

Manitoba Geothermal Energy Alliance  
Policy/Procedure

<b>POLICY:</b> <b>MGEA Accreditation Process</b>	<b>Policy Implementation Date:</b> _____ <b>Policy Amended Date:</b> _____ <b>Signature:</b> _____
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**General**

The MGEA is committed to the highest industry standards and corporate ethics. Members of the organization must comply with MGEA standards, policies, procedures and all conditions set forth by the organization to ensure a fair and level playing field and to further install confidence within the industry.

MGEA accreditation of geothermal installers requires proof of qualification to ensure the consumer has confidence in geothermal installers. It is the practice of the Board of Directors to ensure industry compliance with all its bylaws and policy documents.

**The MGEA Accreditation Process:**

1. "Application for Accreditation" must be filed with the MGEA. (form attached)
2. "Membership Application" covers the year January 1<sup>st</sup> to December 31<sup>st</sup>, and must include payment of membership dues. (form attached)
3. "Declaration of Applicant" must be submitted with membership application. (form attached)
4. MGEA members must comply with the MGEA Code of Ethics.

All MGEA Accreditation requests must be signed and returned to the MGEA, 1082 Main Street, Winnipeg, Manitoba R2W 5J3 or fax to (204) 334-5239.

The Board or MGEA staff shall review your application and if approved, you will receive a membership package in the mail within 30 days. If additional information is required, a representative of MGEA will contact you.

## Application for Accreditation

### Accreditation Requirements

Members of Manitoba Geothermal Energy Alliance shall consist of corporations, sole proprietors or partnerships engaged in the business of contracting in equipment, parts, accessories and services for Ground Source Heat Pump Installations within Canada. To be considered for membership in Manitoba Geothermal Energy Alliance, applicants must demonstrate to the satisfaction of the Manitoba Geothermal Energy Alliance Board of Directors (or those designated to act on behalf of the Board) that they comply with the relevant trade and business licensing regulations that govern their business activity within the jurisdiction(s) in which they conduct their businesses. Specifically, applications must demonstrate (by way of verifiable photocopies of relevant documents) that they and/or their employees possess:

- a)
  - i) Valid Manufacturer Certified Training (required by all installers)
  - ii) Valid Trade Qualification Certificate(s): IGSHPA, CGC, or MGEA accepted equivalent (required by all installers and loop installers)
  - iii) Valid Class 2 well drillers license (required by all loop installers);
- b) Other Required Certificates, including:
  - i) A valid fusion certificate
  - ii) A valid heat loss/heat gain certificate (ASHRAE, Manual J, or equivalent);
- c) Valid municipal business license(s); contractor's license(s) (where applicable);
- d) Worker's Compensation Board coverage (unless exempt as a Sole Proprietor); and
- e) \$1,000,000 liability insurance coverage – minimum.

Applicants must also sign and agree to conform with the Manitoba Geothermal Energy Alliance Members' "Code of Ethics."

<p><b>Company Information</b></p> <p>Company Name: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____ Postal Code: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email Address: _____ Website: _____</p> <p>Name of Delegate: _____ Title: _____ (The "Delegate" is the primary company representative to whom association notices and correspondence will be directed.)</p> <p>Name of Alternate: _____ Title: _____ (The "Alternative" may also receive association notices &amp; correspondence, if desired.)</p> <p>Business Type: <input type="checkbox"/>Corporation <input type="checkbox"/>Partnership <input type="checkbox"/>Sole Proprietor</p> <p>Year business was established: _____</p>
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**Membership Dues****Accredited Installer  
(\$250.00/yr.)**

Includes one employee designated for voting purposes. There is an optional \$50.00 fee for each additional employee (annual). An accredited installer must have manufacturer certified training, valid trade qualification certificate(s) (IGSHPA, CGC, or MGEA accepted equivalent), a valid fusion certificate, and a valid heat loss/heat gain certificate (ASHRAE, Manual J, or equivalent). The accredited installer must sign a Code of Ethics and have liability insurance coverage.

**Loop Contractor  
(\$250.00/yr.)**

Includes one employee designated for voting purposes. There is an optional \$50.00 fee for each additional employee (annual). A loop contractor must have valid trade qualification certificate(s) (IGSHPA, CGC, or MGEA accepted equivalent), a valid fusion certificate, and a valid Class 2 well drillers license. The loop contractor must sign a Code of Ethics and have liability insurance coverage.

