



Architectural Testing

Mr. Thomas A. Miner
Exterior Design Construction
1735 County Route 15
Lacona, New York 13083



RE: Vinyl Siding Institute Certified Installer Program

ATI would like to congratulate and welcome you to the group of Certified Trainers for the Vinyl Siding Institute, Inc., Certified Installer Program! You have satisfactorily demonstrated the required teaching skills and passed the written exam. This letter addresses important topics for the registration of participants and classes. We are delighted to provide you with the enclosed Certified Trainer Certificate, ID Badge, and Certified Trainer's Resource Kit which includes the materials needed to start training vinyl siding installers.

When registering your participants, be sure to use the *Vinyl Siding Institute Certified Installer Program Registration Form*. This form is used to enter critical information into our database and is a requirement for all participants. All the information on the form is necessary in order to track for future certified company applicants. Please keep in mind that all Certified and Apprentice Installer Candidate registration forms must be accompanied with an original black and white or color photo, and letter from a past or present employer verifying the number of years of vinyl siding installation experience, and a copy of a signed identification.

To register your class, you will collect registration forms and all appropriate registration materials from each participant. You may use either the pre-registration method or the on-demand registration method.

You are responsible for collecting and payment of all applicable fees. ATI will coordinate the billing and invoicing through you, or your company, based on the payment information that you fill-out on the Class Initiation Form. If you are paying by check, please make checks payable to Architectural Testing, Inc. If you are using the on-demand registration method and collect checks made out to ATI, you, as the sponsoring company, will be responsible for any checks returned due to insufficient funds, as well as any additional bank fees incurred.

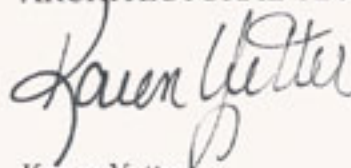
130 Derry Court
York, PA 17406-8405
phone: 717.764.7700
fax: 717.764.4129
www.archtest.com

Upon completion of your class, all exam materials and unused class materials must be returned to ATI for scanning and scoring, including any exams that were not utilized. After the exams are scored, you will receive notification from ATI verifying each participant's score; each participant will also receive notification of their results. Additional information is included in the *Exam Administration Manual* found in your Resource Kit.

Please review the two *Class Procedure Outlines* (which are also in your Resource Kit) that were developed as an easy reference guide for you. You are encouraged to begin registering and training classes at your earliest convenience. Should you have any questions about the registration process, please contact our office at (717) 764-7700.

Sincerely,

ARCHITECTURAL TESTING, INC.



Karen Yetter
Program Manager - Certification Services

Enclosures
cc: File