



The Wisconsin Geothermal Association invites you to become a Master Geothermal Installer. We offer two designations - as a System Installer or as a Loop Field Installer. We created the Master Geothermal Installer program to recognize those individuals and companies who have demonstrated a high degree of professionalism through your work experience, education, and involvement in industry and professional organizations.

If the following statements describe you, you should make the Master Geothermal Installer designation your goal for the coming year....

You have three (3) or more years of experience installing geothermal systems or loop fields (vertical or horizontal).

You currently own or are employed by a qualifying organization or have owned or been employed by a qualifying contractor in the past three (3) years.

You are committed to uphold the Wisconsin Geothermal Association's Code of Ethics.

You are committed to providing end-users with information that allows them to make the best decision with regard to whether geothermal is right for their application, what type of geothermal system is best for their application, and determining the right contractor for their project.

You have completed the required number of hours of education and are willing to commit to continuing your education.

You are willing to prepare for and successfully pass an examination covering the design, installation, and service of a geothermal system or geothermal loop field.

**Are you ready to learn more?**



# Master Geothermal Installer Application

Please read and complete each section of this application. **Please print clearly!** The completed application should be submitted to:

Wisconsin Geothermal Association  
P.O. Box 833  
Germantown, WI 53022  
Fax: 888/287-4116

**I am Applying for:**

\_\_\_ System Installer

\_\_\_ Loop Field Installer\*

**\* Vertical Installers: Provide WI Heat Exchange Driller License #: \_\_\_\_\_**

## Section 1 - Applicant Information

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

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

**BUSINESS** \_\_\_ This is my preferred contact information.

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

City, ST, Zip: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

**HOME** \_\_\_ This is my preferred contact information.

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

City, ST, Zip: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

Section 2 - WGA Code of Ethics

- I will be just and fair to all customers and fellow members of the WGA.
- I will be forthright in my communications and will clearly state all contract terms and warranties in writing.
- I will strive to fulfill all promises for delivery, installations, warranties and servicing.
- I will prepare a heat loss and gain calculation in accordance with accepted industry methods and abide by applicable codes when installing a new or an add-on system.
- I will conduct myself in a professional manner at all times, avoiding any unjust criticism of the association or its members.
- I will commit to continuing industry education for myself and/or employees.
- I will strive to improve my operations and be willing to consider new technologies and methods to provide the greatest possible benefit to the customer.
- I will place benefit to the customer before profit, having the integrity to decline a job, which will do an injustice to the customer, my profession or me.
- I will make every effort to promptly adjust any cause of dissatisfaction.
- I understand my peers may require binding arbitration of any consumer complaint to maintain my membership in the Association.

I have read and agree to uphold the Wisconsin Geothermal Association's Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/\_\_\_  
Date

**Sections 3-5 Professional Experience, Education, Membership, Professional Relations.**

You must meet the minimum requirements for each section to be eligible to write the Master Installer examination.

<b>Section 3 - Experience (50 points minimum)</b>	<b>Enter #</b>
Total Years In HVAC/Geothermal Business (Minimum 3 years)	
Number of years having installed HVAC only - NO Geothermal Systems (2 points/year)	
Number of years having installed 1-4 geothermal systems per year (3 points/year)	
Number of years having installed 5 or more systems per year (5 points/year)	
Total number of systems installed. (2 points/system) (Minimum 5 systems)	
<b>Section 3 - Total Experience Points</b>	

<b>Section 4 - Education (40 points minimum)</b>	<b>Check if attended</b>
<i>Please indicate all relevant education received during the past five (5) years Registration <u>and</u> attendance must be verified before points are awarded.</i>	
WGA Conference (8 hours) Date: _____	
WGA Conference (8 hours) Date: _____	
WGA Conference (8 hours) Date: _____	
WGA Conference (8 hours) Date: _____	
WGA Conference (8 hours) Date: _____	
	<b>Hours</b>
Dealer Education 2022 (Total Hours. Maximum = 2) DEALER/DATE:	
Dealer Education 2023 (Total Hours. Maximum = 4) DEALER/DATE:	
Dealer Education 2024 (Total Hours. Maximum = 6) DEALER/DATE:	
Dealer Education 2025 (Total Hours. Maximum = 8) DEALER/DATE:	
Dealer Education 2026 (Total Hours. Maximum = 8) DEALER/DATE:	
OSHA Training (Total Hours. Maximum = 6)	
Ever held an IGSHPA Accreditation? (Add 5 Hours)	
Currently hold an IGSHPA Accreditation? (Add 10 Hours)	
NATE-Approved Training (Total Hours. Maximum = 5)	
Technical College Program(s) (Total Hours. Maximum = 5)	
Wisconsin Groundwater Conference (Relevant Total Hours) (Loop Field Only)	
Other Relevant Education In Last 3 Years.	
TITLE/SPONSOR/DATE:	
TITLE/SPONSOR/DATE:	
TITLE/SPONSOR/DATE:	
TITLE/SPONSOR/DATE:	
TITLE/SPONSOR/DATE:	
Total Hours (Maximum = 5)	
<b>Section 4 - Education Total Points</b>	

<b>Section 5 - Professional Relations – Current Memberships* (10 points minimum*)</b>	
Wisconsin Geothermal Association Member (5)	
IGSHPA (5)	
Wisconsin Water Well Association (5)	
Geothermal Exchange Organization (GEO) (5)	
NATE Certification (5)	
Authorized Manufacturer's Representative/Dealer (5)	
Others (Please List _____) (5)	
<i>*If you do not have enough points to meet the requirements of this section, please provide any additional information you feel necessary for review/approval of this application. (e.g., additional education received, articles written, participated in tradeshow, presentations made, etc.)</i>	
<b>Section 5 - Professional Relations Total Points</b>	

## Section 6 - Fees/Payment

Company membership in the WGA is not required, however, the difference between the member and non-member application/test fees below will be applied toward a WGA membership.

### Application/Testing Fee:

If you are applying for both tests (System Installer and Loop Field Installer) at the same time, you only need to pay one fee to apply for both tests.

Member \$150.00

Non-Member \$300.00

### **Check all that apply:**

System Installer

Loop Field Installer

The company I work for is not currently a member, but we want to be! Please contact me about joining.

### Payment:

Send application and payment to (*application fees are non-refundable*)

#### Mail check:

**WGA**  
**P.O. Box 833**  
**Germantown, WI 53022**

#### Credit Card:

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

Type of Card: \_\_\_\_\_ MasterCard    Visa    AmEx    Disc

Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV Code: \_\_\_\_\_

Billing \_\_\_\_\_

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

City, ST Zip: \_\_\_\_\_

E-mail Address \_\_\_\_\_

(for receipt): \_\_\_\_\_

#### Credit Card Payments:

Send to:

**jane@assocmgmtservices.com**

**FAX: 888/287-4116**

### About the Examination:

If you qualify, we will contact you regarding arrangements for a test at a time and location convenient for you.

The Master Installer examination is an open-book test and you are free to use books, calculators, etc. to complete the examination. The focus is on the ability to recognize potential problems and to find solutions for those problems. You may use devices that connect to the Internet to search for answers, but you may not use these devices to communicate with other individuals. You may not take any photos in the exam room. Suggested study materials include manufacturer training manuals, tech bulletins, text books, IGSHPA manuals, and state codes.

### Continuing Education:

If you are successful in achieving the Master Installer designation, you will be required to document 24 hours of continuing education during your three-year renewal cycle.