Field Examiner

Certification Handbook

This handbook contains information on how to become a Certified Spray Foam Field Examiner in the Spray Polyurethane Foam Alliance Professional Certification Program (SPFA PCP).

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The SPFA PCP Certification Handbook, Curriculum, Study Guides, Written Examinations and Field Examination Forms have been reviewed by the SPFA PCP and accepted for use in connection with the SPFA PCP on the basis of established criteria as defined by the Job Task Analysis (JTA). The information contained in these materials is being made available in good faith and is believed, to the best of the SPFA QAP's, SPFA's, AND SPFA PCP's knowledge and belief, to be accurate at the time of review.

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The SPFA PCP complies with the ISO 17024 International Standard. This SPF Certification Handbook carries all of the requirements of the Certification Scheme.

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SPFA PCP Vision & Mission Statements

SPFA PCP Vision

That the SPFA PCP professional certification is the most rigorous, extensive and defining program for SPF professionals in the world. That it be consistent with all industry standards, best practices and known building science, and accessible and affordable among our intended constituency. That it be the measure of personal and professional accomplishment in the industry, and a demonstration among professionals of the essential knowledge, skills and abilities inherent among the highest class of Spray foam Professional.

SPFA PCP Mission Statement

To deliver and operate a focused, consistent and attentive, world-class, professional certification program. Continuously raising, establishing, and raising again the bar on safety, performance, quality and professionalism among SPF industry professionals. For the benefit of their businesses, personal safety, safety and satisfaction among customers, and to create the most solid of foundations for future growth, personal and industry distinction.

Terms and Definitions

Accreditation

Confirmation that a legal corporation has policies and procedures in place to meet the requirements of a Certification Scheme.

Appeal

Request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification organization related to her/his desired certification status.

Candidate

Applicant who has fulfilled specified prerequisites, allowing his/her participation in the certification process.

Certification Administrator

Person approved by BPQI competent to assess and approve an applicant for certification.

Certification Management Board (CMB)

The CMB is a six (6) member panel consisting of representatives from SPFA PCP QAP, CSC and Training Committees, two (2) SPFA Board of Directors and the SPFA PCP Director (non-voting). The CMB's only role is in the SPFA PCP Appeal Process.

Certification Process

All activities by which a certification body establishes that a person fulfills the specified competence requirements. These activities include: application; evaluation; decision on certification; review and recertification, the use of certificates and logo/marks.

Certification Scheme

Specific certification requirements related to specific categories of persons to which the same particular standards, rules and same procedures apply.

Certification Scheme Committee (CSC)

Group of people who provide input, recommendation, guidance and reviews of a Certification Scheme.

Certified Individual (CI)

A person who successfully meets the requirements for one, or more, of the SPFA Certification Levels. Those levels include: Assistant; Installer; Master Installer; Project Manager; Field Examiner and Supplier Representative. When the term Certified Individual, or CI, is used in the body of any SPFA PCP document it applies to the individual who is SPFA PCP certified. The level expectations are required from them, even if the exact Certification Level may not be specified.

Certified SPF Assistant

A person who meets the requirements for the Assistant certification. The Assistant does not spray, their job is to assist the Installer and other Field Personnel. Understanding of Health and Safety is mandatory.

Certified SPF Insulation Installer

A person who meets the requirements for the Installer certification. The Installer has some experience spraying foam with supervision of more experienced SPFA PCP Certified Master Installer or SPFA PCP Certified Project Manager. The Installer has working knowledge of health and safety relating to SPF.

Certified SPF Insulation Master Installer

A person who successfully meets the requirements for the Master Installer Certification, which includes a Field Examination. The Master Installer has both the knowledge, and experience of both the Assistant and the Installer levels. It has been demonstrated through the Field Examination that they have a mastery in the SPF application. They have also proven a higher level of understanding for SPF chemistry; equipment; products and the requirements needed for a successful completion of an SPF installation project.

Certified SPF Insulation Project Manager

A person who successfully meets the requirements for the Project Manager certification. The Project Manager has the knowledge of the Assistant, Installer and Master Installer. The Project Manager has the highest level of knowledge and skills in all aspects of SPF installations.

Competence

Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes as defined in the certification scheme.

Complaint

A complaint is a written statement by an organization, or individual, in reference to non-compliance of SPFA PCP Certification criteria.

Complaint Review Board (CRB)

The CRB evaluates the complaint and identifies appropriate actions. It is a panel comprised of three (3) members, as designated by the CSC, plus the PCP Director (non-voting). Every effort will be made that the Complaint or Default Review Board shall be comprised of a contractor, consultant and a supplier representative.

Default

Certification Administrator (CA) or Director of Professional Development becomes aware through any mechanism that the Certified Individual (CI) has violated some obligation within the Certified Individual (CI) Agreement.

Deficiency

Any problem involving a Certified Individual (CI) that might affect their certification other than a complaint or a default.

Demerit

A demerit is a point given to a Certified Individual (CI) when there are complaints, defaults and/or deficiencies that may affect their PCP Certification.

Enrollment

Enrollment is the first step into the SPFA PCP. All participants must be enrolled prior to taking any SPFA PCP Written or Field Examination. The Cost includes the Certification Fee for the year in which you enrolled.

Evaluation

Process that assesses a person's fulfillment of the requirements of the scheme, leading to a decision on certification.

Examination

Mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, field and observations.

Examiner

Individuals selected according to their experience and knowledge of the industry and the certification scheme, trained to administer Written Examinations and Field Examinations.

Field Examination

The Field Examination is an evaluation in which the candidate for Certified Master Installer can demonstrate their ability to manufacture spray polyurethane foam in place. This over-the-shoulder evaluation covers critical task areas of abilities that each candidate must have in order to become certified.

Field Examiner

The SPFA PCP Certified Field Examiner is the person who conducts the field examination. The candidate wishing to be certified as an SPF Master Installer must demonstrate the abilities required to properly complete the Task and Functions identified as an "ability" to install spray polyurethane foam on a jobsite to the level required.

Job Task

Comprehensive list of the work done by SPF professional at each level as defined by the SPFA PCP.

Knowledge, Skills and Abilities (KSA)

Comprehensive list of knowledge, skills and abilities an individual is expected to demonstrate mastery of in order to earn SPFA PCP certification.

Lapse

Lapse in Certification will occur when the certification criteria need to renew or recertify are met, but the individual fails to pay the Certification Renewal/Re-Certification Fee. At that point, his/her certification will lapse and individual is no longer SPFA PCP Certified.

Learning Objectives

The Knowledge, Skills and Ability which must be demonstrated by examination in order to be recognized as an SPF professional. The Learning Objectives are identified in the various PCP study guides.

Qualification

Demonstration of personal attributes, education, training and/or work experience.

Recertification

Process of confirming conformity with current certification requirements. The-re- certification is done every ten (10) years and is based on a calendar year.

Reinstatement

In the event that a Certified Individual's (CI) credentials have lapsed due to non-payment of renewal fees or if they have been withdrawn due to non-compliance to the SPFA PCP criteria. There is a procedure to reinstate credentials which is described in Certification Handbooks. The certification shall be reinstated once the deficiencies are corrected.

Renewal

Process of keeping SPFA PCP Certifications current. Renewal is required every five years. Requirements to renew include submitting appropriate documentation and renewal fee to SPFA PCP by December 31 of the 5th year. If SPFA PCP Certifications are not renewed, they lapse and become null and void.

Review

Review is the periodic monitoring, between the periods of certification, of a certified person's performance to ensure continued compliance with the certification scheme.

SPFA

The Spray Polyurethane Foam Alliance (SPFA) is a 501(c)(6) non-profit corporation which is dedicated to setting high standards for on-going professional practice in the spray polyurethane foam (SPF) industry through the Professional Certification Program (PCP).

SPFA Director of Professional Development

The SPFA Director of Professional Development is the SPFA staff member whose responsibility it is to oversee, and manage, the SPFA PCP. The SPFA Director of Professional Development is the primary liaison with the SPFA PCP administrative staff.

SPFA PCP

The Spray Polyurethane Foam Alliance Professional Certification Program (SPFA PCP) which complies with the ISO 17024 Standard. The SPFA PCP has three committees, the Quality Assurance Program Committee (QAP), the Certification Scheme Committee (CSC) and the Training Committee.

SPFA PCP Certification Scheme Committee (CSC)

The CSC is responsible for developing the examination questions and criteria for the Written, and Field, Examinations which align with the Learning Objectives. This committee also helps develop the CSC Handbooks for each type of certification in the SPFA PCP. The CSC is responsible for appointing the Complaint Review Board (CRB).

SPFA PCP Quality Assurance Program (QAP) Committee

This committee is charged with the oversight of the SPFA PCP. This committee develops the Learning Objectives based on the JTAs and KSAs. This is the umbrella committee and is the liaison between the CSC and Training Committees. This committee helps develop the CSC Handbooks and the SPFA PCP's Policies and Procedures Manual.

SPFA PCP Training Committee

This committee is responsible for developing the curriculum (Exam Prep Study Guides and Power Point Slides) for the SPFA PCP based on the Learning Objectives.

Supplier

Any company who provides materials, equipment or services to the SPF industry. Examples of a Supplier would be a Distributor, Manufacturer, Equipment Supplier, Material Supplier, System House, Raw Material/Chemical Supplier, or others involved in manufacturing and distribution of SPF products.

Supplier Representative

Supplier Representative is defined as an individual who has direct advisory contact with contractor or distributor (as applicable, if the supplier only sells through distribution.) with regard to SPF related materials, equipment or services, etc. These individuals may include sales representative, technical representative or appropriate staff as determined by supplier.

Suspension of SPFA PCP Certification

The certification shall be suspended when the certified individual has 100, or more, demerit points lodged against him/her. A suspension is considered to be a temporary state and reinstatement is possible.

Termination of SPFA PCP Certification

Termination may result from a complaint, default, deficiency (CDD) or blatant disregard for following established safety protocols, PCP policies, procedures and non-compliance with the federal, state and local laws and regulations. Termination may be a permanent state of the certification credentials and, if so, cannot be reinstated.

Withdrawal of SPFA PCP Certification

The Certification Individual (CI) may withdraw their credentials at any time. No refunds will be issued and the use of the Certification Mark must stop immediately. The PCP ID card(s) must also be returned to PCP immediately upon notification of the withdrawal.

Overview

This Handbook contains information on how to become a Certified SPF Field Examiner in the Spray Polyurethane Foam Professional Certification Program (SPFA PCP). Information in this Handbook supersedes information contained in any previously published documents.

There is one certification level for Field Examiner and it covers both Roofing and Insulation Field Exams:

- SPF Field Examiner

The term “Certified Individual” (CI) applies to a PCP Certified Individual when discussed in this Handbook, even when each is not listed individually.

Certification for the Field Examiner based on passing the examination and meeting the other requirements.

Certification for the Field Examiner is based on completing and submitting the Field Examiner Pre-Qualification Form, a letter of reference supporting the pre-qualification form, completing the Field Examiner free on-line webinar, completing the SPFA PCP Field Examiner Verification Form for Exam Prep Course, completing the SPFA PCP Field Examiner Availability Form, providing a digital color photograph of yourself, passing the SPF Field Examiner Written Examination and completion of the vetting process.

In this written examination, the candidate must demonstrate the Knowledge, Skills and Abilities (KSAs) required to become certified. Each KSA is built on the Job Task Analysis (JTA) as outlined in the Appendix of this Handbook.

This Handbook will go into details about the procedure for taking both the Written and for conducting the Field Examinations.

To simplify it, the following is the step-by-step process followed and how JTAs and KSAs evolve.

1. Identify the FUNCTIONS an SPF Professional has in the course of his work for example, understanding Health and Safety with Chemicals is a Function.

2. Within each Function, define the TASKS (For example, the correct use of Personal Protective Equipment is a Task).

3. For each TASK the QAP Committee defined the LEARNING OBJECTIVE that must be met in order to be recognized as an SPF professional.

4. Identify what KNOWLEDGE, SKILL and/or ABILITY (KSAs) a Spray Foam Professional requires to perform their Functions and Tasks. Each KSA is tied to a specific task.

    a. In this case, the Certification Committees determined that SPF Professionals must KNOW what PPE is necessary for each task, have the SKILL to ensure PPE is working correctly (such as how/when to change respirator filters) and demonstrate the ABILITY to properly use PPE.

5. Based on the KSAs, the Certification Scheme Committee (CSC) developed test questions and criteria, which would measure a candidate's KNOWLEDGE, SKILL AND ABILITY to perform the defined tasks.

*This is in its simplest form to explain the development of the SPFA Quality Assurance Program; however, the Certification part of the QAP involves much more and details can be found in the Policies and Procedure Manual.

Attending the mandatory Field Examiner webinar is required to become an SPFA PCP Certified Field Examiner. The webinar link will be emailed out upon completion of the enrollment.

SPF Field Examiner Certification

Description

Field Examiner - The SPFA PCP Certified Field Examiner is the person who conducts the field examination of the candidate wishing to be certified as an SPFA PCP Certified Master Installer. The Field Examiner's role is to evaluate the Abilities of the candidate which are clearly defined on the Field Examination form. The Field Examiner does not "grade" the Field Exam but submits the completed Field Examination form to the SPFA PCP who will then "grade" the results.

Important / Critical Tasks Performed

The important critical tasks performed by a certified SPF Field Examiner consist of:

- Verifying that a job site or mock-up venue the candidate has prepared and will be conducive to demonstrate their abilities
- Instructing a candidate on the process which is to be followed during the examination
- Instructing a candidate about the requirements for their conduct during the examination, including what is and what is not allowed during the examination
- Observing a candidate in a job site setting or mock-up venue
- Recording the actions of a candidate against pre-set requirements for that level of certification
- Taking appropriate action should the candidate endanger the safety of themselves or any other person in the area where the examination is taking place
- Refraining from coaching, directing or assisting the candidate during the examination

Pre-qualifications for the SPFA Certified Field Examiner

- Documented Experience, minimum of **40** points, of which at least 20 points must be from experience in the SPF industry
- Attach a letter that lists the work experience where the experience was obtained

Description	**SPF Industry (Minimum 20 points)**	**Number of Points Earned in SPF**	**Other Building or construction**	**Number of Points Earned in Bldg/Const.**
SPF Application	10 points for every 2000 hours as an installer, maximum of 20 points.		Not applicable	N/A
SPF Trainer or SPF Technical Support	10 points for every 2000 hours, maximum of 20 points		N/A	N/A
Building experience (framing, roofing, drywall, siding, electrical, plumbing, etc.)	N/A	N/A	5 points for each 2000 hours, to a maximum of 10 points	
Training (SPF application & equipment, construction safety, building envelope or roofing)	1 point for every 8 hours of training, maximum of 15 points		3 points for every 40 hours of training, maximum of 9 points	
Inspection experience (site visits, diagnostics, inspections)	10 points for every 2000 hours, maximum of 20 points		10 points for every 1000 hours, maximum of 20 points	
Industry certifications (RESNET, BPI, SPFA, RCI)	5 points for SPF specific certification		5 points for each certification, maximum of 10 points	
TOTAL – Must be at least 40				

Note: You must complete the above before examination can be taken.

