

Certification Agreement



2001 K St. NW Suite 300
Washington, D.C. 20006
T: 202.367.1134 F: 202.367.2134
www.dhi.org

Applicant Information

Preferred address is: Home Business

DHI ID Number: _____

Date of previous registration: _____

First Name	M.I.	Last Name	Title	
Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

Company Information

Company Name	Website			
Street Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

Business Category: Distributor Manufacturer Sales Agent Other _____

Continuing Education Program (CEP) activities are essential to enable professionals to cope with rapidly changing conditions. After initial registration in the Continuing Education Program, consultants must renew their certification at three-year intervals.

I. Eligibility Requirements:

- A. Consultants who earned credentials before January 1, 2005 may use their credentials without entering the Certification Program.
 - B. Consultants credentialed after January 1, 2005 are required to participate in the Continuing Education Program and are required to earn continuing education points (CEP's) to maintain their Certification status and use the Seal.
2. CEP participants are obligated to earn 30 points over a three-year period. At least 24 points shall come from technical learning sessions. Points may not be carried over into future licensing periods.
 3. CEP participants are required to maintain an accurate record of their accumulated points, as well as be aware of, and comply with, all CEP procedures and timelines. CEP participants are required to report accumulated points, as well as execute a new Certification Agreement and pay a \$75 renewal fee at renewal time.
 4. Failure to Earn CE Points and Reinstatement:
 - A. CEP participants who were credentialed before January 1, 2005 and who fail to earn sufficient points to maintain their Certification and to use the Seal in accordance with the Certification Agreement shall be prohibited from using the Seal until such time as they come current with CEPs, execute a new Certification Agreement and pay the certification fee. Failure to participate in the CEP shall not affect their ability to use their AHC or CDC Credentials.
 - B. CEP participants who were credentialed after January 1, 2005 and who fail to earn sufficient points to maintain their Certification and to use the Seal in accordance with the Certification Agreement shall be prohibited from using their Credential(s) and Seal. Those seeking reinstatement of credentials due to non-participation are required to successfully complete the required 30 CE points (including 24 technical points) within the 3-year period prior to the submission date for reinstatement, submit for approval, and pay the renewal fee. If CE points are approved and a new Certification Agreement is executed, the new 3-year certification period start date will be from the approval date.

5. Revocation of Certification:

- A. All program participants that have signed the Certification Agreement agree and acknowledged that DHI has the power to revoke the Certification Agreement and the certificate granted by it for Just Cause. Program participants agree to abide by all decisions of DHI regarding the granting and revocation of the applicable Certification. Just Cause means the reasonable belief by DHI that the participant has:
1. Failed to earn the CE points required in the required period of time;
 2. Breached any terms of the Certification Agreement;
 3. Been judicially determined to have violated the law, including, but not limited to, a judicial determination that the Certified Individual has intentionally provided a non-specified product without the consent of the owner or design professional or knowingly and repeatedly failed to comply with any applicable building codes; or other reasonable cause.

6. Explanation and Due Process:

- A. In the case of revocation for Just Cause, DHI shall deliver or mail to the program participants a written statement of the reasons for revocation within 10 business days after the determination of revocation. Program participants shall, upon request, have an opportunity for a hearing before the DHI Board of Certification, including the right to refute all charges, to examine evidence and cross-examine witnesses. Decisions of the Board of Certification may be appealed in writing only to the Board of Governors. All decisions of the Board of Governors are final.
- B. Upon a final determination of revocation, program participants shall cease all use of the Certificate, Seal and marks. The program participants shall return the Seal and Certificate to DHI on the effective date of revocation, unless previously returned.

7. Termination by Program Participant:

- A. Program participants may terminate the Certification Agreement at any time by providing written notice to DHI. Upon termination by a program participant:
1. Consultants certified before January 1, 2005 shall immediately return the Seal(s) and Certificate of participation to DHI.
 2. Consultants certified after January 1, 2005 shall immediately cease all use of the Certificate, Credentials, and Marks and shall return the Seal(s) and Certificate to DHI. Consultants forfeit their Credentials immediately upon termination of Agreement.

