential Code, the ACI-332 Standard, and the ACI-332 Guide and other publications compiled in the *Foundation Certification Study Guide*. The exam is open book and consists of 80 Multiple Choice Questions. A passing score is 70%.
4. At least two members of the Company must amass a minimum of 12 hours total of continuing education on an annual basis. A minimum of 4 hours must be in the area of building codes. The balance may be in materials, methods, or related areas. A list of approved seminars and venues is published on the CFA web site (www.cfawalls.org) and includes CFA-sponsored events and approved seminars at the World of Concrete and other venues. Other educational offerings may comply upon prior written approval of the Certification Committee.

5. Materials shall be submitted to the Concrete Foundations Association staff. Staff and an independent consultant will review the applications, verify the information submitted as part of the requirements, and notify the respective companies of acceptance of their application and if additional or clarifying information is needed. Staff and the consultant will forward the information to the Foundation Contractor Certification Review Board (FCCRB) with a recommendation for approval or denial once all information is received.
6. The cost of initial certification includes review of submitted materials, verification of insurance and other relevant information by staff or an independent consultant, and recommendation to the Foundation Contractor Certification Review Board (FCCRB). The cost of educational seminars, the basic knowledge exam, insurance, and other costs associated with certification program are not included.
7. Payment shall be made to: Concrete Foundations Association (US funds only).
Program costs and fees are as follows:
 - Initial Certification Fee: \$1,100 (\$700 CFA Members)
 - Recertification fee: \$1000 (\$600 CFA Members)
 - Examination Fee – Basic Knowledge Exam: \$150 (\$75 CFA Members)
 - Foundation Certification Study Guide*: \$200 (\$110 CFA Members)
 - Seminars – Varies depending on Venue
8. After one year, Applicants must apply for recertification. Applicants must notify the CFA of any change in status from the original application.
9. Applications will be forward to the Foundation Contractor Certification Review Board (FCCRB) no later than 30 days after they are received and the Foundation Contractor Certification Review Board (FCCRB) will render their decision within 2 weeks of receipt.
10. If an applicant is denied certification, they will have the opportunity to correct deficiency and reapply or they may appeal the case to the Certification Appeals Board who will consider appeal and render a judgement based on the merit of each respective appeal.
11. **DISCLAIMER:** Concrete Foundations Association attempts to assist contractors and the public by establishing standards and practices. Concrete Foundations Association does not, and cannot, guaranty the quality or ability of any particular contractor. Nor does Concrete Foundations Association represent or warrant (a) the quality or fitness of any particular project or work or (b) that any particular project or work will comply with the Association's standards or with standards established by any other entity.
12. **INDEMNIFICATION:** Company agrees to indemnify the Concrete Foundations Association and to hold it harmless from action, claim, or judgment against the Association relating to the actions, performance, or conduct of the Company or to any project or work undertaken, built, or performed by the Company. The Company's obligation under this provision include, but is not limited to, the obligation to pay any claims, judgments, fines, or assessments against the Association as well as any cost or fees (including attorney fees) incurred by the Association in defending against any action, claim, procedure, or judgment.



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**SECTION II
CERTIFICATION REQUIREMENTS**

Identified below are the requirements that must be submitted for the applicant to be considered for Concrete Foundations Association's company certification. The following questions must be answered and information must be submitted as identified on the attached forms:

1. It is not necessary for the the applicant company to be a member of the Concrete Foundations Association of North America (CFA). CFA members receive a discount for all certification related services.
2. General Company Information
 - A. Jurisdictions in which the company conducts business (states, counties, cities, or other political subdivision).
 - B. Company Information.
 - C. Evidence of minimum insurance coverage as stipulated.
 - D. Name the CFA as an Additional Insured.
 - E. List other trade associations and organizations to which the Company belongs.
 - F. Sign a statement of compliance to the referenced standards and codes.
 - G. References.
3. Financial and Legal Information
 - A. Licensing information (existing, revocations, applications) and Legal Action (history and/or pending).
 - B. Solvency and Liens.
4. Safety
 - A. Industry approved safety program.
 - B. Company and/or crew meeting frequency.
 - C. Listing of safety topics addressed.
 - D. Drug and alcohol testing and treatment program.
 - E. Reporting of Modification Rate and OSHA Incidents Rate.
5. Related Company Operations
 - A. Identification of related operations performed by the Applicant.
 - B. Training and/or certification on related operations.
6. Continueing Education
 - A. Submit a list of qualifying educational courses taken in the past year.
 - B. Submit a request for approval of non-CFA or pre-approved courses.