Please review and sign the following:

I, ***(print name)*** **_____, do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct I hereby authorize SPFA PCP to verify the references listed as needed.**

_____ _____

Signature **Date**

Note: All experience declarations are subject to verification by the SPFA PCP administration. Should this be necessary, additional information will be required to complete the verification process.

Note: You must complete the above before examination can be taken.

Job Task Listings

The Written Examination is based on Job Task Analysis (JTA) related to specific SPF Field Examiner Job Task List (all of which can be found in the Appendix to this Handbook and on the SPFA PCP website – www.sprayfoam.org). The listing shall take into account a wide range of stakeholder interests including, but not limited to:

- Roofing and Insulation Applicators
- Roofing and Insulation Contracting Companies
- Independent Third-Party Inspectors
- SPF Industry Consultants
- SPF Industry Training Professionals
- SPF Industry Trade Associations
- Manufacturers
- Distributors
- Affiliated Industry Trade Associations
- Government Entities

Written Examination Knowledge Areas

The SPF Field Examiner Written Examination covers critical areas of knowledge that each candidate is required to demonstrate. The written examination shall provide documented proof of the SPF Field Examiner's, knowledge to be able to observe and document an installer's abilities for the installation of SPF in a safe and consistent manner.

Knowledge Area	Weighting
Documentation	5%
Pre-Installation	10%
Equipment / Rig	5%
Installation	15%
Post Installation	5%
ISO 17024 Requirements	15%
Staging a Job Site or Mock Up	5%
Pre-Installation Instructions	5%
Observation of the Installer	15%
Recording Installer's Ability	5%
Safety During Field Exam	10%
Field Examiners Conduct During Field Exam	5%

The Written Examination consists of 150 multiple choice questions. The passing grade for the Written Examination is 75%. The Examination is available in English language.

Note: See the Written Examination section (next page) for more complete information.

Written Examination

Written Examination Knowledge and Skill Areas

The SPF Field Examiner Written Examination covers critical areas of Knowledge and Skills that each candidate is required to demonstrate. The Written Examination shall provide documented proof of the candidate's knowledge to be able to complete the Field Examiner tasks.

The Field Examiner Written Examination is only available in English.

Written Examination Preparation

To become a PCP Certified SPF Field Examiner, the field examiner webinar is mandatory to be watched. For those with extensive SPF experience (beyond the pre-qualifications for a Field Examiner), Self-Study is acceptable. Study Guides are available. You may purchase the Study Guides on our website. Be sure to review the Study Guides prior to taking the exams. The Learning Objectives are defined to help identify important information in each section.

Examination Questions Posed

The Written Examination shall be constructed in multiple-choice formats in order to maintain objectivity. Each question will have four choices in which one shall be true and three shall be completely false. Each question shall be related to the job task listing.

Written Examination Sample questions:

1. Medium density spray polyurethane foam is a:
   a. Rigid predominantly closed cell plastic material
   b. Rigid predominantly open cell plastic material
   c. Flexible predominantly closed cell plastic material
   d. Flexible predominantly open cell plastic material
2. For spray foams, maximum continuous service temperature should not exceed:
   a. 66ºC (150ºF)
   b. 82ºC (180ºF)
   c. 180ºC (350ºF)
   d. 99ºC (210ºF)

Answers: 1. (a); 2. (b)

Time Length for Examination

The time length for the Field Examiner Written Examination will be 2 hours in length.

Passing Grade

The passing grade is 75% for the SPF Field Examiner Written Exam.

Examination Registration

Scheduling an Examination

To schedule an examination contact SPFA PCP at 1-866-222-5000.

Examination Fees

Examination fee covers the costs of examination location, coordination and staffing, examination development, review, production and scoring. Please refer to the latest order form or call SPFA PCP at 1-866-222-5000 for current examination fees.

Hours of Operation

Business hours are between 8:00am and 5:00pm CST, Monday to Friday.
Once enrolled, the examination may be administered on-line 24 hours a day / 7 days a week or arrangements may be made for an in person exam.

Cancelling and Rescheduling an Examination

To change or cancel your reservation you must notify SPFA PCP no later than 2 business days before a scheduled examination. If you cancel after this time you will be charged $50.00. You can reschedule your examination date by calling 1-866-222-5000 between 8:00am and 5:00pm CST, Monday to Friday.

Examination administration will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the examination location inaccessible or unsafe, the examination administration may be cancelled. In the event of the examination location closing due to inclement weather, individuals will be contacted to reschedule their appointment free of charge.

Re-Examination

There is no limit to the number of times unsuccessful individuals may take the examination. Examination individuals will be charged the full examination fee for each examination session scheduled.

Individuals with Disabilities

If you have a disability that would prevent you from taking the examination under standard conditions, such as visual or hearing impairments, you may request a reasonable accommodation, as permitted by law. Disabled applicants must request an accommodation prior to taking the examination. Reasonable accommodations are granted to ensure that every individual has the opportunity to test on a level field with other individuals, but not to provide any individual with an unfair advantage over other individuals. Accommodation requests are considered on a case by case basis.

To request an examination with special conditions, please contact SPFA PCP at 1-866-222-5000.

WE HIGHLY RECOMMEND THAT YOU SUBMIT YOUR REQUEST FOR ACCOMMODATION AT LEAST 30 DAYS PRIOR TO YOUR PREFERRED EXAMINATION DATE.

Examination Day

Admitting the Candidates to the Examination

Candidates should enter and leave the examination room through a single check-in point staffed by one or more examiners. Candidates will be required to present photo identification and their examination notice at the check-in table.

What to Bring

You must present a form of ID: with a photo and signature. This proof of identity must be government issued proof of identification. In the United States, examples of acceptable forms of photo ID are:

- Driver’s license
- Passport
- Military identification

PLEASE NOTE THAT PHOTO ID CANNOT BE EXPIRED.

Be sure to enroll with the exact same name that will be presented as identification at the examination location or you will not be allowed to take the examination.

Other Items to Bring:

- Calculator (must be strictly a calculator not just a function on cell phone, tablet, etc. The calculator cannot have internet capabilities)
- Pencils (#2 pencils which have been sharpened) (only required for paper exam)
- Blank Scratch Paper
- Laptop or tablet may be acceptable in some testing conditions where the exam administrator has approved use of personal computer or tablet.

Please put the calculator, pencils and blank scratch paper in clear plastic bag to show to Examination Administrator.

What NOT to Bring

The following is a list of items you are not permitted to have during your examination:

- Papers or books other than the materials listed above
- Food, beverages, bags (including pocketbooks and purses) or electronic devices
- Training organization manuals
- Manufacturer instructions, guidelines and technical data sheets
- Equipment manufacturer operating guidelines
- Electronic devices (including, but not limited to: cell phone, smart phones, notebooks, electronic tablets, etc. The only permitted electronic device is a calculator, unless you have been notified that the use of personal computer or tablet is acceptable.)

Eating, drinking, and tobacco use are prohibited in the examination room. Unauthorized paper shall not be brought into or removed from the examination room. You may not leave the examination room without the examination administrator's permission. You must present acceptable photo ID each time you enter the examination room.

Arrival Time

It is recommended that you arrive at the examination location at least 30 minutes prior to your scheduled examination appointment to get settled and checked-in. Individuals who arrive at the examination location 30 minutes after their scheduled examination times will lose their reservations and be considered absent, and the policy for FAILURE TO APPEAR FOR A SCHEDULED EXAMINATION will apply.

Your examination session should begin within 30 minutes of your scheduled appointment. If circumstances arise at the examination location that delay your examination session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.

Taking the Examination

You must remain in your seat during the examination except when authorized to leave by the examination administrator.

As you progress through the examination, answer every question presented even if you are unsure of your answer choices. You can mark these questions for later review and return to them to re-evaluate your response if time permits. All unanswered questions will be scored as incorrect when your time expires.

Reporting a Problem with Your Examination Experience

Raise your hand to notify the examination administrator if:

- You need additional scratch paper or pencil
- You need to take a break (examination time will NOT be suspended)
- You need to leave the examination location for any other reason

In the event that you encounter negative conditions at the examination location such as bad lighting, excessive noise or uncomfortable temperature conditions we recommend that you immediately notify the examination administrator. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

After the Examination

If you complete the examination before the time limit has expired you may conclude your examination appointment and leave.

Examination Integrity

Written Examination Security

To ensure the integrity of the SPFA PCP Certification Program, specific measures are enforced during the administration of your examination.

Examination questions and answers are the exclusive property of the SPFA PCP program.

The examination and the items (questions and answers) are protected by copyright law. The examination may not be copied or reproduced in part or in whole, by any means whatsoever.

Future discussion or disclosure of the content of the examination, orally or in writing, or by any other means, is prohibited.

Theft or attempted theft of examination items is punishable to the fullest extent of the law.

You will be observed at all times while taking the examination. This may include direct observation by the examination administrator as well as audio and video recording of your examination session. Your participation in irregular behavior during the examination may result in invalidation of the results of your examination, termination of your individual status, civil liability, criminal prosecution, or other appropriate sanctions.

Grounds for Dismissal from the Examination Location

Any individual who engages in misconduct or does not comply with the examination administrator's warning to discontinue inappropriate behavior may be dismissed from the examination location, have examination results invalidated, or be subject to other appropriate sanctions. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Using any prohibited aids (any device that would provide an advantage while taking the examination)
- Attempting to take the examination for another person
- Creating a disturbance of any kind
- Removing or attempting to remove examination questions, answers or notes about the examination, in any format from the examination room
- The use of electronic devices (except approved calculators)
- Failure to comply with the examination regulations of the examination administrator

Examination Irregularities

Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the examination is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing examination questions, answers, or other information regarding the content of the examination.

Communication with other examinees or with any outside source by way of telephone, personal computer, Internet, or any other means during the course of the examination is prohibited.

The examination administrator is authorized to take appropriate action to investigate, stop or correct an observed or suspected irregular behavior, including discharging examinees from the examination location and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reported for further action.

Examination Statistics

Official statistics regarding the certification examination, including all item performance data, individual data, and demographic data, will be considered confidential unless officially released by SPFA PCP. Individuals' scores will always remain confidential unless released with written consent of the examinee.

Individual Confidentiality

SPFA PCP recognizes your rights to control personal information and as such will safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, examination scores are released only to you, the examination taker, and authorized staff. Your examination scores are not released except for use in research studies that preserve your anonymity.

Examination results will be sent to the email address submitted on the Enrollment Form. Frequently, the person filling out the Enrollment Form on behalf of the examinee uses their own email address or a company address that the examinee isn't familiar with or doesn't check often. It is the responsibility of the examinee to know which email to check or to advise SPFA PCP of his/her preferred email or mailing address.

After the Examination

Completion of Certification

Once you successfully pass the written examination you will be notified in writing via email (see paragraph above for details). If email is not available, regular mail will be used. Those who do not pass the examination will also be contacted and re- testing options will be provided

Submission of Forms

The following forms must be submitted to complete certification for Field Examiner.

1. Field Examiner Pre-Qualification Form
    a. A letter of reference supporting the pre-qualification form
2. SPFA PCP Field Examiner Verification Form for Exam Prep course
3. SPFA PCP Field Examiner Availability Form

Field Examiner Webinar

Attending the mandatory section of the SPFA Field Examiner webinar is required to become a SPFA PC Certified Field Examiner.

Digital Photograph

Provide a digital color photograph of yourself for PCP ID Card.

Field Examiner Vetting Process

Prior to completing the vetting process you must have passed the written exam, submitted all required forms, attended the field examiner webinar and provided your digital photograph.

The vetting process consists of a Certified Field Examiner accompanying a New Field Examiner to actual mockup Insulation Stations 1 through 5 and Roofing stations 1 through 5. The New Field Examiner must be vetted at every station for insulation and roofing to become certified. At each station, the Certified Field Examiner will go over each question at the station with the new Field Examiner. The new field examiner will describe or show the correct answer for each question to the Certified Field Examiner. The Certified Field Examiner will provide directions on filling out the exam forms, keeping the exams secure, procedures for each station, and communication with the candidate going through the field exam. The new Field Examiner can ask questions during the process if they need further clarification of the process at each station. The person performing the vetting will need to complete form F-222-030 Rev 3 SPFA Work Order for Evaluators & Exam Administrators and F22-133 rev 3 SPFA PCP Field Examiner Vetting Form. Completed forms will need to be emailed to admin@spfapcp.org.

Conducting Field Examination (Candidate's Field Exam information)

THE FOLLOWING ARE EXCERPTS OF THE INSTRUCTIONS WHICH THE CANDIDATE HAS BEEN GIVEN IN EITHER THE ROOFING, OR INSULATION, CERTIFICATION HANDBOOKS.

IT IS IMPORANT FOR THE FIELD EXAMINER TO KNOW THE CONTEXT IN WHICH THE CANDIDATE HAS BEEN PROVIDED THIS INFORMATION AND THEIR RESPONSIBILITIES IN THE FIELD EXAMINATION(S).

CANDIDATES WHO DO NOT COME PREPARED FOR THE FIELD EXAM ARE MARKED ACCORDINGLY. IT IS YOUR PERSONAL RESPONSIBILITY TO KNOW THE EXPECTATIONS SO THAT YOU CAN NOTE APPROPRIATELY ON FIELD EXAM FORM.

Field Examinations Demonstrate Abilities

The SPF Insulation Field Examination covers critical task areas of abilities that each candidate must have in order to pass. Each area of the examination is weighted based on importance.

The Field Examination shall provide proof of the SPF Master Installer's ability to manufacture quality open and/or closed cell foam in place.

Passing mark for Field Examination is 75%. The Field Examination is available in English language.

Time length for Field Examination

The time length for the field examination will be 4 hours maximum in length. However, if extenuating circumstances exist that require extra time for the evaluation, this would be at the discretion of the examiner.

The examiner may use his discretion to extend the examination time for such items as:

- Equipment break down
- Weather related issues
- Substrate preparation
- Other construction site issues

Administration

The Certification Handbook is available at www.sprayfoam.org/supplier_fieldexaminer_cert/. Description of the PCP and its requirements are listed in detail. All certification candidates, and certified individuals, must read the Handbook and verify annually that they have read it. It is free and can be downloadable. Internet fees from your provider may apply.

Location of Field Examination

The Field Examination can take place on a real-life job site or in a mock-up setting.

Field Exam - Insulation

Attending a Field Examination (Mock-Up Setting)

The candidate shall have completed the following for their Field Examination to occur:

1. Completed the Field Examination request form
2. Paid the Field Examination fee in advance
3. Reviewed the “SPFA PCP Certification Handbook” prior to the Field Examination date
4. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.
5. Confirmed that all of the requirements set out in the Certification Handbook for equipment, documentation, and health & safety issues are acceptable.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE MOCK-UP SPONSOR**:

1. Documentation to be provided by the **MOCK-UP SPONSOR** for the Field Examination:
    - List of specific materials being sprayed
    - List of specific equipment to be used
    - List of spray guns to be used

2. Tools and Supplies to be provided by the **MOCK-UP SPONSOR**
    - Safety and warning signs
    - Fire extinguishers
    - Lock-out tag-out devices
    - Fall protection (as applicable)
    - Masking materials
    - PPE- eyes, skin, etc.