8. Dispute Resolution Procedures:

- A. When DHI receives complaints about members, the following steps should be taken in an attempt to assist the complaining party:
1. Obtain the name and address of the individual and/or company complaining, as well as the name and address of the individual and/or company about which the complaint is made.
 2. Collect all relevant facts concerning the act or practice about which the complaint has been made.
 3. If the complaint involves an act or practice that only affects the complainant, DHI has two options. First, it may provide the individual and/or company about whom the complaint is made a copy of the complaint along with any other relevant information. However, DHI should not involve itself in the dispute, but should simply pass along the information and request that the individual or firm handle the complaint. Second, DHI may provide the complainant with the identity of the appropriate law enforcement officials that should be contacted (for example, local police department, city or county officials, state attorney general's office, Federal Trade Commission, or the Department of Justice and/or the Better Business Bureau).
 4. If the complaint involves an act or practice that affects numerous firms, then DHI has three options. First, it may provide the individual and/or company about whom the complaint is made a copy of the complaint along with any other relevant information. Again, DHI should not involve itself in the dispute, but should simply pass along the information and request that the individual or firm handle the complaint. Second, DHI may provide the complainant with the identity of the appropriate law enforcement officials that should be contacted by the complainant. Third, when the complaint involves numerous firms, DHI should consider whether it is appropriate for DHI itself to bring the complaint to the attention of the appropriate law enforcement officials.

Signature: By signing this application, I certify that all information provided to the Door and Hardware Institute is correct and accurate.

Signature of Applicant

Date

RETURN COMPLETED RENEWAL FORM TO:

Education and Certification Department, DHI

2001 K St. NW Suite 300 Washington, D.C. 20006

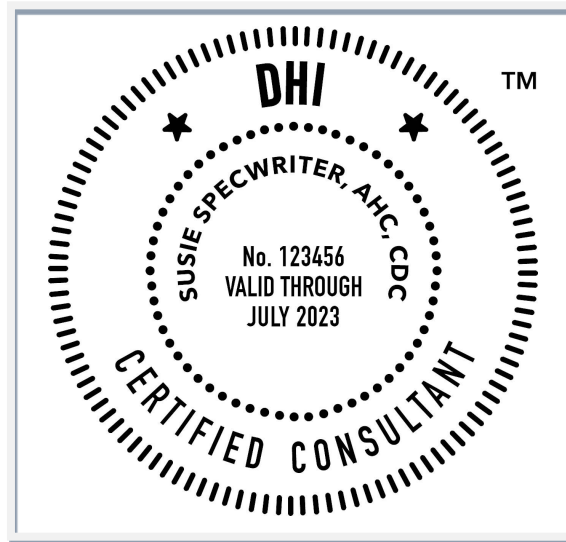
T: 202.367.1134; F: 202.367.2134; Email: certification@dhi.org; Website: www.dhi.org

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RIGHTS AND PRIVILEGES

- A. Consultants shall receive a certificate inscribed with their name and showing the expiration date of their Certification. Consultants may employ the title Architectural Hardware Consultant, Certified Door Consultant, Electrified Hardware Consultant and/or Architectural Openings Consultant and Door & Hardware Consultant the initials AHC, CDC, EHC and/or AOC and DHC as appropriate, after their name. They may display their Certification lapel emblem and wear, display or otherwise employ the Certification emblem in other forms.
- B. Certified Consultants may also purchase a Seal or stamp to be used on their official correspondence and documents. Each Seal or stamp shall bear the Consultant's name and Credentials and the expiration date of their certification. Certified Consultants will be differentiated from non-participating Consultants in the Association's Membership Directory and other publications.

SAMPLE
SEAL



ADA COMPLIANCE: DHI complies with all relevant portions of the American with Disabilities Act (ADA) in connection with its Certification and Continuing Education Program. DHI will make accommodations as required by ADA, including offering its examination in a manner accessible to persons with disabilities. DHI will also make available, where appropriate and reasonable, auxiliary aids for persons with disabilities, in accordance with DHI's obligations under the ADA.

PLEASE NOTE: Fee is NOT due at time of Initial Certification.

PAYMENT INFORMATION

Fee to be Charged: \$75 USD

To pay the certification fee;

1. Log into your dhi.org account
2. Search for CEP Program Fee
3. Select the fee and add it to your cart
4. You will then be able to check out and pay via credit card

Please email certification@dhi.org or call 202.367.1134 if you need assistance.