

# FenestrationAssociate® and FenestrationMaster® RECERTIFICATION GUIDE

## Welcome!

This recertification guide provides instructions for renewing the FGIA FenestrationAssociate and FenestrationMaster credential.

**Part I** contains general information about recertification.

**Part II** describes the recertification curriculum and, for the FenestrationMaster professionals only, the Industry Engagement Credit Requirement.

**[Recertification application form](#)**



## Part I: General Information

### PURPOSE RECERTIFICATION

FenestrationAssociate and FenestrationMaster certification expires four years from the day the respective certification was earned. Certified professionals may renew certification for an additional four year period by completing the required coursework, and for FenestrationMaster certified professionals only, industry engagement credits.

### CODE OF CONDUCT

As with the initial certification, FenestrationMasters Program recertification requires each certified professional to agree to follow this Code of Conduct. The certified professional's signature on the application represents agreement to abide by these standards to advance the integrity, credibility and recognition of all individuals certified through this program and to adhere to the following professional standards:

- Provide accurate and truthful information related to all aspects of my training, experience and certification.
- Refer to and use my FGIA certification only within the scope of my level of knowledge, skill and experience.
- Apply ethical principles in all my activities related to the FenestrationMasters program, including but not limited to the exam process, confidentiality and potential conflicts of interest.
- Cooperate with FGIA in any inquiry related to possible violations of exam security or this Code of Conduct.
- Follow all FGIA requirements when referring to my certification.
- Act responsibly and with integrity in all professional activities, particularly those that relate to confidentiality.
- Accept responsibility for my own continued professional development.
- Promote training and education of fenestration professionals whom I supervise and work with colleagues to advance the qualifications of all professionals in the fenestration industry.

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Possible violations of this Code of Conduct will be reviewed by FGIA and may result in revocation of candidate certification or disqualification for future FGIA certification. Any organized effort to compromise the security or validity of FGIA certification examinations or credentials may result in sanctions against all individuals who may have benefited from such activities.

## DISCIPLINARY ACTION

Following any report of possible irregularities, FGIA staff will review the evidence and determine whether to cancel certification, or take disciplinary action. Such actions may be appealed as described in these procedures. FGIA may reject or suspend the eligibility of any certified professional, suspend or revoke certification, or refuse to recertify any person who is found to have engaged in any violations of the Code of Conduct.

## Part II: Recertification

Certification expires four years from the day a candidate passes the certification exam. Certified professionals may renew certification for an additional four years by completing the following requirements.

- Purchase recertification bundle via [credit card authorization form](#)
- Complete coursework and related post-assessments (quizzes)
- For FenestrationMaster certified professionals, complete industry engagement credits
- Submit recertification application to [education@fgiaonline.org](mailto:education@fgiaonline.org)

## Recertification Bundles

To purchase the relevant recertification bundle, which includes required coursework and application processing, submit a [credit card authorization form](#) to [education@fgiaonline.org](mailto:education@fgiaonline.org). Certified professionals can only purchase the recertification bundle for their current credential: FenestrationAssociate certified professionals must order the FenestrationAssociate recertification bundle, and FenestrationMaster certified professionals must order the FenestrationMaster recertification bundle.

## Mandatory Recertification Coursework

The full course runtime is 3 hours for FenestrationMaster and 2 hours for FenestrationAssociate. Coursework must be completed in the prescribed order within one year from the time a certified professional purchases the recertification bundle and prior to the expiration of the current certification. There are no refunds or extensions offered for certified professionals who are unable to complete recertification coursework within one year of purchase.

## Industry Engagement Credits – FenestrationMaster Certified Professionals Only

FenestrationMaster certified professionals must additionally complete 25 credits of industry engagement requirements during the recertification cycle. The industry engagement requirement is intended to reflect industry activities in which you've participated, including participations in events as noted in credit code B. Certified professionals may track elective requirement fulfillments in the [Industry Engagement Credit Tracking Matrix](#).

Certified professionals must retain documentation, such as a certificate of attendance or completion, meeting minutes or attendance roster for all credits being recorded. Each supporting document should include the relevant organization's name, description of qualifying activity, date of completion and certified professional's name. Records must be kept for the entire duration of the applicant's certification and all subsequent recertification periods.

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Certified professionals will not be required to submit supporting documents in order to recertify credential, but must provide if selected for audit. Certified professionals will have 30 calendar days from date of audit request to submit all evidence. If evidence of the full recertification criteria is not provided within 30 days of the audit request, the certification will be suspended for a 30-day period to allow the certified professional additional time to collect the required evidence. If the documentation is still not submitted in full at the end of the second 30-day period, certification will be revoked.

Following is a list of industry engagement credit categories:

Active participation in FGIA task groups and/or committees via meetings and/or conference calls verified via rostered task group/committee membership and as documented in meeting minutes or attendance list

- 5 credits each task group/committee via verified participation during recertification cycle

FGIA presentation attendance at national conference/regional meeting/webinar

- 1 or 2 credit(s) per event as identified on the event announcement

FGIA task group/committee leadership (Chair/Co-Chair, Vice-Chair)

- 3 credits each task group/committee

Active participation via meetings and/or conference calls in task groups and/or committees for any of the following recognized industry associations verified via rostered task group/committee membership and as documented in meeting minutes or attendance list:

- 2 credits each task group/committee

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|---|---|
| – Aluminum Association (AA)   | – Fenestration Manufacturers Association (FMA)            |
| – Aluminum Extruders Council (AEC)  | – Glass Association of North America (GANA)               |
| – American Institute of Architects (AIA)  | – Insurance Institute for Business and Home Safety (IBHS) |
| – American Society of Civil Engineers (ASCE)  | – Insulating Glass Manufacturers Alliance (IGMA)          |
| – American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)        | – International Code Council (ICC)                        |
| – ASTM International  | – Metal Construction Association (MCA)                    |
| – Builders Hardware Manufacturers Association (BHMA)  | – National Fenestration Rating Council (NFRC)             |
| – Building Enclosure Council (BEC)  | – National Glass Association (NGA)                        |
| – Building Enclosure Technology and Environment Council (BETEC)                             | – National Institute of Building Sciences (NIBS)          |
| – Canadian Standards Association (CSA)  | – Screen Manufacturers Association (SMA)                  |
| – Construction Specification Institute (CSI)  | – Steel Door Institute (SDI)                              |
| – Door and Hardware Institute (DHI)   | – Steel Window Institute (SWI)                            |
| – Fenestration Canada (formerly Canadian Window and Door Manufacturers Association (CWDMA)) | – Vinyl Institute (VI)                                    |
|   | – Window and Door Manufacturers Association (WDMA)        |

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Papers/presentations relating to industry issues; technical, code or regulatory content

- 2 credits each paper/presentation

Documented attendance in industry-sponsored or otherwise independently vetted presentations related to technical, code or regulatory issues specific to fenestration

- 1 credit each presentation

Authorship/byline of article (individual or joint) in industry related trade publication; technical, code or regulatory content (does not include quotations in an editorial article)

- 2 credit each article

Professional licensing germane to industry (Professional Engineer (P.E.), registered architect/specifier, builder, remodeling contractor, government/code official)

- 1 credit each year of licensing (regardless of number of states)

Presenting FGIA continuing education (via the Continuing Education Licensing Program (CELP))

- 1 credit each presentation delivered

Maintaining an InstallationMasters® accredited instructor credential

- 1 credit per year that instructor accreditation is maintained

Active participation as a FenestrationMasters Program Subject Matter Expert (SME) for certification exam development

- 1 credit each

Active participation in fenestration-related workshops via documented meeting minutes or attendance list

- 2 credits for each half day or less
- 4 credits for each full day

# FenestrationAssociate® and FenestrationMaster® RECERTIFICATION GUIDE

As a reminder, the original curriculum was based on the following documents. You may want to order these items in the online store or subscribe to the FenestrationMasters Virtual Library to ensure that you have the most current versions of these documents.

Group	Course Topics	Resources		
All	Overall	AAMA Glossary AAMA Publications Catalog		
1	Window Selection Glass Selection Requirements of NAFS-08 Standard (with variations from earlier editions) Specialty Tests (blast, impact, tornado, acoustics)	WSG-11 NAFS-08	510-06 506-11	512-11 1801-11
2	Profile Performance and Material Considerations Coatings and Finishes	303-08 305-11 308-08 310-04 311-05 611-12	612-02 2603-02 2604-10 2605-11 613-08 614-05	615-05 623-10 624-10 625-10 307-11 312-05
3	Hardware, Weatherstrip and Weatherseals Sealants and Adhesives Used during Factor Fabrication	800-10 701/702-11 901-10 902-07	904-09 906-07 907-12	908-09 910-10 920-11
4	Code Requirements Energy Efficiency/Thermal Performance Skylights and Daylighting	No reference materials other than course content		
5	Installation Commercial Installation Standard Practice Residential Installation Flashing & Sealants for Installation Field Testing and Forensic Evaluation Fenestration Anchorage	501.2-09 502-12 503-08 511-08 IPCB-08 TIR-A14-10	2400-10 2410-13 2501-06 711-07 712-11 713-08	714-11 812-04 100-07 200-09 300-12
6	<i>FenestrationMaster Only</i> Aluminum Curtain Wall Design Guide Aluminum Storefronts and Entrances Energy and the Architectural Fenestration Industry	CW-DG-1-96 SFM-1-87		

# FenestrationAssociate® and FenestrationMaster® RECERTIFICATION APPLICATION FORM

CANDIDATE NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

## Requested Recertification Credential (based up on current credential)

I confirm that I have completed the required coursework\* and related course quizzes\* for the certification for which I am seeking renewal as indicated below.

FenestrationMaster

FenestrationAssociate

*\*Course transcripts will be verified to ensure completion of all applicable courses*

## Reaffirmation of the Code of Conduct

Application for FenestrationAssociate or FenestrationMaster recertification requires each certified professional to agree to follow the [Code of Conduct](#). Your signature on this application represents agreement to abide by these standards to advance the integrity, credibility and recognition of all individuals certified through this program.

## Industry Engagement Credits Affidavit – FenestrationMaster Certified Professionals Only

Application for FenestrationMaster recertification requires each certified professional to complete 25 industry engagement credits as prescribed in the Recertification Guide over the course of the four year certification period. Certified professionals are not required to submit supporting documents in order to recertify, but must provide them if selected for audit.

## Certified Professional Online Profile

I have reviewed my certified professional profile on the FGIA website and confirm that the information is accurate.

My profile information has changed. Please update my profile to the following:

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**By signing below, I verify compliance with all portions of this application.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Submission Instructions

Once coursework is complete and industry engagement credits are fulfilled (FenestrationMaster only), submit this application to [education@fgiaonline.org](mailto:education@fgiaonline.org) to initiate recertification.