3. Equipment to be provided by the **MOCK-UP SPONSOR**
    - SPF equipment/rig
    - Ladders, step and extension
    - Ventilation (as applicable)
    - SPF spray gun
    - Drum mixer (open cell only)
    - Fresh Air Supply for SPF
    - Trimming devices

4. Materials to be provided by the **MOCK-UP SPONSOR**
    - SPF

5. Testing equipment to be provided by the **MOCK-UP SPONSOR**:
    - Surface temperature reader
    - Surface moisture meter or test strips
    - Air temperature/humidity indicator
    - Depth probe

Note: Possible sources for the above testing equipment are listed below:

Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

The following is a list of items to be **PROVIDED BY THE CANDIDATE**:

1. Documentation to be provided by the candidate during the Field Examination:
    - Safety Checklist
    - Daily Logs/ Job Records
    - SDS sheets for all materials
    - Technical data sheets for all chemicals on site
    - Insulation certificate /Job site label
    - Filter change-out schedule
    - Emergency Numbers for posting
    - Tool Box talk/Safety Briefing
2. Equipment to be provided by the candidate
    - SPF spray gun (if you do not want to rebuild the guns being provided)
    - Air purified respirator

Arranging for a Field Examination (On Job-Site) INSULATION

The candidate shall have completed the following for their Field Examination to occur:

1. Complete the Field Examination request form (Order Form)
2. Paid the Field Examination fee in advance
3. Provided a minimum of 21 days' notice to schedule the Field Examination
4. Reviewed the "SPFA PCP Certification Handbook" prior to the Field Examination date
5. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.

6. Confirmed that all of the requirements set out in the Certification Handbook for equipment, chemicals, documentation, and health & safety issues are acceptable.
7. SPFA PCP will contact the examiner in the area to arrange for the Field Examination.
8. The examiner will confirm that the candidate understands the policies and procedures for the Field Examination.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE CANDIDATE ON A JOB SITE FIELD EXAM**:

1. Documentation to be provided by the candidate during the Field Examination:
   - Safety Checklist
   - Daily Logs/ Job Records
   - SDS sheets for all materials
   - Technical data sheets for all chemicals on site
   - Insulation certificate /Job site label
   - Filter change-out schedule
   - Emergency Numbers for posting
   - Tool Box talk/Safety Briefing

2. Tools and Supplies to be provided by the candidate for a job site Field Exam:
   - Safety and warning signs
   - Fire extinguishers
   - Lock-out tag-out devices
   - Fall protection (as applicable)
   - Masking materials
   - PPE- eyes, skin, respirator, etc.

3. Equipment to be provided by the candidate for a job site Field Exam:
   - SPF equipment
   - Ladders, step and extension
   - Ventilation (as applicable)
   - SPF spray gun
   - Drum mixer (open cell only)
   - Fresh Air Supply for SPF
   - Trimming devices

4. Materials to be provided by the candidate for a job site Field Exam:
   - SPF

5. Testing equipment to be provided by the candidate for a job site Field Exam:
   - Surface temperature reader
   - Surface moisture meter or test strips
   - Air temperature/humidity indicator
   - Depth probe

Note: Possible sources for the above testing equipment are listed below:
Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

Cancellation policies

If the candidate cancels the Field Examination for any reason without sufficient notification, the candidate would be required to pay for the Field Examination and reschedule another day for a subsequent Field Examination. The candidate will have to prepay for the subsequent Field Examination prior to the evaluation occurring.

If the examiner cancels a Field Examination prior to the evaluation, the examiner shall provide sufficient notice to the candidate. The examiner shall provide a written statement to SPFA PCP identifying the reasons for the cancellation. The examiner shall also inform SPFA PCP of the new Field Examination date and time.

If the examiner is delayed in attending a Field Examination, the examiner shall contact the candidate to inform them of the expected delay and new time of arrival.

Suspending the Field Examination

The examiner may suspend the Field Examination if one or more of the following conditions exist:

1. The contractor / candidate did not supply or have available:
    - Personal Protective Equipment (PPE)
    - SPF equipment
    - Testing equipment
    - Proper signs or caution tape to isolate the spray area.
    - All documentation as outlined in the Certification Handbook sent to the candidate.
2. Health and safety of anyone is being jeopardized
3. Weather / climatic conditions are not acceptable
4. Equipment is unsafe or inoperative
5. Equipment breakdown that will take too long to repair
6. Candidate is suspected of being under the influence of alcohol or drugs
7. Candidate or Assistant will not cooperate with instructions / requests of the examiner
8. Substrate that is not acceptable
9. Candidate is unable to spray on-ratio foam

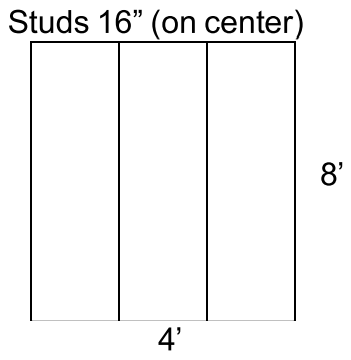
Mock-up requirements

When Field Examinations are conducted with the use of mock-ups the candidate shall follow the procedures set out by the manufacturer for the installation of spray polyurethane foam. The Field Examination shall be conducted as if the evaluation was occurring at a construction site. Mock-ups shall be constructed as Type 1 OR Type 2 as detailed below.

NOTE: IF YOU ARE SEEKING CERTIFICATION IN CLOSED CELL AND OPEN CELL YOU MUST HAVE A MOCK-UP FOR EACH.

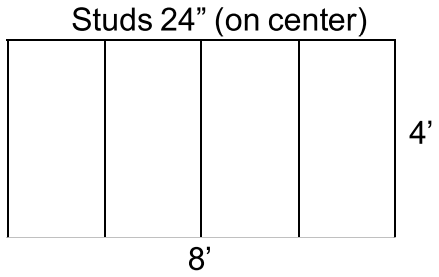
Type 1 - The mock-up shall consist of a minimum of one - four foot (1200 mm) wide by eight foot (2400mm) high sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 16 inches (400mm). The other side of the sheathing shall be left open to simulate an exterior wall installation. The candidate shall spray both sides of the mock-up wall for the Field Examination to simulate interior installation and exterior installation.

Type 1 Mock-up



Type 2 – The mock-up shall consist of a minimum of one eight foot wide (2400 mm) by four foot high (1200 mm) sheet of plywood, OSB or drywall that has wood or metal framing on one side. The framing side shall have studs spaced at 24 inches (600mm). See diagram. The other side of the sheathing can be left open to simulate an exterior wall application. The candidate shall spray both sides of the mock-up wall for the Field Examination to simulate interior installation and exterior installations.

Type 2 Mock-up



Construction Site Requirements

The candidate shall ensure that a minimum of 64 square feet (5.95 square meters) wall space is available to conduct the Field Examination. The evaluation may occur as an interior application of stud walls, on poured concrete, in a crawl space, in an attic or a cathedral ceiling. Outside applications on walls are also accepted. The examiner shall verify the space and application prior to commencing the Field Examination. All areas selected shall have easy and safe access.

Assistant to Help the Candidate

It is acceptable for the candidate that is being evaluated to have an assistant available to help in the typical spray polyurethane foam installation. The examiner shall explain to the helper that they cannot in any way help, assist, coach, and interfere with the candidate that is being evaluated during the Field Examination. The helper is only allowed to mask off areas that may get overspray, assist in moving out the hose, or adjust the temperatures and pressures of the equipment only when requested by the candidate that is being evaluated. The helper can assist in setting up the signs and caution tapes for the job only at the request of the candidate that is being evaluated.

If it is determined that the helper is attempting to interfere in the process, he/she shall be asked to leave for the duration of the Field Examination. If the helper is unwilling to cooperate with the examiner requests at this time, the evaluation would be terminated.

Field Examiner Requirements

1. The examiner contacts the candidate to arrange for the Field Examination date, time and location.
2. The examiner shall confirm with the candidate that they have reviewed the Certification Handbook at www.sprayfoam.org/supplier_fieldexaminer_cert/
3. The examiner shall inform SPFA PCP of the arrangements confirmed with the candidate.
4. The examiner shall confirm with the candidate that all of the essential equipment for spray polyurethane foam is available for the Field Examination. i.e. testing equipment, personal protective equipment, etc.
5. The examiner shall arrange their own personal protective equipment.
6. The examiner should videotape whenever possible and should this not be possible, the examiner shall take a large quantity of photographs to help document the Field Examination.

Field Examination Procedures

Prior to Starting the Field Examination

1. The examiner shall explain the process that will be required for the Field Examination. The examiner shall explain that the candidate will be evaluated on the process prior to spraying, during spray operations, and after completion of spray foam installation.
2. The examiner shall explain to the candidate that he will be checking off items on the Field Examination form as the evaluation is in progress.
3. The examiner will explain to the candidate that the examiner is NOT to give any instruction, advice or assistance to the candidate. The examiner is not permitted to offer any feedback on the performance of the candidate.
4. The examiner will ask the candidate for all of the required documentation for the installation of SPF, such as:
    a. Safety checklist for project (including Emergency Phone Numbers)
    b. SDS sheets for all products that are used
    c. Technical data sheets for the SPF system
    d. Job site specification (If applicable)
5. The examiner shall now begin the actual Field Examination that will be divided into (five) areas of Evaluation. The specific areas being evaluated are on the Field Examination Form included in this Handbook. The weighting varies between the Open Cell and the Closed Cell Field Exam simply because the number of questions being evaluated varies between the Open Cell Field Exam and the Closed Cell Field Exam. Refer to the Field Exam Forms on the following pages for weighting information.
    a. Documentation and PPE
    b. Pre-Application
    c. Equipment/Rig
    d. Application
    e. Start-up/Shut-down
6. The candidate is expected to have the Field Examination area prepared. Adequate preparation will expedite the examination and will help ensure that all areas being evaluated will be covered in the time allotted. When the 4 hours for exam have expired, the Field Examination will end, regardless if the entire examination has been completed or not.

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

Date:
Candidate Name:
Company Name:
Address:
Email to send results:
Orientation Completed By:
Please answer: Yes (Y) or No (N) to the following questions during the field exam.

1. Documentation and PPE (16% weighting)

Scope: Demonstration of personal protection equipment (PPE), documentation and their role in personal health and safety.

	Did the candidate do the following:	**Type**	**Yes**	**No**
1	Show a project safety checklist for a project?	Both		
2	Show a pre-construction meeting form that has been filled out?	Both		
3	Show a Job Fact Sheet?	Both		
4	Show a project daily log report that has the following items filled out: date work completed, weather conditions, materials used, amount of work completed & batch numbers?	Both		
5	Show the SDS sheets for each material being installed?	Both		
6	Explain what type of information is in each section of the SDS sheets?	Both		
7	Show the filter change out schedule/log?	Both		
8	Show where emergency numbers are posted?	Both		
9	Show the temperature range that is recommended for the product?	Both		
10	Demonstrate a tool box talk/safety briefing?	Both		
11	Select the proper eye PPE?	Both		
12	Select the proper hand PPE?	Both		
13	Select the proper protective clothing PPE?	Both		
14	Select the proper footwear PPE?	Both		

Field Exam Signature: _____

Start Time: _____ End Time: _____

			Yes	**No**
15	Select the proper respiratory PPE?	Both		
16	Demonstrate proper use and set up of fresh air system?	Both		

Field Examiner Signature: _____

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

2. Pre-Application (15% weighting)

Scope: Demonstration of the ability to verify substrate conditions are acceptable and that safety procedures and equipment are being utilized.

	Did the candidate do the following:	Type	Yes	No
1	Select the most appropriate safety and warning signs and describe where they would be located on the jobsite?	Both		
2	Demonstrate the proper setup of ventilation of the spray area?	Both		
3	Show the location of power sources and equipment?	Both		
4	Demonstrate that all **heat producing** devices are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?	Both		
5	Demonstrate that all **HVAC ventilation systems** are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?	Both		
6	Demonstrate the proper lockout and tag out procedure?	Both		
7	Select the appropriate fire extinguisher based on charge status, inspection date, and correct type? Describe where the fire extinguishers are to be located on the jobsite?	Both		
8	Show areas on the project where fall protection will be required and demonstrate how to check each for safe setup and use?	Both		
9	Demonstrate that the substrate is properly prepared and is clean, dry, and free of dust, loose scale or rust, oil, or ice?	Both		
10	Demonstrate how to check the substrate temperature?	Both		
11	Demonstrate how to check the moisture level on/in the substrate?	Both		
12	Demonstrate proper masking procedures?	Both		
13	Demonstrate where the insulation certificate will be placed at job end and how that information is communicated to the property owner?	Both		

Field Examiner Signature (Pre-Application): _____

Start time:_____End time: _____

			Yes	No
14	Demonstrate how to properly set up both an extension and a step ladder?	Both		

Field Examiner Signature (Ladder Set Up): _____

Start time:_____End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

3. Equipment/Rig (14% weighting)

Scope: Demonstration how to service equipment and identify various procedures and processes in rig in accordance with manufacturer's guidelines.

	Did the candidate do the following:	Type	Yes	No
1	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?	CC		
	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?	OC		
2	Show the lot number and/or expiration dates?	CC		
	Show the lot number and/or expiration dates?	OC		
3	Show the location of the eye wash?	Both		
4	Demonstrate how to check equipment and tools for operation or damage to verify that they are safe for use?	Both		
5	Explain to examiner the procedure to ensure a continuous supply of material to the machine, and point out the techniques used?	Both		

Field Examiner Signature (Equipment Rig): _____

Start time:_____End time: _____

6	Demonstrate how to rebuild the plural component spray gun?	Both		

Field Examiner Signature (Gun Rebuild):

Start time:_____End time: _____

			Yes	No
7	Demonstrate how to stir Open Cell B-Side material in the drum?	OC		

Field Examiner Signature (Stir Open Cell B-side Material): _____

Start time:_____End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

4a. Application (47% weighting) Closed Cell

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

	Did the candidate do the following:	**Type**	**Yes**	**No**
1	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?	CC		
2	Demonstrate spraying with the gun at the proper distance from substrate?	CC		
3	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?	CC		
4	Demonstrate ability to spray an average 1" thickness . Plus/minus 1/4" tolerance?	CC		
5	Demonstrate ability to spray an average of 3" thickness . Plus/minus 3/4"tolerance?	CC		
6	Demonstrate uniform surface texture?	CC		
7	Demonstrate how to use a probe to check depth and measure surface uniformity?	*CC*		
8	Explain how to seal the resulting hole?	*CC*		
9	Demonstrate the ability to spray a pass no more than 1 1/2" or less than 1/2" in thickness?	CC		
10	Demonstrate how to verify adhesion at stud/wall junctures to ensure adhesion?	*CC*		
11	***Demonstrate how to wear proper PPE for trimming?***	***CC OC***		
12	Demonstrate how to trim back closed cell foam that has been sprayed beyond the stud profile?	***CC OC***		
13	***Demonstrate the ability to apply the liquid thermal barrier at a specified mil thickness over a given area?***	***CC OC***		

Field Examiner Signature (Spray Foam): _____

Start time:_____End time: _____

NOTE: BOLDED AND ITALICIZED are the same for both Closed Cell and Open Cell.