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Section II-2A. JURISDICTIONS: Please list jurisdictions (county or city and state) in which contractor-applicant conducts concrete construction operations:

Disclaimer: The contractor-applicant certifies that the company is currently qualified for licensure. Any false statements made in this application by the contractor-applicant will result in certification suspension or revocation.

Section II-2B. COMPANY INFORMATION: Please type or print

Company		E-Mail address		
Mailing address		City	State	Zip
Telephone		Fax		
Contractor-Applicant Signature			Date	

Section II-2C. INSURANCE INFORMATION: Please type or print

(Company must provide a Certificate of Insurance to the Concrete Foundations Association listing the CFA as an additional insured entity on the insurance requirements sheet.)

Name of Insurance Carrier for Liability Insurance	
Name of Agent	Agent's Telephone Number
Name of Insurance Carrier for Workmen's Compensation	
Name of Agent	Agent's Telephone Number



Foundation Contractor Certification

Section II-2C **INSURANCE REQUIREMENTS (continued)**

Before a certification can be issued, the contractor shall furnish the Concrete Foundations Association, a Certification of Insurance verifying such coverage.

INSURANCE: The contractor shall be required to maintain and carry in force, for the duration of the certification, insurance coverage and a Certification of Insurance verifying such coverage as set forth below.

A. General Liability

A minimum of one million dollars (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage and a minimum one million dollars (\$1,000,000.00) completed operations provisions. (Include all states endorsements) Before a certification will be issued, the contractor shall furnish the Concrete Foundations Association a Certification of Insurance verifying such coverage.

B. Workers Compensation and Employer's Liability

1. Worker's Compensation as required in the state of which the contractor-applicant conducts business. If the contractor is exempt from the Worker's Compensation requirements, the contractor-applicant must submit a letter stating exemption.
2. Employer's Liability \$100,000,00 each occurrence. (Include all states endorsements).

The certification holder on the Certificate of Insurance shall be as follows:

**Concrete Foundations Association
c/o Contractor Certification
113 1st St W
PO Box 204
Mount Vernon IA 52314**

Prior to any reduction in coverage or limits, or cancellation, the Concrete Foundations Association will be given thirty (30) day advanced written notice by registered mail to the stated address of the certificate holder.



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Section II-2D. **ADDITIONAL INSURED.** Provide certificate from insurance company listing the Concrete Foundation association as an Additional Insured under your policy.

Section II-2E. **ORGANIZATIONS.** List other local or national industry trade associations in which your company is a member.

Section II-2F. **SERVICE.** List boards, commissions, or other public and private organizations of which you are either a member and/or an officer

Section II-2G. **STANDARDS.** I hereby certify that the applicant company adheres to the following standards for all residential foundation construction work:

- CFA Standard, current edition
- ACI 332 Standard, current edition
- International Residential Code (edition in effect in respective jurisdiction or jurisdictions in which the applicant conducts business)

Name _____

Title _____

Date _____

Section II-2H. **COMPANY REFERENCES.** Provide a minimum of 6 references with contact information. 3 must be customers (builders, general contractors, etc.); 3 must be entities with whom you conduct business (ready-mix suppliers, steel fabricators, etc.) (see attached sheet)

Section II-2H. **COMPANY REFERENCES (continued)**

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____

Company Name _____ Business Type _____
Address _____ City _____ State ____
Contact Person _____ Position _____
Phone No. _____ Fax No. _____ Email _____



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Section II-3A LICENSING AND LEGAL INFORMATION

Answer “yes” or “no” to each question Do not leave any question blank.

