



Certified Installer Program Frequently Asked Questions for Certified Installers

Q: How can I find a list of all Certified Trainers and Certified Installers?

A registry listing all Certified Trainers and Certified Installers is available online at <http://www.vinylsiding.org/vsicert/programs/find/>. This registry is updated when new Certified Trainers or Installers receive their certification or if a change is made to the status of a Certified Trainer or Installer.

Q: How do I become a Certified Installer?

The [VSI Certified Installer Program](#) is administrated by ATI. Register and take a course taught by a VSI Certified Trainer and pass an examination that tests your knowledge about vinyl siding installation. To become a Certified Installer, you must have at least one year of installation experience. The most common course is the Experienced Installer class, requiring a minimum of three years of installation experience, with one day of classroom instruction by a Certified Trainer followed by an examination.

Q: How do I find a Certified Installer course?

There are courses offered across the U.S. and Canada, but the easiest way to find a course is to ask your vinyl siding supplier if they participate in the program. Some courses are also listed on VSI's website at <http://www.vinylsiding.org/vsicert/programs/schedule/index.asp>.

Q: What are the types of fees required for Certified Installers?

Installers must pay a Certification Administration Fee of \$165. Certified Trainers determine any additional fees for class costs.

Q: How long does installer certification last? What do I have to do to become recertified?

Certification through the *VSI Certified Installer Program* is valid for three years. Certified Installers must recertify and provide verification that they have remained active installing vinyl siding during the period of their certification. Upon contacting ATI and payment of the Recertification Fee, ATI will send an open book examination; passing this examination is required for each additional three year certification.

Q: Are there different kinds of Certified Installer classes/testing?

Yes, there are different kinds of classes/testing; the most popular are:

- 1) *Experienced Installer Class (one day of classroom instruction by a Certified Trainer)*
 - Installer must have minimum of three years of installation experience.
 - Installers register through Certified Trainer.
 - Certified Trainer presents classroom portion of installer training to prepare students for examination, then administers examination.
 - No class size restrictions.
- 2) *Test-out Option (no class instruction)*
 - Installer must have a minimum of three years installation experience.
 - Installers register directly through ATI using the *Test-out Option Packet*.

- ATI verifies and approves the Certified Installer Candidate's and proctor's qualifications.
- Proctor follows procedures to administer examination.

Q: If I don't have at least one year of installation experience, can I still participate in the program?

If you do not have the required installation experience, you can still attend a class as a *Non-certification Participant* or as an *Apprentice Installer*.

Non-certification Participants are students who are not actively installing vinyl siding, but want to have the training and knowledge about installing vinyl siding. Companies sometimes have their customer service or sales representatives take the course as Non-certification Participants. Non-certification Participants do not take the certification examination.

An installer without of the required experience can still participate in the program as an *Apprentice Installer*. Apprentice Installers will not receive their certification until they pass the examination and obtain the required experience.

Q: Once I become a Certified Installer, what materials are available to market the program to my customers?

Upon certification, each Certified Installer will receive ten free copies of the brochure called "[Your Home Deserves the Best: Use a Certified Installer](#)," along with a Certified Installer certificate and an identification card. You can order additional copies of this brochure using the *Publications Order Form* on VSI's website. Go to www.vinylsiding.org and click on "Publications" in the upper right corner, then click on "Publications Order Form" to download the document.

Q: What types of documents are on the Certified Installer section of VSI's website?

The Certified Installer section of VSI's website is not password protected, and contains many helpful documents, such as registration forms, forms to provide proof of vinyl siding installation experience, the VSI [Vinyl Siding Installation Manual](#) and other vinyl siding installation resources in English and Spanish, the *Certified Installer Program Student Supplement* used in classes, brochures about the program, archived Certified Installer E-Newsletters, use of the Certified Installer logo, and more.

Q: How can I request the use of the Certified Installer logo?

Certified Installers can contact Karen Yetter at ATI at kyetter@archtest.com or (717) 764-7700 to request the *VSI Certified Installer Program Logo Usage Instructions and Agreement*. This document clarifies how this logo can and cannot be used and requires the Certified Installer's signature.

Q: Who can I contact with questions?

Please contact Karen Yetter at ATI at kyetter@archtest.com or (717) 764-7700.