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

4b. Application (47% weighting) Open Cell

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

	Did the candidate do the following:	**Type**	**Yes**	**No**
14	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?	OC		
15	Demonstrate spraying with the gun at the proper distance from substrate?	OC		
16	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?	OC		
17	Demonstrate ability to spray an average 3 1/2" thickness . Plus/minus 3/4" tolerance?	OC		
18	Demonstrate ability to spray an average 7 1/2" thickness . Plus/minus 1 1/2" tolerance?	OC		
19	Demonstrate how to use a probe to check depth and measure surface uniformity?	OC		
20	Explain how to seal the resulting hole?	OC		
21	Demonstrate how to verify adhesion at stud/wall junctures to ensure adhesion?	OC		
			Start Time	End Time

Field Examiner (Spray Foam):_____

22	***Demonstrate how to wear proper PPE for trimming?***	***CC OC***		
23	***Demonstrate how to trim back open cell foam that has been sprayed beyond the stud profile?***	***CC OC***		
			Start Time	End Time

Field Examiner (Trimming):_____

24	***Demonstrate the ability to apply the liquid thermal barrier at a specified mil thickness over a given area?***	***CC OC***		
			Start Time	End Time

Field Examiner (Thermal Barrier):_____ _____

NOTE: BOLDED AND ITALICIZED are the same for both Closed Cell and Open Cell.

SPFA INSULATION MASTER INSTALLER
COMBINED OPEN AND CLOSED CELL FIELD EXAM

5. Start-up/Shutdown (8% weighting)

Scope: Demonstration of the proper way the start-up/shut-down of equipment and the jobsite.

	Did the candidate do the following:	Type	Yes	No
1	Demonstrate proper equipment start up procedures for the generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun?	Both		
2	Demonstrate procedures for adjusting heat and pressure on the spray machine?	Both		
3	Show how to troubleshoot a pressure imbalance on the spray machine?	Both		
4	Explain how to use equipment error codes to troubleshoot problems on the machine?	Both		
5	Demonstrate proper procedure for shut down to park the equipment?	Both		
6	Demonstrate proper procedure for shut down of the heaters A-B and hose?	Both		
7	Demonstrate proper procedure for shut down of the air compressor?	Both		
8	Demonstrate proper procedure for shut down of the main power?	Both		
9	Demonstrate proper procedure for end of day shut down?	Both		
10	Demonstrate proper procedure for end of job shut down?	Both		

Field Examiner Signature (Start Up/Shut Down): _____

Start time:_____End time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

COMMENTS:

The signatures on previous pages confirms that the Field Examiner (s) have conducted the field examination as per the Field Examination Process developed by the SPFA PCP (as updated from time to time) and do not have conflict of interest with the candidate, or have not provided private or individual training since the SPFA PCP first offered training in November 2012. I / we do solemnly declare; that to the best of my / our knowledge, this is true and correct and I make this solemn declaration conscientiously believing it to be true and I / we hereby acknowledge and agree that it is binding and of the same force and effects as if made under oath. I / we hereby authorize SPFA PCP to verify the information provided as needed.

SPFA INSULATION MASTER INSTALLER
OPEN CELL FIELD EXAM

Date:
Candidate Name:
Company Name:
Address:
Email to send results:
Orientation Completed By:
Please answer: Yes (Y) or No (N) to the following questions during the field exam.

1. Documentation and PPE (OC 15% weighting)

Scope: Demonstration of personal protection equipment (PPE), documentation and their role in personal health and safety.

	Did the candidate do the following:	**Yes**	**No**
1	Show a project safety checklist for a project?		
2	Show a pre-construction meeting form that has been filled out?		
3	Show a Job Fact Sheet?		
4	Show the project daily log that has the following items filled out: date work completed, weather conditions, materials used, amount of work completed & batch numbers?		
5	Show the SDS sheets for each material being installed?		
6	Explain what type of information is in each section of the SDS sheets?		
7	Show the filter change out schedule/log?		
8	Show where emergency numbers are posted?		
9	Show the temperature range that is recommended for the product?		
10	Demonstrate a tool box talk/safety briefing?		
11	Select the proper eye PPE?		
12	Select the proper hand PPE?		
13	Select the proper protective clothing PPE?		
14	Select the proper footwear PPE?		

Field Examiner Signature: _____

Start time:_____ End Time _____

		Yes	**No**
15	Select the proper respiratory PPE?		
16	Demonstrate proper use and set up of fresh air system?		

Field Examiner Signature: _____

Start time:_____ End Time _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
OPEN CELL FIELD EXAM

2. Pre-Application (OC 15% weighting)

Scope: Demonstration of the ability to verify substrate conditions are acceptable and that safety procedures and equipment are being utilized.

	Did the candidate do the following:	Yes	No
1	Select the most appropriate safety and warning signs and describe where they would be located on the jobsite?		
2	Demonstrate the proper setup of ventilation of the spray area?		
3	Show the location of power sources and equipment?		
4	Demonstrate that all **heat producing** devices are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?		
5	Demonstrate that all **HVAC ventilation systems** are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?		
6	Demonstrate the proper lockout and tag out procedure?		
7	Select the appropriate fire extinguisher based on charge status, inspection date, and correct type? Describe where the fire extinguishers are to be located on the jobsite?		
8	Show areas on the project where fall protection will be required and demonstrate how to check each for safe setup and use?		
9	Demonstrate that the substrate is properly prepared and is clean, dry, and free of dust, loose scale or rust, oil, or ice?		
10	Demonstrate how to check the substrate temperature?		
11	Demonstrate how to check the moisture level on/in the substrate?		
12	Demonstrate proper masking procedures?		
13	Demonstrate where the insulation certificate will be placed at job end and how that information is communicated to the property owner?		

Field Examiner Signature (Pre-Application): _____

Start time:_____ End Time _____

		Yes	No
14	Demonstrate how to properly set up both an extension and a step ladder?		

Field Examiner Signature (Ladder Set Up): _____

Start time:_____ End Time _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
OPEN CELL FIELD EXAM

3. Equipment/Rig (OC 15% weighting)

Scope: Demonstration how to service equipment and identify various procedures and processes in rig in accordance with manufacturer's guidelines.

	Did the candidate do the following:	Yes	No
1	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?		
2	Show the lot number and/or expiration dates?		
3	Show the location of the eye wash?		
4	Demonstrate how to check equipment and tools for operation or damage to verify that they are safe for use?		
5	Explain to examiner the procedure to ensure a continuous supply of material to the machine, and point out the techniques used?		

Field Examiner Signature (Equipment Rig): _____

Start time:_____ End Time: _____

		Yes	No
6	Demonstrate how to rebuild the plural component spray gun?		

Field Examiner Signature (Gun Rebuild): _____

Start time:_____ End Time _____

		Yes	No
7	Demonstrate how to stir Open Cell B-Side material in the drum?		

Field Examiner Signature (Stir Open Cell B-side material): _____

Start time:_____ End Time _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
OPEN CELL FIELD EXAM

4. Application (OC 45% weighting)

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

Did the candidate do the following:		Yes	No
1	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?		
2	Demonstrate spraying with the gun at the proper distance from substrate?		
3	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?		
4	Demonstrate ability to spray an average 3 1/2" thickness . Plus/minus 3/4" tolerance?		
5	Demonstrate ability to spray an average 7 1/2" thickness . Plus/minus 1 1/2" tolerance?		
6	Demonstrate how to use a probe to check depth and measure surface uniformity?		
7	Explain how to seal the resulting hole?		
8	Demonstrate how to verify adhesion at stud/wall junctures to ensure adhesion?		

Field Examiner Signature (Spray Foam): _____

Start time:_____ End Time _____

		Yes	No
9	Demonstrate how to wear proper PPE for trimming?		
10	Demonstrate how to trim back open cell foam that has been sprayed beyond the stud profile?		

Field Examiner Signature (Trimming): _____

Start time:_____ End Time _____

		Yes	No
11	Demonstrate the ability to apply the liquid thermal barrier at a specified mil thickness over a given area?		

Field Examiner Signature (Thermal Barrier): _____

Start time:_____ End Time _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
OPEN CELL FIELD EXAM

5. Start-up/Shutdown (OC 10% weighting)

Scope: Demonstration of the proper way the start-up/shut-down of equipment and the jobsite.

Did the candidate do the following:

		Yes	No
1	Demonstrate proper equipment start up procedures for the generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun?		
2	Demonstrate procedures for adjusting heat and pressure on the spray machine?		
3	Show how to troubleshoot a pressure imbalance on the spray machine?		
4	Explain how to use equipment error codes to troubleshoot problems on the machine?		
5	Demonstrate proper procedure for shut down to park the equipment?		
6	Demonstrate proper procedure for shut down of the heaters A-B and hose?		
7	Demonstrate proper procedure for shut down of the air compressor?		
8	Demonstrate proper procedure for shut down of the main power?		
9	Demonstrate proper procedure for end of job shut down?		

Field Examiner Signature(Start Up/Shut Down): _____

Start time:_____ End Time _____

		Yes	No
10	Demonstrate proper procedure for end of day shut down?		

Field Examiner Signature (End of Day Shut Down): _____

Start time:_____ End Time _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

COMMENTS:

The signatures on previous pages confirms that the Field Examiner (s) have conducted the field examination as per the Field Examination Process developed by the SPFA PCP (as updated from time to time) and do not have conflict of interest with the candidate, or have not provided private or individual training since the SPFA PCP first offered training in November 2012. I / we do solemnly declare; that to the best of my / our knowledge, this is true and correct and I make this solemn declaration conscientiously believing it to be true and I / we hereby acknowledge and agree that it is binding and of the same force and effects as if made under oath. I / we hereby authorize SPFA PCP to verify the information provided as needed.

SPFA INSULATION MASTER INSTALLER
CLOSED CELL FIELD EXAM

Date:
Candidate Name:
Company Name:
Address:
Email to send results:
Orientation Completed By:
Please answer: Yes (Y) or No (N) to the following questions during the field exam.

1. Documentation and PPE (CC 15% weighting)

Scope: Demonstration of personal protection equipment (PPE), documentation and their role in personal health and safety.

	Did the candidate do the following:	Yes	No
1	Show a project safety checklist for a project?		
2	Show a pre-construction meeting form that has been filled out?		
3	Show a Job Fact Sheet?		
4	Show the project daily log report that has the following items filled out: date work completed, weather conditions, materials used, amount of work completed & batch numbers?		
5	Show the SDS sheets for each material being installed?		
6	Explain what type of information is in each section of the SDS sheets?		
7	Show the filter change out schedule/log?		
8	Show where emergency numbers are posted?		
9	Show the temperature range that is recommended for the product?		
10	Demonstrate a tool box talk/safety briefing?		
11	Select the proper eye PPE?		
12	Select the proper hand PPE?		
13	Select the proper protective clothing PPE?		
14	Select the proper footwear PPE?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

		Yes	No
15	Select the proper respiratory PPE?		
16	Demonstrate proper use and set up of fresh air system?		

Field Examiner Signature: _____

SPFA INSULATION MASTER INSTALLER
CLOSED CELL FIELD EXAM

2. Pre-Application (CC 15% weighting)

Scope: Demonstration of the ability to verify substrate conditions are acceptable and that safety procedures and equipment are being utilized.

	Did the candidate do the following:	Yes	No
1	Select the most appropriate safety and warning signs and describe where they would be located on the jobsite?		
2	Demonstrate the proper setup of ventilation of the spray area?		
3	Show the location of power sources and equipment?		
4	Demonstrate that all **heat producing** devices are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?		
5	Demonstrate that all **HVAC ventilation systems** are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray periods and ventilation of spray area?		
6	Demonstrate the proper lockout and tag out procedure?		
7	Select the appropriate fire extinguisher based on charge status, inspection date, and correct type? Describe where the fire extinguishers are to be located on the jobsite?		
8	Show areas on the project where fall protection will be required and demonstrate how to check each for safe setup and use?		
9	Demonstrate that the substrate is properly prepared and is clean, dry, and free of dust, loose scale or rust, oil, or ice?		
10	Demonstrate how to check the substrate temperature?		
11	Demonstrate how to check the moisture level on/in the substrate?		
12	Demonstrate proper masking procedures?		
13	Demonstrate where the insulation certificate will be placed at job end and how that information is communicated to the property owner?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

		Yes	No
14	Demonstrate how to properly set up both an extension and a step ladder?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

SPFA INSULATION MASTER INSTALLER
CLOSED CELL FIELD EXAM

3. Equipment/Rig (CC 15% weighting)

Scope: Demonstration how to service equipment and identify various procedures and processes in rig in accordance with manufacturer's guidelines.

	Did the candidate do the following:	Yes	No
1	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?		
2	Show the lot number and/or expiration dates?		
3	Show the location of the eye wash?		
4	Demonstrate how to check equipment and tools for operation or damage to verify that they are safe for use?		
5	Explain to examiner the procedure to ensure a continuous supply of material to the machine, and point out the techniques used?		

Field Examiner Signature (Rig): _____

Start Time:_____ End Time:_____

		Yes	No
6	Demonstrate how to rebuild the plural component spray gun?		

Field Examiner Signature (Gun Rebuild): _____

Start Time:_____ End Time: _____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA INSULATION MASTER INSTALLER
CLOSED CELL FIELD EXAM

4. Application (CC 45% weighting)

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

	Did the candidate do the following:	**Yes**	**No**
1	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?		
2	Demonstrate spraying with the gun at the proper distance from substrate?		
3	Demonstrate the ability to spray without having gaps or voids in the foam. Demonstrate how to check for gaps or voids?		
4	Demonstrate ability to spray an average 1" thickness . Plus/minus 1/4" tolerance?		
5	Demonstrate ability to spray an average of 3" thickness . Plus/minus 3/4"tolerance?		
6	Demonstrate uniform surface texture?		
7	Demonstrate how to use a probe to check depth and measure surface uniformity?		
8	Explain how to seal the resulting hole?		
9	Demonstrate the ability to spray a pass no more than 1 1/2" or less than 1/2" in thickness?		
10	Demonstrate how to verify adhesion at stud/wall junctures to ensure adhesion?		

Field Examiner Signature (Spray Foam): _____

Start Time:_____ End Time:_____

		Yes	**No**
11	Demonstrate how to wear proper PPE for trimming?		
12	Demonstrate how to trim back closed cell foam that has been sprayed beyond the stud profile?		

Field Examiner Signature (Trimming): _____

Start Time:_____ End Time:_____

		Yes	**No**
13	Demonstrate the ability to apply the liquid thermal barrier at a specified mil thickness over a given area?		

Field Examiner Signature (Thermal Barrier): _____

Start Time:_____ End Time:_____

SPFA INSULATION MASTER INSTALLER
CLOSED CELL FIELD EXAM

5. Start-up/Shutdown (CC 10% weighting)

Scope: Demonstration of the proper way the start-up/shut-down of equipment and the jobsite.

