

# REQUIREMENTS FOR CFI CERTIFICATION

All Installers achieving CFI Certification must agree to abide by the CFI Pledge and follow Manufacturer's recommendations. Special installation techniques required by the manufacturer for designated carpets are not included in the CFI Certification.

## CFI Certification Levels

It is understood that the Installer who successfully completes the described category has demonstrated to the Certifier the ability to perform work as listed below.

**RESIDENTIAL I (\$145)** Lightweight, base grade, tufted carpet. Track houses, apartments, manufactured housing, etc. Two years experience required. If assistance is received, R-II is NOT available at that date.

- Answer written and oral questions for R-I
- Successfully complete EPA and OSHA tests
- Figure diagram with seam placement and yardage
- Demonstrate proper powerstretching techniques
- Construct lengthgrain / crossgrain seams for stretch-in and direct-glue
- Correctly apply seam sealer/latex
- Upholster stair with spindles
- Understand basics of pattern alignment
- Understand floor preparation and doorway terminations
- Identify 5 carpet backings & required installation techniques
- Demonstrate the technique of top row cutting

**COMMERCIAL I (\$145)** Lightweight, base grade. Strip malls, small commercial, single office or small retail establishments. Two years experience required. If assistance is received, C-II is NOT available at that date

- Answer all written and oral test questions for C-I
- Successfully complete OSHA and EPA Test
- Figure diagram with seam placement and yardage
- Identify 5 carpet backings & required installation techniques
- Recognize floor preparation procedures
- Apply seam sealer/latex correctly
- Demonstrate the technique of top row cutting
- Understand correct adhesive and proper trowel sizes
- Understand temperature and moisture issues
- Terminations of carpet to other surfaces/wallbase
- Demonstrates proper use of powerstretcher and pattern matching
- Install upholstered stair

**RESIDENTIAL II (\$290)** More detailed berber, dense-cut pile, and patterned. Four years experience required. No assistance during testing to receive R-II.

- Excels in Residential-I Skills in addition to:
- Answer written and oral questions for R-I and R-II
- Construct lengthgrain / crossgrain seams in stretch-in/direct-glue
- Upholster stair with spindles in specified carpets
- Perform more advanced skills testing
- Identify 12 carpet backings & required installation techniques

**COMMERCIAL II (\$290)** More detailed double glue installations, patterns. Four years experience required. No assistance during testing to receive C-II.

- Excels at requirements of Commercial-I in addition to:
- Install dense cut piles, patterns, loops, graphics, and woven proficiently
- Double-glue installations
- Attached cushion backings and installation
- Is proficient at installation of patterned merchandise
- Install all types of stairs proficiently
- Installs border – Construct seams/hot melt – direct glue
- Practices the importance of communication and teamwork
- Possess the ability to read blueprints and understand roll sequence
- Identify 12 carpet backings & required installation techniques
- Identify cushion and correct application
- Site conditions – must be proficient concerning moisture, alkalinity, and correction of bow-skew-pattern elongation -

**MASTER II (\$500.00)** Master-II Skills Testing (Hands-on) is available only at scheduled Master-II 3-day Certifications

## CFI Study Guide

The CFI Study Guide is a four-page document designed to assist with the written tests. Most answers are included in this material. Upon receipt of registration, the CFI Study Guide will be sent. It is also available at the website, [WWW.CFIINSTALLERS.COM](http://WWW.CFIINSTALLERS.COM). For those who are testing in the commercial field, additional information can also be accessed for study.

The written test contains information that professional Installers must know in order to communicate with others in the Industry and their clients. It is a multiple-choice test. A vocabulary and backing test are also given.

PREPARATION is the KEY! The tests are not difficult when YOU are prepared! Remember, this is the work YOU do each day as YOU strive to satisfy YOUR customers. It is time to gain recognition as a FLOORING PROFESSIONAL.

## Tools Necessary for Skills Test

Installers are to bring their own tools. Installers should arrive with as many of the tools specified below as possible. These are the TOOLS OF THE TRADE that are required to do the work in a professional manner to achieve customer satisfaction

One Seam Sealer Bottle	1/8 x 1/8 x 1/8 U-Notched Trowel	Kneekicker	Glue gun (if used)
One Seam Latex Bottle with tip	Wood Seaming Weight	Top Row Cutter	Row Finder
Preferably 6-inch starred roller or tractor	Dry Line	Seaming Iron	Knife
Preferably 6-inch flat roller	Straightedge	Carpenters Square	
1/16 x 1/16 x 1/16 Square-Notched Trowel	Cushion-back cutter	Powerstretcher	
1/8 x 1/8 x 1/16 U-Notched Trowel	Extension Cord	Stair Tool .	

