FGIA

FENBC REGION

FGIA FENBC Region
Replacement Installer Fundamentals Exam
REGISTRATION FORM

PERSONAL INFORMATION			
First Name(s)		Surname(s)	
Home Address			
Cell Phone		Personal Email Address	

COMPANY INFORMATION			
Company			
Address			
Company Phone		Company Email Address	
Company Contact Person			

Correspondence should be sent to:

☐ Personal Address ☐ Company Address

QUALIFICATION TERMS AND CONDITIONS

1. I agree to notify FGIA FENBC Region in a timely manner of changes concerning my contact information, including my current address, telephone number and email address.
2. I agree that FGIA FENBC Region has the right to communicate with any person, government agency or organization to review or confirm the information in this application or any other information related to my application to take the FGIA FENBC Region Replacement Installer Fundamentals Exam.
3. I understand that the FGIA FENBC Region qualification status does not imply licensure, registration or government authorization to practice any specific job function or to engage in related activities.
4. I agree that all materials submitted to the FGIA FENBC Region become the property of FGIA and that FGIA is not required to return any of these materials to me.
5. I agree that all disputes relating in any way to my application for a FGIA FENBC Region qualification and/or my involvement generally in the FGIA FENBC Region Replacement Installer Fundamentals Exam, will be resolved solely and exclusively by means of FGIA policies, procedures and rules, including the stated appeals process.
6. FGIA FENBC Region reserves the right to suspend or revoke my qualification if it is determined I have failed to uphold, or otherwise breached this Agreement, or committed a violation of the FGIA FENBC Region Code of Ethics and Professional conduct.

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7. I release and indemnify FGIA FENBC Region from all liability and claims that may arise out of, or be related to, my qualification and related activities.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

1. Provide equitable, honest and impartial treatment of customers.
2. Provide customers with accurate, objective, timely and understandable information.
3. Perform all services in a safe and professional manner.
4. Stay informed of and comply with all relevant laws, codes, regulations, standards and industry practices.
5. Protect proprietary and confidential information gained during the course of work.
6. Promote positive activities which raise the level of professionalism of the industry.

APPLICATION AND PRIVACY POLICY

I agree not to discuss or release in any form the contents of the exam as well as agree with the Privacy Statement. I affirm that all information provided in this application is correct. I agree to allow my name and qualification information to be confirmed by FGIA FENBC Region, which does not sell or share your contact information with other organizations for commercial purposes.

As an FGIA FENBC Region Replacement Installer Fundamentals Exam credential holder, I agree to conduct myself in a professional and thorough manner. I agree to the Terms and Conditions of my qualification including adherence to the Code of Ethics and Professional Conduct and I agree to adhere to the Application and Privacy Policy set forth by the FGIA FENBC Region.

Print name	
Signature	
Date:	

PAYMENT INFORMATION

All fees are payable in Canadian (CAD) funds and are non-refundable and non-transferable. Applicable taxes shall be applied to subtotal at time of payment and due at the time of application.

Note: Once the candidate has completed and passed the exam a picture will be required. This picture must be of the candidate and will be applied to the identification card.

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REGISTRATION FEES FGIA FENBC REGION REPLACEMENT INSTALLER FUNDAMENTALS EXAM EXAMS ARE DELIVERED ONLINE				
Select	Type	Frequency	Cost *(as of Jan. 2023)*	Total
☐	Registration Fee	One-time	$250.00	
☐	Re-qualification fee	Every new code cycle (usually every 5 years)	$200.00	
☐	Retest fee	For each subsequent attempt	$250	
			Sub-Total	
			+ GST/HST (5%)	
			Total:	

○ Invoice us *(FGIA Members Only)* ○ Cheque enclosed

○ Credit Card – submit payment here ***after*** receiving invoice from FGIA *(invoice # required for online payments)*

All cheques should be made payable to:
Fenestration and Glazing Industry Alliance (FGIA)
PO Box 36117, Surrey BC V3S 7Y5

Completed application should be emailed to education@fgiaonline.org. **If a passing grade is not achieved, full payment of the original registration fee is required for retests.**

A separate email will be sent to your preferred email address to confirm the applicable date/time for the test.