	Did the candidate do the following:	**Yes**	**No**
1	Demonstrate proper equipment start up procedures for the generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun?		
2	Demonstrate procedures for adjusting heat and pressure on the spray machine?		
3	Show how to troubleshoot a pressure imbalance on the spray machine?		
4	Explain how to use equipment error codes to troubleshoot problems on the machine?		
5	Demonstrate proper procedure for shut down to park the equipment?		
6	Demonstrate proper procedure for shut down of the heaters A-B and hose?		
7	Demonstrate proper procedure for shut down of the air compressor?		
8	Demonstrate proper procedure for shut down of the main power?		
9	Demonstrate proper procedure for end of job shut down?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

		Yes	**No**
10	Demonstrate proper procedure for end of day shut down?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

COMMENTS:

The signatures on previous pages confirms that the Field Examiner (s) have conducted the field examination as per the Field Examination Process developed by the SPFA PCP (as updated from time to time) and do not have conflict of interest with the candidate, or have not provided private or individual training since the SPFA PCP first offered training in November 2012. I / we do solemnly declare; that to the best of my / our knowledge, this is true and correct and I make this solemn declaration conscientiously believing it to be true and I / we hereby acknowledge and agree that it is binding and of the same force and effects as if made under oath. I / we hereby authorize SPFA PCP to verify the information provided as needed.

Completing the Field Examination

The Field Examination is divided into five sections:

1. Documentation and PPE
2. Pre-Application
3. Equipment/Rig
4. Application
5. Start-up/Shut-down

The examination was intentionally designed like this to keep the Field Examination flowing smoothly. In order to ensure efficiency, the candidate must be prepared with appropriate documentation, tools, and equipment requested on the Field Examination evaluation form. The evaluation has a time limit and any time a candidate uses searching for things like a “Safety Check List” or posting appropriate signage, is time wasted.

The following is a summary of what the candidate will be evaluated on during the Field Examination. We urge the candidate to review each of these and look at the Field Examination form and walk through it prior to the arrival of the Field Examiner to make sure all preparatory work is ready for the evaluation to proceed efficiently.

Documentation and PPE –
(Weighting Single OC or CC Exam – (15%), Weighting Combined OC/CC – 16%)

1. Safety Checklist – candidate must be able to identify it and locate it
2. SDS Sheets – candidate must be able to identify, locate and explain on what type of information is in each section
3. Filter change out schedule/log – candidate must show this to Field Examiner
4. Emergency numbers – candidate must be able to identify and locate these numbers
5. Temperature Range – candidate must show the temperature range for product being used.
6. Tool box talk/Safety briefing – candidate must be able to demonstrate how one is given
7. PPE – candidate must be able to demonstrate the proper PPE for project and correct use of it.
8. Fresh air system –candidate must demonstrate the proper set up and use of the fresh air system

Pre-Application -
(Weighting Single OC or CC Exam – (15%), Weighting Combined OC/CC – 15%)

1. Safety and Warning Signs – candidate must show where these signs are located at jobsite
2. Ventilation of spray area – candidate must demonstrate the proper setup of the ventilation of the spray area.
3. Fire Extinguishers – candidate must show location of fire extinguishers and confirm they have current inspection dates and correct type and quantity.
4. Heat Producing Devices, Ventilation Systems and Lock-out, Tag-out Procedures. Candidate must:
    a. Show location of power sources and equipment that should be locked and tagged out.
    b. Demonstrate that all heat producing devices and ventilation systems are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray and ventilation periods.
    c. Demonstrate the proper lock-out and tag-out procedure for each.
5. Fall Protection – candidate must show areas where fall protection will be required and demonstrate how to check each for safe setup and use, including, but not limited to both extension and step ladders.
6. Substrate Preparation – candidate must demonstrate that substrate is properly prepared
7. Masking – candidate must demonstrate proper masking procedures
8. Substrate Temperature – candidate must demonstrate how to check substrate temperature and record that information on daily job log.
9. Moisture Level – candidate must demonstrate how to check moisture levels both on/in substrate.
10. Insulation certificate - demonstrating where to place insulation certificate and how information is communicated to property owner.

Equipment/Rig –

(Weighting Single OC or CC Exam – 15%, Weighting Combined OC/CC – 14%)

1. HMIS label – locate the HMIS label on the container for foam and explain what it means
2. Lot number and/or expiration dates – candidate must show the lot number and/or expiration dates.
3. Spray gun – candidate must be able to rebuild the plural component spray gun
4. Equipment and tools – candidate must be able to show how to check these for operation and damage to verify that they are ready for safe use
5. Mixing materials – candidate must demonstrate how to mix Open Cell B side material in the drum
6. Ensuring continuous spray – candidate must explain to Examiner the procedure to ensure continuous spray and point out the techniques used
7. Eye Wash – candidate must demonstrate the location of eye wash station.
8. Start-Up – candidate must be able to demonstrate proper start-up for generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun
9. Adjusting heat and pressure – candidate must be able to demonstrate procedures for adjusting heat and pressure on spray machine
10. Troubleshoot imbalance – candidate must be able to demonstrate how to troubleshoot pressure imbalance on the spray machine
11. Error codes – candidate must demonstrate how to use error codes to troubleshoot problems on spray machine

Application –

(Weighting Single OC or CC Exam – (45%), Weighting Combined OC/CC – 47%)

1. Spraying – candidate must demonstrate a test pattern and its relevance, spraying proper distance, spraying without gaps or voids in foam, spraying to designated depth and pass thickness
2. Quality control – candidate must be able to demonstrate how to check for gaps or voids in foam, how to check for proper adhesion to walls/studs, how to check depth and measure surface uniformity and how to seal the resulting hole.
3. Trimming – candidate must demonstrate proper PPE to be used for trimming and how to trim back foam sprayed beyond stud profile
4. Deficiencies – candidate should be aware of any deficiencies in their spray application and describe plan of action to correct deficiencies.

Start-up/Shut-down –
(Weighting Single OC or CC Exam – 10%, Weighting Combined OC/CC – 8%)

1. End of Day/End of Job – candidate must demonstrate proper procedure including shutting down and parking equipment including heaters A-B and hose, air compressor, and main power.
2. Start-Up – candidate must be able to demonstrate proper start-up for generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun
3. Adjusting heat and pressure – candidate must be able to demonstrate procedures for adjusting heat and pressure on spray machine
4. Troubleshoot imbalance – candidate must be able to demonstrate how to troubleshoot pressure imbalance on the spray machine
5. Error codes – candidate must demonstrate how to use error codes to troubleshoot problems on spray machine

(End of Field Examination)

Important Items to Remember for Your Field Examination

- Ensure that you have completely read and understand this handbook prior to scheduling your Field Examination or recertification evaluation. Please feel free to call the SPFA PCP office at 1-866-222-5000 if you have any questions.

- To cancel your scheduled evaluation, please call the SPFA PCP office a minimum of seven days prior to the date. All costs incurred to date (travel arrangements or penalties) for the cancelled evaluation is the responsibility of the candidate.

- Please ensure that the spray polyurethane foam material and equipment (if at jobsite) is ready to be utilized by the time the Field Examination is to commence.

- The Field Examiner cannot prompt you or help you in any way, so you need to be prepared to show your ability in each of the areas identified on the Field Exam form on your own.

- For a Field Exam done in a mock-up setting, you must have all documents completely filled in. You will not be given additional time to locate/furnish or come up with the documents once the Field Exam has started.

- If you wish to be certified in both Open cell and Closed cell SPF, you must take a field examination for each.

- In the event that you have not successfully passed the field examination, you must re-take the Field Examination and pay all costs associated.

Roofing - Field Examination (Master Installer only)

Field Examinations Demonstrate Abilities

The SPF Roofing Field Examination covers critical task areas of abilities that each candidate must have in order to pass. Each area of the examination is weighted based on importance.

The Field Examination shall provide proof of the SPF Master Installer's ability to manufacture quality spray polyurethane foam in place.

Passing mark for Field Examination is 75%. The Field Examination is available in English language.

Time length for Field Examination

The time length for the field examination will be 4 hours maximum in length. However, if extenuating circumstances exist that require extra time for the evaluation, this would be at the discretion of the examiner.

The examiner may use his discretion to extend the examination time for such items as:

- Equipment break down
- Weather related issues
- Substrate preparation
- Other construction site issues

Administration

The Certification Handbook is available at www.sprayfoam.org/supplier_fieldexaminer_cert/and gives information pertaining to SPFA PCP Certification Program or inquiries about the Field Examinations.

Location of Field Examination

The Field Examination can take place on a real-life job site or in a mock-up setting.

Attending a Field Examination (Mock-Up Setting) ROOFING

The candidate shall have completed the following for their Field Examination to occur:

1. Completed the Field Examination request form
2. Paid the Field Examination fee in advance

3. Reviewed the “SPFA PCP Certification Handbook” prior to the Field Examination date
4. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.
5. Confirmed that all of the requirements set out in the Certification Handbook for equipment, documentation, and health & safety issues are acceptable.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE MOCK-UP SPONSOR**:

1. Documentation to be provided by the **MOCK-UP SPONSOR** for the Field Examination:
    - List of specific materials being sprayed
    - List of specific equipment to be used
    - List of spray guns to be used

2. Tools and Supplies to be provided by the **MOCK-UP SPONSOR**
    - Safety and warning signs
    - Fire extinguishers
    - Lock-out tag-out devices
    - Fall protection (as applicable)
    - Masking materials
    - PPE- eyes, skin, etc.

3. Equipment to be provided by the **MOCK-UP SPONSOR**
    - SPF equipment/rig
    - Ladders, step and extension
    - Ventilation (as applicable)
    - SPF spray gun
    - Coating Equipment
    - Trimming devices

4. Materials to be provided by the **MOCK-UP SPONSOR**
    - SPF
    - Coating

5. Testing equipment to be provided by the **MOCK-UP SPONSOR**:
    - Surface temperature reader
    - Surface moisture meter or test strips
    - Air temperature/humidity indicator
    - Depth probe
    - Coring Tool
    - Optical Comparator

Note: Possible sources for the above testing equipment are listed below:

Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

The following is a list of items to be **PROVIDED BY THE CANDIDATE**:

1. Documentation to be provided by the candidate during the Field Examination:
   - Safety Checklist
   - Daily Logs/ Job Records
   - SDS sheets for all materials
   - Technical data sheets for all chemicals on site
   - Insulation certificate /Job site label
   - Filter change-out schedule
   - Emergency Numbers for posting
   - Tool Box talk/Safety Briefing

2. Equipment to be provided by the candidate
   - SPF spray gun (if you do not want to rebuild the guns being provided)
   - Air purified respirator

Arranging for a Field Examination (On Job-Site)

The candidate shall have completed the following for their Field Examination to occur:

1. Completed the Field Examination request form
2. Paid the Field Examination fee in advance
3. Provided a minimum of 21 days' notice to schedule the Field Examination
4. Reviewed the "SPFA PCP Certification Handbook" prior to the Field Examination date
5. Asked any questions on the policies and procedures for the Field Examination at least 7 days before the scheduled examination.
6. Confirmed that all of the requirements set out in the Certification Handbook for equipment, chemicals, documentation, and health & safety issues are acceptable.
7. SPFA PCP will contact the Field Examiner in the area to arrange Exam.
8. The examiner will confirm that the candidate understands the policies and procedures for the Field Examination.

The Examiner will review the Field Examination process, rules and requirements at the beginning of the Field Examination with the candidate and (Assistant if applicable).

The following is a list of items to be **PROVIDED BY THE CANDIDATE ON A JOB SITE FIELD EXAM**:

1. Documentation to be provided by the candidate during the Field Examination:
   - Safety Checklist
   - Daily Logs/ Job Records
   - SDS sheets for all materials
   - Technical data sheets for all chemicals on site
   - Insulation certificate /Job site label
   - Filter change-out schedule
   - Emergency Numbers for posting
   - Tool Box talk/Safety Briefing

2. Tools and Supplies to be provided by the candidate for a job site Field Exam:
   - Safety and warning signs
   - Fire extinguishers
   - Lock-out tag-out devices
   - Fall protection (as applicable)
   - Masking materials
   - PPE- eyes, skin, respirator, etc.

3. Equipment to be provided by the candidate for a job site Field Exam:
   - SPF equipment
   - Ladders, step and extension
   - Ventilation (as applicable)
   - SPF spray gun
   - Coating equipment
   - Air purified respirator
   - Trimming devices

4. Materials to be provided by the candidate for a job site Field Exam:
   - SPF
   - Coatings

5. Testing equipment to be provided by the candidate for a job site Field Exam:
   - Surface temperature reader
   - Surface moisture meter or test strips
   - Air temperature/humidity indicator
   - Depth probe
   - Coring Tool
   - Optical Comparator

Note: Possible sources for the above testing equipment are listed below:
Infrared Thermometer (similar to an Extech 1R400) or a Humidity Tester (similar to Extech 44550):

www.ebay.com
www.tequipment.net
www.testequipmentdepot.com
www.valuetesters.com

Cancellation policies

If the candidate cancels the Field Examination for any reason without sufficient notification, the candidate would be required to pay for the Field Examination and reschedule another day for a subsequent Field Examination. The candidate will have to prepay for the subsequent Field Examination prior to the evaluation occurring.

If the examiner cancels a Field Examination prior to the evaluation, the examiner shall provide sufficient notice to the candidate. The examiner shall provide a written statement to SPFA PCP identifying the reasons for the cancellation. The examiner shall also inform SPFA PCP of the new Field Examination date and time.

If the examiner is delayed in attending a Field Examination, the examiner shall contact the candidate to inform them of the expected delay and new time of arrival.

Suspending the Field Examination

The examiner may suspend the Field Examination if one or more of the following conditions exist:

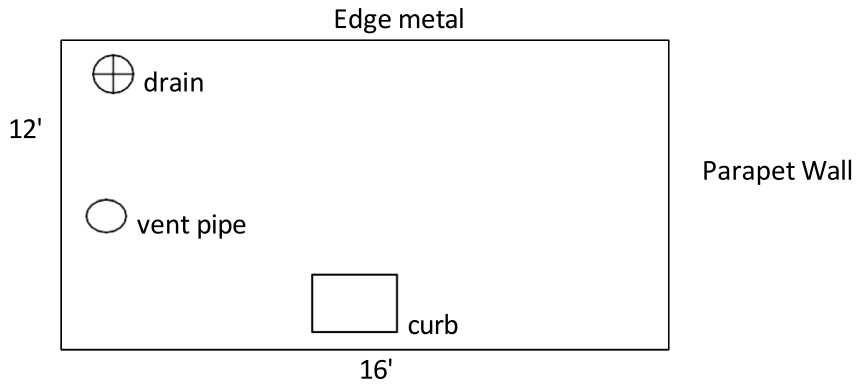
1. The contractor / candidate did not supply or have available:
    - Personal Protective Equipment (PPE)
    - SPF equipment
    - Testing equipment
    - Proper signs or caution tape to isolate the spray area.
    - All documentation as outlined in the Certification Handbook sent to the candidate.
2. Health and safety of anyone is being jeopardized
3. Weather / climatic conditions are not acceptable
4. Equipment is unsafe or inoperative
5. Equipment breakdown that will take too long to repair
6. Candidate is suspected of being under the influence of alcohol or drugs
7. Candidate or Assistant will not cooperate with instructions / requests of the examiner
8. Substrate that is not acceptable
9. Candidate is unable to spray on-ratio foam

Mock-up requirements

When Field Examinations are conducted with the use of mock-ups the candidate shall follow the procedures set out by the manufacturer for the installation of spray polyurethane foam. The Field Examination shall be conducted as if the evaluation was occurring at a construction site.