**Manufacturer  
(\$500.00/yr.)**

One designated vote privilege.

**Distributor  
(\$500.00/yr.)**

One designated vote privilege.

**Professional  
(\$250.00/yr.)**

One designated vote privilege – engineers, architects, economists and related.

**Non-Voting Member  
(\$25.00/yr.)**

Others: Including students and/or private individuals – no designated vote privilege.

**Membership Information**

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

Contact Person and/or Designated Voter: \_\_\_\_\_

Membership Category(ies): \_\_\_\_\_

Additional Listings: Available for \$50.00 each (annual) – must pay the membership type with greatest fees.

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

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Additional Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Payment Options**

Cheque

Payable to: Manitoba Geothermal Energy Alliance

Amount Enclosed: \$ \_\_\_\_ . \_\_\_\_

Credit Card

Accepted: Visa & Master Card

Amount Payable: \$ \_\_\_\_ . \_\_\_\_

**Credit Card Information**

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

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

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**Card Type:**

Visa

Master Card

**Credit Card Information:**

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

Expiry Date: \_\_\_\_ / \_\_\_\_ (MM/YY)

Card Verification Number: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

PRIVACY: The Manitoba Geothermal Energy Alliance (MGEA) endeavours to maintain your personal information as confidential. The information included in this "New Membership Application Form" may be shared as per the terms of the membership agreement. The contact information provided to the MGEA will be made available to the public through our website. Additionally, your email address will be used for relevant membership notices and announcements throughout the membership term.

**Geographic Areas of Business (please be as specific as possible):**

Province(s): \_\_\_\_\_

Municipality(ies): \_\_\_\_\_

Service Radius: \_\_\_\_\_ km (if your company has multiple branches, contact MGEA with information)

**Market Areas of Business Activity: (check all that apply)**

Residential

Industrial/Commercial/Institutional

**Employees**

Total Number of Employees: \_\_\_\_\_

**State how many of each of the following licensed tradespersons you have on staff:**

\_\_\_\_ Refrigeration Mechanic(s)

\_\_\_\_ Sheet Metal Mechanic(s)

\_\_\_\_ Electrician(s)

\_\_\_\_ Plumber(s)

Others (specify) \_\_\_\_\_

**Declaration of Applicant**

In submitting this application, our firm hereby applies for non-transferable membership in the Manitoba Geothermal Energy Alliance, a non-profit trade association.

I recognize that the firm will not be accepted for membership in Manitoba Geothermal Energy Alliance as an accredited installer or loop contractor unless it meets the requirements set out in the Manitoba Geothermal Energy Alliance Membership Policy.

I hereby agree that if said firm is accepted for membership in Manitoba Geothermal Energy Alliance, it will comply with all provisions of the Manitoba Geothermal Energy Alliance By-laws and the Manitoba Geothermal Energy Alliance Members' Code of Ethics and I understand that failure to comply with these provisions may result in the termination of membership.

I hereby swear that all of the information submitted in this application form, including all attached documentation, is a true and current representation of the firm named in this application and I have binding authority for the named firm.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Company Seal:**

## **MGEA Code of Ethics**

### **Members of the Manitoba Geothermal Energy Alliance agree to:**

- Instill the highest respect for geothermal heating and cooling systems contracting profession.
- Maintain strict compliance with all laws, regulations and requirements pertaining to geothermal installations and business practices defined by the three levels of government.
- Design, install, service and repair geothermal installations according to industry standards.
- Develop and maintain an understanding of geothermal equipment installation and system design to assure customer of quality performance.
- Ensure that the quality, honesty, integrity and good faith are hallmarks of contractor's business practices, including individual contractor sales, advertising, installation and service of geothermal systems.
- Maintain a clean, safe respectable workplace site that reflects the high standards of the industry.
- Increase knowledge and efficiency of the geothermal technology by supporting ongoing education and training of employees.
- Develop and maintain high quality standards of customer service and nurture long-term relationships with customers.
- Encourage and support business development in which skilled and professional geothermal service providers provide high level service to consumers and end-users.
- Refrain from engaging in any business activity that benefits from cross-subsidization from regulated monopoly business.