# CFI CERTIFICATION APPLICATION

Complete, sign and submit two page form with payment to CFI National Office one week prior to Certification Event

Applicant Name: \_\_\_\_\_  
(First) (Middle) (Last)

Name Used: \_\_\_\_\_ SR JR II III IV  
(ex. James – Jim, Anthony – Tony) (Circle if applicable)

Certification Location Attending: \_\_\_\_\_ Years in trade \_\_\_\_\_ CFI ID Number \_\_\_\_\_

Company: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Please list language, other than English, in which you are fluent \_\_\_\_\_

Shirt size: XX-Large X-Large Large Medium Spanish study materials needed: Yes No

## Address to send Newsletter and other mailings:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Address to appear in CFI National Directory & CFI Website Listing:

Directory Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Pager: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

### Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Receiving Capabilities |
| <input type="checkbox"/> OSHA/HAZCOM Plan       | <input type="checkbox"/> Own a powerstretcher   |
| <input type="checkbox"/> Liability Insurance    | <input type="checkbox"/> OSHA Training          |
| <input type="checkbox"/> Workers Comp Insurance | <input type="checkbox"/> CPR Training           |
| <input type="checkbox"/> First Aid Training     |   |

### Installation skills you posses:

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Carpet Tile | <input type="checkbox"/> Sculpturing | <input type="checkbox"/> Beveling            |
| <input type="checkbox"/> Binding     | <input type="checkbox"/> Patterns    | <input type="checkbox"/> Resilient           |
| <input type="checkbox"/> Inlaid      | <input type="checkbox"/> Tile        | <input type="checkbox"/> Seam Welding        |
| <input type="checkbox"/> Flashcoving | <input type="checkbox"/> Ceramic     | <input type="checkbox"/> Hardwood Finished   |
| <input type="checkbox"/> Laminate    | <input type="checkbox"/> Marble      | <input type="checkbox"/> Hardwood Unfinished |
| <input type="checkbox"/> Rubber      |                                      |  |

Signature on this form verifies that the information on this page is true to the best of my knowledge. Any Installer who does not pass has one year to return at an additional \$100 charge to complete the original categories. I understand that the testing will involve installation procedures and equipment common to the industry, including all risks associated with installation activities. As further consideration for this opportunity, I specifically agree to release CFI, its officers, employees, contractors and agents from any and all claims, and specifically waive all such losses against the Association and such persons. In the event my activities cause injury or damage to any other person or entity, then I agree to fully indemnify, hold harmless, defend and protect the Association and its related persons from such losses, including any losses caused in part by the negligence of such others. I further understand that failure to conduct myself in a responsible manner during the testing program may result in my termination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(continued)

# PROOF of ACTIVE INSTALLATION

This form is to be completed by an appropriate industry representative to verify your time in the installation trade.

I, \_\_\_\_\_ verify that \_\_\_\_\_  
(Name of the person verifying experience) (Installer who is being certified)

has been active in the installation trade for a period of \_\_\_\_\_ years.

I can be contacted for confirmation at:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Please check industry affiliation: Retailer Manufacturer Distributor Other \_\_\_\_\_

## PAYMENT INFORMATION

CFI CERTIFICATION LEVELS <small>(fees through 12/31/07)</small>	Cost	Total
Training (Residential I and Commercial I awarded according to Installer skills demonstrated.)	\$290.00	
Residential I-II	\$435.00	
Commercial I-II	\$435.00	
Residential II (adding on to Certification)	\$290.00	
Commercial II (adding on to Certification)	\$290.00	
Residential I-II, Commercial I-II	\$870.00	
Late Fee (Apply if application is submitted week of Certification)	\$25.00	
Retesting Fee (Apply if returning for previously attempted level)	\$100.00	
<b>TOTAL</b> (Minimum of \$290.00 to test)		

This Certification is being paid for by: The Company The Installer

Method of payment: Check Money Order Credit Card

Office Use:

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_