The mock up shall consist of a minimum of 192 sq.ft. made up of plywood, OSB, drywall or other suitable substrate. The mock up may be covered with disposable cardboard or similar materials to accommodate multiple uses. One side of the mock up should turn up to simulate a wall, and one side have new edge metal installed. The mock up should also have a minimum of 1 each -vent pipe, curb and drain. (Placement of these detail on the mock-up do not need to be as shown)

Mock-up



Construction Site Requirements

The candidate shall ensure that a minimum of 500 square feet roof area is available to conduct the Field Examination. The examiner shall verify the space and application prior to commencing the Field Examination. All roof areas selected shall have easy and safe access.

Assistant to Help the Candidate

It is acceptable for the candidate that is being evaluated to have an assistant available to help in the typical spray polyurethane foam installation. The examiner shall explain to the helper that they cannot in any way help, assist, coach, and interfere with the candidate that is being evaluated during the Field Examination. The helper is only allowed to mask off areas that may get overspray, assist in moving out the hose, or adjust the temperatures and pressures of the equipment only when requested by the candidate that is being evaluated. The helper can assist in setting up the signs and caution tape for the job only at the request of the candidate that is being evaluated.

If it is determined that the helper is attempting to interfere in the process, he/she shall be asked to leave for the duration of the Field Examination. If the helper is unwilling to cooperate with the examiner requests at this time, the evaluation would be terminated.

Field Examiner Requirements

1. The examiner contacts the candidate to arrange for the Field Examination date, time and location.
2. The examiner shall confirm with the candidate that they have reviewed the certification handbook from SPFA PCP
3. The examiner shall inform SPFA PCP of the arrangements confirmed with the candidate.
4. The examiner shall confirm with the candidate that all of the essential equipment for spray polyurethane foam is available for the Field Examination. i.e. testing equipment, personal protective equipment, etc.
5. The examiner shall arrange their own personal protective equipment.
6. The examiner should videotape whenever possible and should this not be possible, the examiner shall take a large quantity of photographs to help document the Field Examination.

Field Examination Procedures

Prior to Starting the Field Examination

1. The examiner shall explain the process that will be required for the Field Examination. The examiner shall explain that the candidate will be evaluated on the process prior to spraying, during spray operations, and after completion of spray foam installation.
2. The examiner shall explain to the candidate that he will be checking off items on the Field Examination form as the evaluation is in progress.
3. The examiner will explain to the candidate that the examiner is NOT to give any instruction, advice or assistance to the candidate. The examiner is not permitted to offer any feedback on the performance of the candidate.
4. The examiner will ask the candidate for all of the required documentation for the installation of SPF, such as:
    a. Safety checklist for project (including Emergency Phone Numbers)
    b. SDS sheets for all products that are used
    c. Technical data sheets for the SPF system
    d. Job site specification (If applicable)
5. The examiner shall now begin the actual Field Examination that will be divided into (five) areas of Evaluation. The specific areas being evaluated are on the Field Examination Form included in this Handbook. Refer to the Field Exam forms on the following pages for weighting information.
    a. Documentation and PPE
    b. Pre-Application
    c. Equipment/Rig
    d. Application
    e. Start-up/Shut-down

6. The candidate is expected to have the Field Examination area prepared. Adequate preparation will expedite the examination and will help ensure that all areas being evaluated will be covered in the time allotted. When the 4 hours for exam have expired, the Field Examination will end, regardless if the entire examination has been completed or not.

Date:
Candidate Name:
Company Name:
Address:
Email to send results:
Orientation Completed By:
Please answer: Yes (Y) or No (N) to the following questions during the field exam.

1. Documentation and PPE (15% weighting)

Scope: Demonstration of personal protection equipment (PPE), documentation and their role in personal health and safety.

	Did the candidate do the following:	**Yes**	**No**
1	Show a project safety checklist for a project?		
2	Show a pre-construction meeting form that has been filled out?		
3	Show a Job Fact Sheet?		
4	Show the project daily log that has the following items filled out: date work completed, weather conditions, materials used, amount of work completed & batch numbers?		
5	Show the SDS sheets for each material being installed?		
6	Explain what type of information is in each section of the SDS sheets?		
7	Show the filter change out schedule/log?		
8	Show where emergency numbers are posted?		
9	Show the temperature range that is recommended for the product?		
10	Demonstrate a tool box talk/safety briefing?		
11	Select the proper eye PPE?		
12	Select the proper hand PPE?		
13	Select the proper protective clothing PPE?		
14	Select the proper footwear PPE?		

Field Examiner Signature: _____

Start Time:_____ End Time:_____

		Yes	**No**
15	Show Quality Control procedures/log?		
16	Demonstrate completing a roof sketch that shows the areas of work completed for the day?		
17	Select the proper respiratory PPE?		
18	Select the proper PPE that should be used for the specific coating being installed?		

Field Examiner Signature:_____

Start Time:_____ End Time:_____

2. Pre-Application (15% weighting)

Scope: Demonstration of the ability to verify substrate conditions are acceptable and that safety procedures and equipment are being utilized.

	Did the candidate do the following:	Yes	No
1	Select and show where the proper safety and warning signs are located at the jobsite?		
2	Show that all heat producing devices and ventilation systems are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray and ventilation periods?		
3	Show the location of power sources and equipment that should be locked and tagged out?		
4	Demonstrate the proper lockout and tag out procedure?		
5	Show locations of fire extinguishers, confirm inspection date is current, correct type and quantity?		
6	Show areas on the project where fall protection will be required and demonstrate safe setup?		
7	Demonstrate how to check the substrate temperature prior to application of spray polyurethane foam and indicate the proper temperature range?		
8	Demonstrate how to check the moisture level on/in the substrate and indicate whether the surface is dry enough to apply foam?		
9	Demonstrate that the substrate is properly prepared and is clean, dry and free of dust, loose scale or rust, oil or ice?		
10	Demonstrate proper masking procedures in the mock up area?		

Field Examiner Signature (Pre-Applicaton):_____

Start Time:_____ End Time:_____

		Yes	No
11	Demonstrate how to properly set up both an extension and a step ladder?		

Field Examiner Signature (Ladder Set-Up)_____

Start Time:_____ End Time:_____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA ROOFING MASTER INSTALLER FIELD EXAM

3. Equipment/Rig (10% weighting)

Scope: Demonstration how to service equipment and identify various procedures and processes in rig in accordance with manufacturer's guidelines.

	Did the candidate do the following:	Yes	No
1	Show the HMIS label on the container for the foam that will be used and explain what the instructions mean?		
2	Show the lot number and expiration dates?		
3	Show the location of the eye wash?		
4	Inspect and check equipment and tools for operation or damage and indicate whether tool is safe or unsafe for use?		
5	Explain to examiner the procedure to ensure a continuous supply of material to the machine, and indicate the techniques used?		

Field Examiner Signature (Equipment Rig):_____

Start Time:_____ End Time_____

		Yes	No
6	Demonstrate how to rebuild the plural component spray gun?		

Field Examiner Signature (Gun Rebuild):_____

Start Time:_____ End Time:_____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA ROOFING MASTER INSTALLER FIELD EXAM

4. Application (45% weighting)

Scope: Prep area for PPE which is required at Station 4 Demonstration of application of spray polyurethane foam to specific thickness with proper pattern/distance and mix.

	Did the candidate do the following:	Yes	No
1	Demonstrate how to spray a test pattern and describe how the test is used to verify proper mix and pattern?		
2	Demonstrate spraying with the gun at the proper distance from substrate?		
3	Demonstrate the proper application of foam to the parapet wall?		
4	Demonstrate the proper application of foam at the pipe penetration?		
5	Demonstrate the proper application of foam around the drain?		
6	Demonstrate how to apply foam in a uniform manner and to a specified thickness plus/minus 1/4" over the mock up roof area?		
7	Demonstrate how to use a probe to check depth and measure surface uniformity, and explain how to seal the resulting hole? (Candidate shall notify examiner when the application is complete and ready to be checked by examiner).		
8	Demonstrate the ability to spray a pass no more than 1 1/2" or less than 1/2" in thickness?		
9	Demonstrate how to ensure adhesion of foam to substrate? (Note: Core tool is available for candidate use).		

Field Examiner Signature (Spray Booth):_____

Start Time:_____ End Time:_____

		Yes	No
10	Demonstrate they can spray coatings in straight lines and overlap in proper spray pattern?		
11	Demonstrate the ability to spray coating at a specified mil thickness over a given area?		

Field Examiner Signature (Coating Application):_____

Start Time:_____ End Time:_____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

SPFA ROOFING MASTER INSTALLER FIELD EXAM

5. Start-up/Shutdown, Testing, Repair (15% weighting)

Scope: Demonstration of proper way to start-up, adjust, shut-down, test equipment and blister repair procedures.

	Did the candidate do the following:	Yes	No
1	Demonstrate proper equipment start up procedures for the generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun?		
2	Demonstrate procedures for adjusting heat and pressure on the spray machine?		
3	Show how to troubleshoot a pressure imbalance on the spray machine?		
4	Show how to use equipment error codes to troubleshoot problems on the machine?		
5	Demonstrate proper procedure for shut down to park the equipment?		
6	Demonstrate proper procedure for shut down of the heaters A-B and hose?		
7	Demonstrate proper procedure for shut down of the air compressor?		
8	Demonstrate proper procedure for shut down of the main power?		
9	Demonstrate proper procedure for end of job shut down procedures?		

Field Examiner Signature (Start Up/Shut Down):_____

Start Time:_____ End Time:_____

		Yes	No
10	Demonstrate how to take and repair a core sample?		
11	Demonstrate how to take and repair a slit sample?		
12	Demonstrate they know how to use an optical comparator to read dry film thickness?		
13	Demonstrate how to repair a blister that is less than 4 inches?		
14	Explain the procedure for repairing a blister that is more than 4 inches?		
15	Show how to change the tip in a coating sprayer?		
16	Demonstrate how to clean the coating sprayer after use?		

Field Examiner Signature (Testing - Repair):_____

Start Time:_____ End Time:_____

NOTE: Shaded areas are the same on both Insulation & Roofing Field Exams

COMMENTS:

Completing the Field Examination

The Field Examination is divided into five sections:

1. Documentation and PPE
2. Pre-Application
3. Equipment/Rig
4. Application
5. Start-up/Shut-down

The examination was intentionally designed like this to keep the Field Examination flowing smoothly. In order to ensure efficiency, the candidate must be prepared with appropriate documentation, tools, and equipment requested on the Field Examination evaluation form. The evaluation has a time limit and any time a candidate uses searching for things like a “Safety Check List” or posting appropriate signage, is time wasted.

The following is a summary of what the candidate will be evaluated on during the Field Examination. We urge the candidate to review each of these and look at the Field Examination form and walk through it prior to the arrival of the Field Examiner to make sure all preparatory work is ready for the evaluation to proceed efficiently.

Documentation and PPE – (15% Weighting)

1. Safety Checklist – candidate must be able to identify it and locate it
2. Pre-Construction Meeting Form – candidate must be able to properly fill in the ore-construction meeting form.
3. Daily Log, QC Log & Job Fact Sheet/Record – candidate must be able to show the Daily Log, QC Log & Job Fact Sheet/Record for the job.
4. SDS Sheets – candidate must be able to identify, locate and explain what type of information is in each section
5. Filter change out schedule/log – candidate must show this to Field Examiner
6. Emergency numbers – candidate must be able to identify and locate these numbers
7. Temperature Range – candidate must show the temperature range for product being used.
8. Tool box talk/Safety briefing – candidate must be able to demonstrate how one is given
9. PPE – candidate must be able to demonstrate the proper PPE for project and correct use of it.
10. Roof Sketch - candidate must demonstrate how to complete a roof sketch.
11. Trimming – candidate must demonstrate proper PPE to be used for trimming
12. Daily reports- demonstrating completing the daily reports including batch numbers

Pre-Application – (15% Weighting)

1. Safety and Warning Signs – candidate must show where these signs are located at jobsite
2. Ventilation of spray area – candidate must demonstrate the proper setup of the ventilation of the spray area.
3. Heat Producing Devices, Ventilation Systems and Lock-out, Tag-out Procedures. Candidate must:
    a. Show location of power sources and equipment that should be locked and tagged out.
    b. Demonstrate that all heat producing devices and ventilation systems are disabled, sealed and protected from exposure to SPF and from accidental powering on during spray and ventilation periods.
    c. Demonstrate the proper lock-out and tag out procedure for each.
4. Fire Extinguishers – candidate must show location of fire extinguishers and confirm they have current inspection dates and correct type and quantity.
5. Fall Protection – candidate must show areas where fall protection will be required and demonstrate how to check each for safe setup and use, including, but not limited to both extension and step ladders.
6. Substrate Preparation – candidate must demonstrate that substrate is properly prepared
7. Masking – candidate must demonstrate proper masking procedures
8. Substrate Temperature – candidate must demonstrate how to check substrate temperature and record that information on daily job log.
9. Moisture Level – candidate must demonstrate how to check moisture levels both on/in substrate.

Equipment/Rig – (10% Weighting)

1. HMIS label – locate the HMIS label on the container for foam and explain what it means
2. Lot number and/or expiration dates – candidate must show the lot number and/or expiration dates.
3. Spray gun – candidate must be able to rebuild the plural component spray gun
4. Equipment and tools – candidate must be able to show how to check these for operation and damage to verify that they are ready for safe use
5. Ensuring continuous spray – candidate must explain to Examiner the procedure to ensure continuous spray and point out the techniques used
6. Eye Wash – candidate must demonstrate the location of eye wash station.

Application – (45% Weighting)

1. Spraying – candidate must demonstrate a test pattern and its relevance, spraying proper distance, spraying without gaps or voids in foam, spraying to designated depth and pass thickness.
2. Quality control – candidate must be able to demonstrate how to check for gaps or voids in foam, how to check for proper adhesion to walls/studs, how to check depth and measure surface uniformity and how to seal the resulting hole.
3. Coating Millage – candidate must be able to demonstrate ability to spray a specific thickness, in straight lines, overlaps and detail terminations.
4. Granules – candidate must be able to demonstrate proper granule application (if applicable).
5. Deficiencies – candidate should be aware of any deficiencies in their spray application and describe plan of action to correct deficiencies.

Start-up/Shut-down/Testing/Repair – (15% Weighting)

1. Start-Up – candidate must be able to demonstrate proper start-up for generator, compressor, air dryer, transfer pumps, proportioner, hoses and gun
2. Adjusting heat and pressure – candidate must be able to demonstrate procedures for adjusting heat and pressure on spray machine
3. Troubleshoot imbalance – candidate must be able to demonstrate how to troubleshoot pressure imbalance on the spray machine
4. Error codes – candidate must demonstrate how to use error codes to troubleshoot problems on spray machine
5. Shut Down/End of Day/End of Job – candidate must demonstrate proper procedure including shutting down and parking equipment including heaters A-B and hose, air compressor and main power.
6. Testing – candidate must be able to demonstrate how to, take and repair slit samples and core samples, use an optical comparator to read millage and document on a roof sketch.
7. Blisters – candidate must be able to demonstrate the proper repair procedure for blisters less than 4” and more than 4”.
8. Cleaning coating sprayer – candidate must be able to demonstrate proper cleaning after use.
9. Change tip in coating sprayer – candidate must be able to demonstrate changing tip in coating sprayer

(End of Field Examination)

Important Items to Remember for Your Field Examination

- Ensure that you have completely read and understand this handbook prior to scheduling your Field Examination or recertification evaluation. Please feel free to call the SPFA PCP office at 1-866-222-5000 if you have any questions.