The following questions apply to any officer, director, partner, proprietor, member, owner, qualifying managing employee, or manager associated with or employed by the contractor-applicant.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever applied for or become registered with the Resident Lien Recovery Fund under any name other than the name listed on this application?
3. _____ Have you ever been denied the right to sit for a licensure examination?
4. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
5. _____ Have you every been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
6. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or government agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have your ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the CFA Certification Review Board, may request additional documentation if the information submitted is insufficient.



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Section II-3B SOLVENCY AND LIENS

Applicants (sole Proprietor, partnership, limited liability company, or corporation) for licensure must demonstrate financial responsibility* before a license can be issued. Financial responsibility must be maintained as long as a license is active.

Please answer “**yes**” or “**no**” to the following questions for the business entity applying for the license. Do not leave any question blank.

1. _____ Do total assets (what is owned by the business entity) exceed total liabilities (what is owed by the business entity)?
2. _____ Have all state and federal income taxes, payroll withholding, unemployment, workers’ compensative, and liability insurance premiums been paid as required by law? (Mark “yes” if not applicable.)
3. _____ Have all judgments, liens, taxes, or child support payments been paid as required? (Mark “yes” if not applicable.)
4. _____ Has any claim paid by the Residence Lien Recovery Fund where any owner, officer, director, or qualifier of the applicant been involved, been reimbursed, in full, as required? (Mark “yes” if not applicable.)
5. _____ Has the applicant and/or company ever filed for bankruptcy, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under the bankruptcy laws during the past ten (10) years?

If you answered “no” to questions 1, 2, 3, or 4 above, please enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered “yes” to question 5, submit written explanation and all documents and schedules filed with the bankruptcy court. A “no” answer does not necessarily mean the applicant will not be granted a license. However, the CFA Education Review Board may request additional documentation if the information submitted is insufficient.

****If a license is issued and later chosen for audit, the licensee will need to provide the CFA Education Review Board copies of the financial information the above answers are based upon. Keep a copy of your balance sheet, profit and loss statements, tax returns, etc for at least two (2) years.***



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Section II-4 **Safety**

Section II-4A.1 Does your company have an approved Safety program in effect? _____

Section II-4A.2 Who or what agency approved your Safety plan? _____

Section II-4A.3 List the primary components of your company's Safety program:

Section II-4B. How often do you hold safety sessions, "tool-box" talks/company-wide safety meetings?

Section II-4C List the topics or content of the information conveyed in your past 3 safety meetings?

Section II-4D Do you have a drug and alcohol testing and treatment program? _____

Section II-4E.1 What is the Modification Rate for your company? _____

Section II-4E.2 What is your OSHA Incidents Rate? _____



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Section II-5 Company Operations

Section II-5A.1 List the types of work performed by your company:

Excavation _____	Flat Work _____
Footings _____	Other (list) _____
Cast-in-Place Walls _____	Other (list) _____
Waterproofing _____	Other (list) _____

Section II-5A. List the types of equipment operated by your company:

Excavator (backhoe) _____	Other (list) _____
Conveyor _____	Other (list) _____
Boom Truck _____	Other (list) _____
Concrete Pump _____	Other (list) _____
Dump Truck _____	Other (list) _____

Section II-5B List the Certification or Training held by company employees operating the equipment listed above:

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Section II-6A CONTINUING EDUCATION

List the educational courses taken by individuals currently under the employ of your company during the past year

Name of Individual: <hr/>
Seminar/Course Title: <hr/>
Credit Hours: <hr/>
Date(s) of Seminar/Course: <hr/>
Sponsoring Organization: <hr/>

Name of Individual: <hr/>
Seminar/Course Title: <hr/>
Credit Hours: <hr/>
Date(s) of Seminar/Course: <hr/>
Sponsoring Organization: <hr/>

Name of Individual: <hr/>
Seminar/Course Title: <hr/>
Credit Hours: <hr/>
Date(s) of Seminar/Course: <hr/>
Sponsoring Organization: <hr/>

Name of Individual: <hr/>
Seminar/Course Title: <hr/>
Credit Hours: <hr/>
Date(s) of Seminar/Course: <hr/>
Sponsoring Organization: <hr/>



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Section II-6B Request for Continuing Education Approval

Non-CFA sponsored education must be submitted for approval. Education must be directly related to the concrete construction industry. Likely venues for education include seminars at the World of Concrete, NAHB Convention, local and state HBA's, and similar venues. This form, with the curriculum and copy of certificate shall be submitted to the CFA Education Review Board for approval.

