

Manitoba Geothermal Energy Alliance
Policy/Procedure

POLICY: MGEA Accreditation Process	Policy Implementation Date: _____ Policy Amended Date: _____ Signature: _____
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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 1st to December 31st, 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, 35-2855 Pembina Highway, Unit 440, Winnipeg, Manitoba R3T 2H5 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 loop installers and highly recommended for installers);
 - iii) Valid Class 2 Well Drillers License (required by 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."

MEMBERSHIP TYPES & FEES (SELECT MAIN TYPE + OPTIONAL ADDITIONAL LISTINGS)

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

- Accredited Installer [\$250.00/year]
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, a valid fusion certificate, and a valid heat loss/heat gain certificate (ASHRAE, Manual J, or equivalent); valid trade qualification certificate(s) (IGSHPA, CGC) is highly recommended. The accredited installer must sign a Code of Ethics and have liability insurance coverage.
- Loop Contractor [\$250.00/year]
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 Class 2 well drillers license. The loop contractor must sign a Code of Ethics and have liability insurance coverage.
- Manufacturer [\$500.00/year]
One designated vote privilege.
- Distributor [\$500.00/year]
One designated vote privilege.
- Professional [\$250.00/year]
One designated vote privilege – engineers, architects, economists and related.
- Non-Voting Members [\$25.00/year]
Others: Including students and/or private individuals – no designated vote privilege.

MEMBERSHIP INFORMATION

Membership applications must include copies of certification qualities, as indicated within this document.

Name of Company:		
Name of Delegate: <small>(The 'Delegate' is the primary representative who notices & correspondence will be sent.)</small>		Title:
Name of Alternative: <small>(The 'Alternative' may also receive notices & correspondence, if desired.)</small>		Title:
Mailing Address:		
City:	Province/State:	
Country:	Postal Code:	
Email Address:		
Phone:	Fax:	Cell:
IN ¹ Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate #:	Accreditation #:
RD ² Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate #:	Accreditation #:

DISCLAIMER
Applies to applications for Accredited Installer and Loop Contractor categories.

By submitting this membership application, I understand there are membership criteria that have to be met, as referenced in the “Membership Types & Fees” section of this form. If any of the criteria is not met, my application will be denied; proof of the criteria is required for new memberships.

PAYMENT OPTIONS (SELECT ONE)

Total Payable Fees: \$ ____ . ____	<input type="checkbox"/> Cheque <i>Payable to: Manitoba Geothermal Energy Alliance</i>
	<input type="checkbox"/> Interac e-Transfer <i>Send by Email: payment@mgea.ca</i>
	<input type="checkbox"/> Credit Card <i>Accepted: Visa & Master Card</i>

CREDIT CARD INFORMATION

Name on Card:	
Billing Address:	
City:	Province/State:
Country:	Postal Code:
Phone:	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card	
Card Number: _____	Expiry Date: ____ / ____ (MM/YY)
	Card Verification Number: _____
Card Holder Signature: _____	

Note: If you wish to register additional members (for Accredited Installers or Loop Contractors), download the “Additional Member Form” from our website and submit with your completed application and payment.

¹Installer
²Residential Designer

PRIVACY: The Manitoba Geothermal Energy Alliance (MGEA) endeavours to maintain your personal information as confidential. The information included in this “Application for Accreditation/Membership Application” 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.

BUSINESS INFORMATION

Business Type: Corporation Partnership Sole Proprietor

Year Business Established:

Market Areas of Business Activity: Residential Commercial/Industrial/Institutional

Website:

EMPLOYEE INFORMATION

List total number of employees, and state how many of each licensed tradesperson you have employed.

Total Number of Employees:

Number of Refrigeration Mechanics:

Number of Sheet Metal Mechanics:

Number of Electricians:

Number of Plumbers:

Number of Other Employees:

Specify 'Other Employees' Category:

GEOGRAPHICAL AREAS OF BUSINESS

Provide this information in regards to your business' service area(s); please be as specific as possible.

Province(s):

Manitoban Municipality(ies):

(You can list municipal regions such as Central, Eastern, Interlake, Midwestern, Northern, Parkland, Western, and/or Winnipeg.)

Service Radius (km):

(If your company has multiple branches, contact the MGEA with information.)

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.

Signature: _____