- To cancel your scheduled evaluation, please call the SPFA PCP office a minimum of seven days prior to the date. All costs incurred to date (travel arrangements or penalties) for the cancelled evaluation is the responsibility of the candidate.

- Please ensure that the spray polyurethane foam material and equipment (if at jobsite) is ready to be utilized by the time the Field Examination is to commence.

- The Field Examiner cannot prompt you or help you in any way, so you need to be prepared to show your ability in each of the areas identified on the Field Exam form on your own.

- For a Field Exam done in a mock-up setting, you must have all documents completely filled in. You will not be given additional time to locate/furnish or come up with the documents once the Field Exam has started.

- If you wish to be certified in both Open cell and Closed cell SPF, you must take a field examination for each.

- In the event that you have not successfully passed the field examination, you must re-take the Field Examination and pay all costs associated.

Process to Dispute Written and Field Examination Results (Insulation and Roofing)

Challenging Results

Following completion of the Written or Field Examination, individuals may submit in writing, comments on any question(s) they believe contain errors in content on the written examination.

General Comments, Questions and Inquiries About Specific Questions

If you have comments or questions concerning your examinations, direct your comments in writing to certdirector@sprayfoam.org within 10 days of your Written Examination or Field Examination date. In your correspondence, include your contact information, examination date, as well as the specific concerns about the question and or process in which you were evaluated.

The candidate shall have the opportunity to appeal the complaint findings, following the procedures outlined in the complaint appeal.

Maintaining Certification

Renewal and Re-Certification

To maintain certification, an individual must do the following:

1. Renew certification (every five years)
2. Re-certify your credentials (every 10 years)

Review shall be conducted on the Certified Individual including Assistant, Installer, Master Installer, or Project Manager during the certification period by a variety of methods that have been approved by the Certification Scheme Committee.

Review Methods

The review may include but is not limited to the following:

- Written complaints/concerns
- Confirmation of continuing satisfactory work for recertification

On a five-year basis, the certification administrator will review the following to ensure that a Certified Individual is eligible to have his/her Certification credentials renewed. The steps in this process include:

- Confirmation that any complaints, defaults or deficiencies (CDD) about non-compliance to the Certification Program have been resolved or are in the process of being reviewed.
- Demerit points review (take appropriate action).
- Confirmation of receipt of renewal fee (confirm account is up to date).
- Confirmation that any required documents are received by the PCP.

Recertification – (10 year)

The recertification of certified individuals is conducted every ten years and shall include the following:

- Confirmation of receipt of recertification fee (confirm account is up to date)
- Proof of attendance in the recertification webinar
- Confirmation that any complaints, defaults or deficiencies (CDD) about non-compliance to the Certification Program have been resolved or are in the process of being reviewed
- Demerit points review (take appropriate action)
- Confirmation that any required documents are received by the PCP

Once the above criteria are met, the SPFA PCP Certification Certificate and PCP ID card will be issued.

If the certified individual neglects to follow or complete the recertification requirements then his/her certification credentials will be revoked.

In the event that the criteria needed to renew an individual's certification credentials are met, but the individual fails to pay the Certification Renewal or Recertification Fee, then his/her certification will lapse and individual is no longer SPFA PCP Certified.

Recertification Start Date Based on Latest Credential

The 10-year recertification period resets each time a new certification level is achieved.
When a certified individual advances to a higher credential level, their 10-year recertification timeline will reset based on the date of the new certification. This applies to all credentials an individual holds. Advancing to a higher credential demonstrates continued competence, warranting a reset of the 10-year recertification period.

Certification Status Categories

Valid Certification

A valid certification is one in good standing with the SPFA PCP and when the certification criteria are met. Certified Individual can demonstrate this by showing PCP ID card or contacting SPFA PCP for verification.

Lapsed Certification*

Lapse in Certification will occur when the certification criteria needed to renew or re-certify are met, but the individual fails to pay the Certification Renewal/Re-Certification Fee, then his/her certification will lapse and individual is no longer SPFA PCP Certified. Certification will also lapse when CPI, CPR/First Aid are not current. It is the responsibility of the Certified Individual to keep their CPI, CPR/First Aid current.

Suspended Certification*

The certification shall be suspended when the certified individual has 100 or more demerit points lodged against him/her.

Suspension can occur as a result of the findings of the Complaint Review Board, or it can be done immediately when the actions of a Certified Individual (CI) represent a health-safety hazard to the CI, colleagues, any bystanders in the course of their work with spray polyurethane foam. Within the timeline defined by the CDD Process, the CRB will review the details of the suspension and issue a finding. A suspension is considered to be a temporary state and reinstatement is possible.

Terminated Certification*

Termination may result from a complaint, default, deficiency (CDD) or blatant disregard for following established safety protocols, PCP policies, procedures and non-compliance with the federal, state and local laws and regulations. Termination may be a permanent state of the certification credentials and, if so, cannot be reinstated.

Withdrawal of Certification*

The certification shall be withdrawn when the Certified Individual chooses to discontinue the certified individual status.

* No refunds will be given in cases of suspension, termination or withdrawal of credentials and the individual's PCP ID card (if still valid) must be returned to PCP. Use of PCP Certification Mark must also cease.

Complaints, Default or Deficiency (CDD) Process

A complaint is a written notification to the SPFA Director of Professional Development in reference to an issue involving a Certified Individual. Complaints must have proper documentation. The SPFA PCP will not address complaints that do not fall within the scope of the SPFA PCP or are determined to be without merit.

A default is when the Director of Professional Development becomes aware, through any mechanism, that the Certified Individual has violated some obligation within the Certification Agreement.

A deficiency is any problem involving a Certified Individual that might affect their certification other than a complaint or a default.

Details about the Complaint, Default or Deficiency Process are available upon request.

Step One

A person making complaint must notify the Director of Professional Development by emailing certdirector@sprayfoam.org and the Certified Individual is notified of complaint.

A default or deficiency can also be discovered by SPFA without a formal complaint.

The Certified Individual will be notified of the complaint, default or deficiency within five business days of discovery and given an opportunity to respond.

NOTE: If the complaint has undeniable evidence of unsafe, unhealthy or illegal behavior, the PCP reserves the right to immediately suspend the individual's credentials pending further review of the Complain Review Board (CRB).

Step Two

Complaint Review Board evaluates the complaint and identifies appropriate actions.

Note: CRB is a panel of three (3) individuals, as designated by the CSC, plus the PCP Director (non-voting). Every effort will be made that the Complaint or Default Review Board shall be comprised of contractor, consultant, and supplier representative.

Step Three

Certified Individual responds to findings of Complaint Review Board.

Category of Complaints, Default or Deficiency (CDD) and Demerit Point System

Each CDD received will fall into one of the three categories below. The category in which it is placed will determine the maximum number of demerit points that can be assessed for each infraction within that category. The review process may result in assignment of points, suspension of credentials or even termination of credentials for the most serious offense. The Complaint Review Board must consider if the CDD can be validated, is there a remedy and if this remedy is a corrective action or some other type of satisfactory way to address the complaint. It is important to remember that any CDD can only be addressed in its relevancy to the PCP.

Category One: Violation of Specific Terms of Agreement
Max. points = 100 per violation
Example:

1. Lying about work history on application
2. Improper use of Certification Mark
3. Misrepresentation of credentials
4. Repeat of prior complaint, default or deficiency

Category Two: Verifiable issue related to job performance, safety, or legal approvals (licenses, building permits, etc.)
Max. points = 35 per verifiable violation
Example:

1. Not wearing safety gear
2. Failure to obtain necessary work permits
3. Spraying a roof in the rain
4. Didn't spray foam thick enough per the spec
5. Used wrong coating
6. Subcontracted the job in violation of contract
7. Left empty drums on the jobsite

Category Three: Non-Verifiable issue which cannot be readily investigated or have not been documented by an independent third party
Max. points = 10 per issue

Actions Based on Total Demerit Points

- **100 points = Suspension of PCP Credentials**
  Suspension: Credentials suspended, PCP ID card returned, correction action determined, credentials pending terms of corrective action. Termination may occur when more than 100 points have been accrued.

- **30 points = Warning**

Warning: Corrective action determined; credentials remain intact. Follow up based on terms of correction action and/or annual review.

- **Any points assigned = Notification**
  Notification: Anytime points are assigned, CI is notified. No action taken unless number of points triggers a warning or suspension.

As part of corrective action, the CRB may determine that demerit points can be reduced once corrective actions and designated time has passed. Any remaining demerit points will remain in the record of the Certified Individual for five years (from the date when the notice was received by the CI from PCP of the complaint, default or deficiency.)

SPFA PCP ACCREDITED CONTRACTOR COMPLAINT FORM

SPFA PCP can only consider written complaints regarding the non-compliance with SPFA PCP Accredited Contractor's criteria within this program.

Details of program are in the Contractor Accreditation CSC Handbook at www.sprayfoam.org.

Complaints about other Contractor related issues that do not fall within the parameters of this program will not be addressed by SPFA.

Name of Person/Company lodging complaint_____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Company/personnel complaint lodged against: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Personnel at Company who have been contacted about this complaint and date/details of communication:

Name/Title: _____ Date of communication: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Please describe your complaint in detail as it pertains to the SPFA PCP Contractor Accreditation Program:

_____

_____

_____

_____

_____

_____

_____

Date of Communication and documentation (i.e. emails, phone log, conversation recaps, etc.) You may attach pages.

Please review and sign the following:

I, *(print name)* _____, do solemnly declare; that to the best of my knowledge, the foregoing Information is true and correct.

_____ _____

Date Signature

Return completed form to: SPFA Director of Professional Development

Email: certdirector@sprayfoam.org Questions call: 800-523-6154

SPFA PCP ACCREDITED SUPPLIER COMPLAINT FORM

SPFA PCP can only consider written complaints regarding the non-compliance with SPFA PCP Accredited Supplier's criteria within this program.

Details of program are in the Supplier Accreditation CSC Handbook at www.sprayfoam.org

Complaints about other Supplier related issues that do not fall within the parameters of this program will not be addressed by SPFA.

Name of Person/Company lodging complaint_____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Company/personnel complaint lodged against: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Personnel at Company who have been contacted about this complaint and date/details of communication:

Name/Title: _____Date of communication: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Please describe your complaint in detail as it pertains to the SPFA PCP Supplier Accreditation Program:

_____

_____

_____

_____

_____

_____

_____

Date of Communication and documentation (i.e. emails, phone log, conversation recaps, etc.) You may attach pages.

Please review and sign the following:

I, *(print name)* _____, do solemnly declare; that to the best of my knowledge, the foregoing Information is true and correct.

_____ _____

Date Signature

Reinstatement of Lapsed or Suspended Certification

If an SPFA PCP Certified individual neglects to renew his/her certification the SPFA PCP Certification will lapse. When this occurs, the individual MUST stop using the SPFA PCP Mark and all references to being an SPFA PCP Certified SPF Professional. A Lapsed Certification is a null and void Certification.

The reinstatement of the SPFA Certified individual is permitted, providing the individual's credentials lapsed due to non-payment of renewal fees and not due to circumstances where they were withdrawn described in the "Suspension or Termination of Certification" section of this Handbook.

In order to reinstate the SPFA PCP Certification, the individual must meet all of the criteria for renewing the Certification, including:

- Individual's SPFA PCP file does not contain any unresolved complaints, defaults or deficiencies
- Verification that all information previously submitted and on file is still applicable and current
- Payment of renewal fees
- In the event that it is 10 years or longer since the individual was first certified, then the individual would also have to complete any Recertification Requirements as described in the section above.

In order to reinstate the SPFA PCP Certification after suspension or termination has occurred, the CI must have successfully completed any remediation determined in the CDD process.

Appeal Process

There is a three-tiered process for review and appeal of suspension or termination of certification or assessment of demerit points. The SPFA Director of Professional Development shall make all appeal decisions in consultation with the Certification Management Board (CMB) which consists of representatives from SPFA PCP QAP, CSC and Training Committees, two representative from SPFA Board of Directors.

If the Certified Individual (CI) believes that the CRB's decision is not satisfactory; they shall approach the Certification Management Board.

If the CI believes that the Certification Management Board's decision is unsatisfactory; the CI shall request a review from an independent third party.

Tier 1 Appeal Process with Certification Director:

To appeal, the Certified Individual must follow this procedure:

Request for review must be made within 10 business days of notice of suspension of certification or assessment of demerit points.

The request for review must be sent to certdirector@sprayfoam.org.

The request for review must specifically state the reasons why the Certified Individual believes the initial decision should be modified or overturned. The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Director of Professional Development who will provide a decision in writing within 30 business days of receiving the written request for review.

If the Director of Professional Development or designee concludes, based on the current version of the certification scheme (described in the Certification Handbook) at the time of assessment, suspension or termination, that the demerit points should not have been assessed, or that the Certified Individual should not have had their certification suspended, the Certified Individual will have the demerit points removed specific to the violation in question or suspension lifted as the case may be.

Should the Director of Professional Development conclude that the actions taken are valid; the Certified Individual will be notified of such conclusion, in writing. The Certified Individual will receive a letter by email or traceable delivery service. The Certified Individual is deemed to have received the notice of the written review decision 5 business days after the notice is sent.

Tier 2 Appeal Process with Certification Management Board (CMB):

If the Certified Individual disagrees with the action taken after the completion of the Tier 1, the Certified Individual may appeal to the Certification Management Board. The Certification Management Board is a six (6) person panel, made up of representatives of the SPFA PCP QAP, CSC and Training Committees, two representatives of the SPFA Board of Directors and PCP Director (non-voting). Anyone who served on Complaint Review Board for this complaint, default or deficiency, may not serve on the CMB.

Request for review must be made within ten business days of the Tier 1 decision.

The request for review must be sent to certdirector@sprayfoam.org.

The request for review must specifically state the reasons why the Certified Individual believes the initial decision should be modified or overturned. The request must provide new information on the issue or provide a specific reference where required procedures have not been followed.

The review will be carried out by the Certification Management Board (CMB) that will provide a decision in writing within 30 business days of receiving the written request for review.

If the CMB concludes, based on the current version of the certification scheme (described in the Certification Handbook) as amended to the time of assessment of demerit points or suspension or termination that the demerit points should not have been assessed, or that the Certified Individual should not have had their certification suspended or terminated, the Certified Individual will have the demerit points removed specific to the violation in question or suspension/termination lifted as the case may be.

Should the CMB conclude that the actions taken are valid; the Certified Individual will be notified of such conclusion, in writing. The Certified Individual will receive

a letter by email or traceable delivery service. The Certified Individual is deemed to have received the notice of the written review decision five business days after the notice is sent.