CLASS INFORMATION (Required information)

Title (Course Name): _____
(Required information (Use descriptive title and attach syllabus))

Code Reference: _____

Instructor: _____
PLEASE ATTACH RESUME Required Information (with Credentials, Background and Experience relating to TRADE)

Sponsoring Group: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Class Location: _____

Date of Class: _____ Hours of Instruction: _____ Date Complete: _____ Date Mailed/Submitted: _____

Applicant Information:

Name: _____ License #: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

NOTE: IF A COPY OF THE SYLLABUS, SPECIFIC CODE REFERENCE AND INSTRUCTOR INFORMATION ARE NOT ATTACHED, THE REQUEST WILL BE RETURNED.

The Contractor Licensing Review Committee will review the submitted information and make a recommendation to the CFA Education Review Board. The Contractor Licensing Review Committee will make the final determination of the number of Continuing Education Units (CEU) to be assigned to a request within sixty (60) days from the date the completed application is received.

To be complete by the CFA Education Review Board/Contractor Licensing Review Committee:
Date: _____ Approved: _____ Denied: _____ Hours: _____
Course Identification Number: _____
Chairman: _____
Return to: Concrete Foundations Association, PO Box 204, Mount Vernon, IA 52314



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June 30, 2008

To:

Dear Concrete Foundations Association (CFA) Certification Applicant:

We have recently received your application for CFA Certification and we are glad to inform you that it has been reviewed and accepted. Your certification number is XXXXXXXX and by using this number you have proof of your participation in the "Concrete Foundations Association Certification" program. You may also go to our web-page (www.cfawalls.org) and check your status.

Your certification expires every June 30. We will send you all of the necessary forms to renew. In order to renew your certification, at least two individuals in your company must complete a combined twelve (12) hours of continuing education each year. The CFA hosts three (3) seminars every year. Dates and times for the CFA event may change from year to year, one in the spring (April), one during the summer (July or August) and one in the fall (September or October). In addition, other coursework can be applied if the courses are approved by the CFA Education Review Board. You will have to complete your continuing education in order to renew for 2009. You may also register on-line. If you are unable to make it to a seminar, there is a list of approved classes under education-approved classes on our web site, www.cfawalls.org. These classes have already been submitted and approved by the CFA Education Review Board. If you attend classes that have not been approved, you may also submit the class and instructor information to be reviewed by the Board for approval. Please contact our office and request a continuing education request form to be sent to you via mail, fax or e-mail.

DISCLOSURES PREVIOUS LICENSE/DISCIPLINARY ACTION: The contractor-applicant shall disclose, at the time of application, any current or previous contractor license held in any state(s) and any disciplinary actions taken against such contractor-applicant. If the contractor-applicant is employed by or a principal of a firm, the application shall disclose whether the firm or firm's employees or principals have had any contractor-related disciplinary action taken against them in any state(s). No certification license shall be issued to any contractor-applicant who has had a license suspended or revoked for disciplinary reason, or who has surrendered a license during any disciplinary proceeding or investigation, within the immediately preceding five (5) years. Any contractor-applicant denied a license under the provisions of this section may appeal such denial to the Concrete Certification Board.

Disclaimer: The contractor-application certifies that the applicant (or applicants designated representative) is currently qualified for licensure and is a full-time employee of the contractor-applicant. Any false statements made in this application by the contractor-applicant licensee will result in license suspension or revocation.

You should be receiving your certification and identification card in three (3) to four (4) weeks from the date that we received all necessary documentation to process your certification. A receipt of payment will accompany your certification. If you have any questions, feel free to contact our office 319-895-6940. Thank you.

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