Tier 3 Appeal Process with Independent Arbitrator:

If the Certified Individual still feels that the action taken after the Tier 2 process has been completed has not met the requirements of the certification scheme (described in Certification Handbook), the Certified Individual may appeal to an independent arbitrator.

In order to proceed with the appeal going to an independent arbitrator, the following is to be completed:

1. Notice of appeal must be received within 10 business days after receipt of the written review decision from the Certification Management Board,
2. Notice of appeal must be sent to certdirector@sprayfoam.org
3. Notice of appeal must specifically state the grounds for appeal,
4. Deposit of $1000 in form of certified check or bank draft payable to SPFA must be received with notice of appeal,
5. The arbitrator will be mutually agreed upon by both parties.

The deposit that the Certified Individual is required to pay to start Tier 3 will be at least $1,000.00. This amount may increase based on the prevailing rates of the arbitrator.

If the arbitrator decides that the demerit points should not have been assessed or that the Certified Individual should not have had their certification suspended or withdrawn, the Certified Individual will have the demerit points removed specific to the appeal or suspension lifted as the case may be and the money paid will be returned.

If the independent arbitrator confirms the written review decision of the certification board that the points are to stay in place, the fee paid will NOT be returned to the Certified Individual.

Should the CI feel that the certification process has not been followed, the CI can register a complaint with the accreditation body for ISO 17024 that has accredited the certification body that is providing personnel certification under the ISO 17024 requirements.

Frequently Asked Questions

Q How do I get signed up to take the Written Examination or Field Examination?

A For the most up to date information on enrollment/scheduling requirements, dates, locations and fees contact SPFA PCP at 1-866-222-5000 or visit our website at www.sprayfoam.org.

Q Where can I take the Written Examination?

A Written exams can be taken on-line, at your convenience, using your personal computer or tablet.

Q Can I get my results over the phone?

A No. Examination results are confidential and will only be provided in writing.

Q When will I receive my Examination results?

A Results will be emailed within one week of taking the exam.

Q Is training required before taking Examination?

A Yes. There is a requirement to take the Field Examiner Course prior to taking the Written Exam.

Q Does SPFA PCP offer courses to prepare for Examination?

A Training will be available through a variety of sources such as product manufacturers, equipment manufacturers, trade associations (including SPFA) and various private learning institutions. Currently SPFA Exam Prep Courses are available online.

Q How often can I take the Written Examination?

A You may take the written examination as many times as needed until you pass the examination.

Q Is there a fee for re-taking an Exam?

A Yes, the Examination fee must be paid each time an Examination is administered.

Q Can I get a copy of my results mailed to me?

A Yes, your Examination results can be mailed to you upon request. The standard procedure is to email the results.

Q Are the Examinations open book?
A No. You are not allowed any study or reference materials. You may bring with you a calculator and writing utensils as described in this Handbook.

Q How long is the SPF Field Examiner Written Examinations?
A The length of time is 2 hours maximum.

Q What type of format will the Examination questions be in?
A Exam questions are in four-option, multiple-choice, with one answer on each question scored as correct.

Q Should I guess if I don't know the answer to a question?
A There is no guessing penalty, so answer every question.

Q What is considered a passing score?
A The passing mark for the Written and Field Examinations is 75%.

Q What language is the examination available in?
A The Assistant, Installer and Master Installer Written Exams are available in both English and Spanish. The Project Manager Written Exam is only available in English.

If you have additional questions, please direct them to SPFA PCP staff:
E-mail: admin@spfapcp.org
Phone: 866-222-5000

Appendices

JOB TASK ANALYSIS FOR Field Examiner

Job	Tasks
1 Certification of Field Examiners	
	Task 1.A Overview of Field Examiner
	Task 1.B How to Become a Certified Field Examiner
	Task 1.C Field Examiner's Documentation
	Task 1.D Potential Conflict of Interest
2 Field Exam Locations	
	Task 2.A Field Examiner Availability
	Task 2.B Assigning of Field Exams
	Task 2.C Field Exam Work Orders
3. Pre-Field Examination Requirements and Procedures	
	Task 3.A Responsibilities of the Field Examiner
	Task 3.B Responsibilities of the Master Installer
4 Field Examination Requirements and Procedures	
	Task 4.A Field Exam Set-Up
	Task 4.B Mock Up Requirements
	Task 4.C Job Site Requirements
	Task 4.D Assistant to Help the Candidate
	Task 4.E Conducting a Field Exam
5. Field Examination Forms	
	Task 5.A Documentation and PPE
	Task 5.B Pre-Application
	Task 5.C Equipment/Rig
	Task 5.D Application
	Task 5.E Start-up/Shut down, Testing, Repair
6. Post Field Examination	
	Task 6.A Actions After the Field Exam
	Task 6.B Post Field Exam Requirements
	Task 6.C. Communication of Results

SPFA Field Examiner Exam Order Form

Field Examiner Exam Order Form-F-222-143 rev 0

SPFA Field Examiner Exam Order Form

Name

First Name | Last Name

Company Name

Address

Street Address

City | State

Zip Code | Country

This is my:

Choose from the following dropdown menu

Email address the applicant taking the exam can access

Phone Number

Payment Details for MEMBER: (optional)

☐ One-time Enrollment Fee Per Person	0	250.00 USD
☐ Field Examiner (1 exam)	0	200.00 USD
☐ Online proctoring fee	0	50.00 USD
Total		0.00 USD

Payment Details for NON-MEMBER: (optional)

☐ One-time Enrollment Fee Per Person	0	350.00 USD
☐ Field Examiner (1 exam)	0	300.00 USD
☐ Online proctoring fee	0	60.00 USD
Total		0.00 USD

Invoice # (found in the upper right hand corner) (optional)

Please insert the corresponding invoice number if you had one sent to you.

Email address for receipt of payment

Note: All fees/costs are subject to change without notice, are not pro-rated, non-transferable or refundable, and must be pre-paid.

If there is a special accommodation required for written examination, inform the office on request: ☐ Large Print ☐ Verbal Delivery

Date of Issue: 27-Sep-2024 - F-222-143 rev 0 SPFA PCP Field Examiner Exam Order Form

Applicant Digital Signature

Add a digital signature using your mouse, stylus, or finger.

Date

05/20/2025

SAMPLE

SPFA Enrollment Form

[SPFA Enrollment Form-F-222-003 rev 14]

SPFA Enrollment Form
REQUIRED TO COMPLETE

Name

First Name | Last Name

Company Name

This is my:

Choose from the following dropdown menu:

Address

Street Address

City | State

Zip Code | Country

Email address the applicant can access

Phone Number

I have reviewed the current online SPFA Certification Handbook(s) posted at **www.sprayfoam.org** for the certification(s) I am pursuing. (Insulation, Roofing, Field Examiner, Supplier Rep). I have reviewed and understand what I am being evaluated on. I also accept the policies and procedures of the SPFA PCP. I understand and agree that if I should be unsuccessful with any exam (written or field), I must retake and pay all incurring costs to re-do the written or Field Examination.

I do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct. I hereby authorize SPFA to provide, on request, my SPFA PCP certification status.

Note: All fees/costs are subject to change without notice, are not pro-rated, non-transferable, or refundable, and must be pre-paid.

If there is a special accommodation required for written examination, inform the office to request: ❑ Large Print ❑ Verbal Delivery

Date of Issue: 23-Apr-2025 F-222-003 rev 14 SPFA Enrollment Form

Applicant Digital Signature

Add a digital signature using your mouse, stylus, or finger.

Date

04/28/2025

SAMPLE

SPFA Renewal Order Form

SPFA Renewal Order Form-F-222-145 rev 1

SPFA Renewal Order Form

Name

First Name | Last Name

Company Name

Address

Street Address

City | State

Zip Code | Country

This is my:

Choose from the following dropdown menu:

Email address to send the digital credentials

Phone Number

Payment Details for MEMBER: (optional)

☐ 5 Year Individual Renewal	0	250.00 USD
☐ 10 Year Individual Recertification	0	350.00 USD
☐ 1 Year Contractor Company Renewal	0	350.00 USD
☐ 1 Year Supplier Company Renewal	0	1250.00 USD
Total		0.00 USD

Payment Details for NON-MEMBER: (optional)

☐ 5 Year Individual Renewal	0	350.00 USD
☐ 10 Year Individual Recertification	0	450.00 USD
☐ 1 Year Contractor Company Renewal	0	500.00 USD
☐ 1 Year Supplier Company Renewal	0	1075.00 USD
Total		0.00 USD

Invoice # (found on the upper right hand corner) (optional)

Please insert the corresponding invoice number, OR list the name(s) to renew.

Email address for receipt of payment

Note: All fees/costs are subject to change without notice, are not prorated, non-transferable, or refundable, and must be pre-paid.

Date of Issue: 29-Oct-2024 F-222-145 rev 1 SPFA Renewal Order Form

Applicant Digital Signature

Add a digital signature using your mouse, stylus, or finger.

Date

05/27/2025

SAMPLE

S

SPFA Recertification Form-F-222-152 rev 0

SPFA Recertification Form

Pre-qualifications for the SPFA Certified Field Examiner

- Documented Experience, minimum of **40** points, of which at least 20 points must be from experience in the SPF industry
- Attach a letter that lists the work experience where the experience was obtained

Description	**SPF Industry (Minimum 20 points)**	**Number of Points Earned in SPF**	**Other Building or construction**	**Number of Points Earned in Bldg/Const.**
SPF Application	10 points for every 2000 hours as an installer, maximum of 20 points.		Not applicable	N/A
SPF Trainer or SPF Technical Support	10 points for every 2000 hours, maximum of 20 points		N/A	N/A
Building experience (framing, roofing, drywall, siding, electrical, plumbing, etc.)	N/A	N/A	5 points for each 2000 hours, to a maximum of 10 points	
Training (SPF application & equipment, construction safety, building envelope or roofing)	1 point for every 8 hours of training, maximum of 15 points		3 points for every 40 hours of training, maximum of 9 points	
Inspection experience (site visits, diagnostics, inspections)	10 points for every 2000 hours, maximum of 20 points		10 points for every 1000 hours, maximum of 20 points	
Industry certifications (RESNET, BPI, SPFA, RCI)	5 points for SPF specific certification		5 points for each certification, maximum of 10 points	
TOTAL – Must be at least 40				

Note: You must complete the above before examination can be taken.

Please review and sign the following:

I, ***(print name)*** **_____, do solemnly declare; that to the best of my knowledge, the foregoing information is true and correct I hereby authorize SPFA PCP to verify the references listed as needed.**

_____ _____

Signature **Date**

Note: All experience declarations are subject to verification by the SPFA PCP administration. Should this be necessary, additional information will be required to complete the verification process.

SPFA PCP FIELD EXAMINER AVAILABILITY

Name(s): *(please print)* _____

Company Name: _____

Company Address: _____

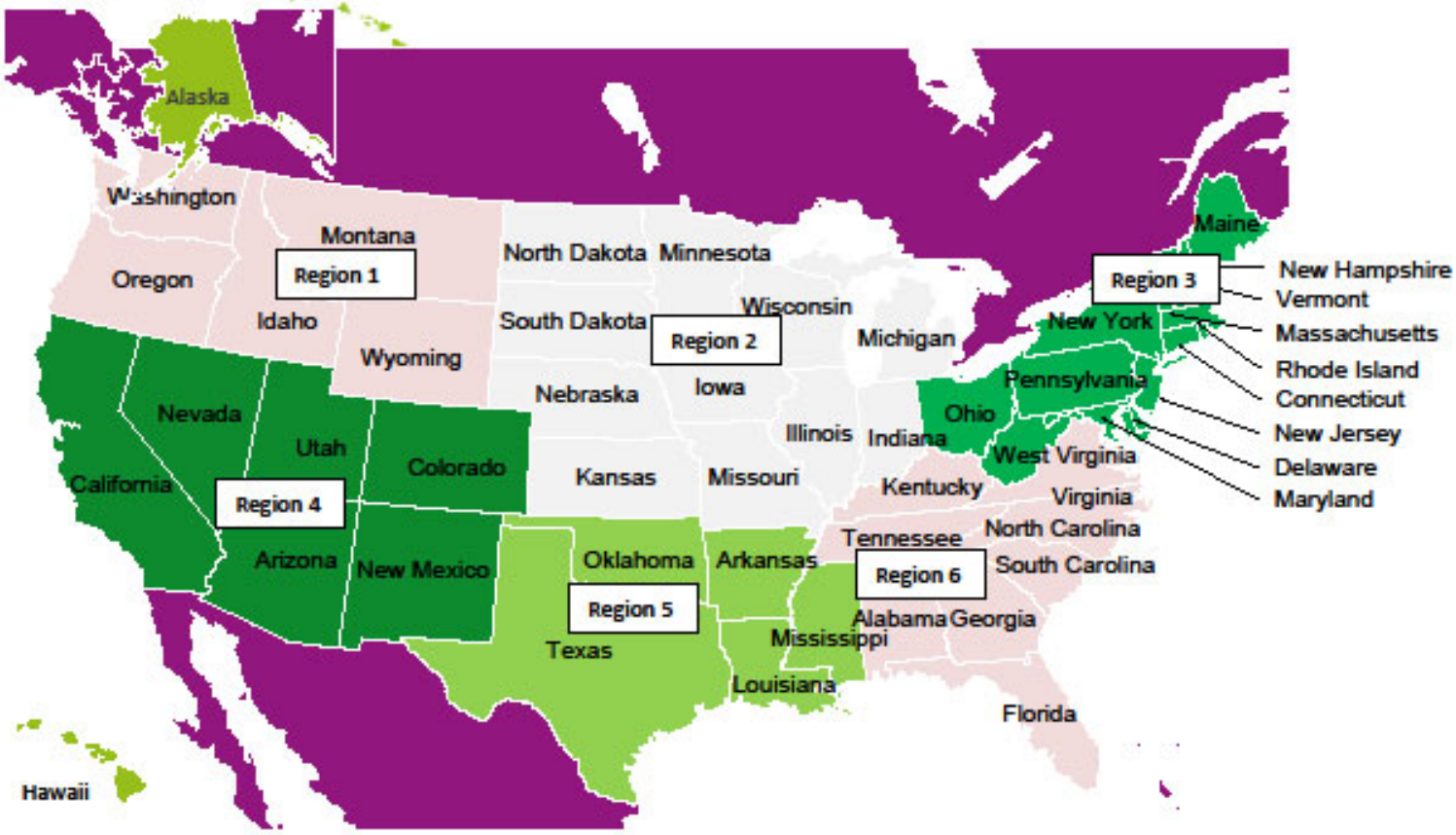
Company Phone: _____ Company Fax: _____

Email address: _____

Using the map below, please indicate which regions you are willing to travel to for the purpose of conducting Field Examinations.

☐ Region 1 ☐ Region 2 ☐ Region 3 ☐ Region 4 ☐ Region 5 ☐ Region 6 ☐ Alaska ☐Hawaii

Please indicate any specific states within your selected regions you are unable to travel to:

_____

In what languages are you comfortable conducting examinations? X English ☐ Spanish ☐ French
☐ Other _____