



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 extensive 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.

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?**

Wisconsin Geothermal Association | P.O. Box 833 | Germantown, WI 53022  
P (888) 782-6815 | F (888) 287-4116 | E [info@wisgeo.org](mailto:info@wisgeo.org) | [www.wisgeo.org](http://www.wisgeo.org)



# 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

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: \_\_\_\_\_

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

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

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

Home ☐ This is my preferred contact information.

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

City: \_\_\_\_\_

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

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

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

## **Section 2 - WGA Code of Ethics**

- I will be just and fair to all customers.
- 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 conduct myself in a professional manner at all times, avoiding any unjust criticism of the association or its members.
- 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 3-6 Professional Experience, Education, Membership, Professional Relations.**

Please complete separate form and attach.

**Note:** For Sections 3, 4, 5, and 6, you must meet the minimum requirements in each section to qualify to take the examination.

## **Section 7 - 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. To maintain and renew the certification, continued membership is required.

**Application/Testing Fee:**

Members      \$150.00

Non-Members      \$300.00

**Payment:**

Send application with payment (check/credit card) to:  
(Application fees are non-refundable.)

Wisconsin Geothermal Association  
P.O. Box 833  
Germantown, WI 53022  
FAX: 888/287-4116  
Email: jane@assocmgmtservices.com

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ AmEx \_\_\_\_\_ Discover \_\_\_\_\_

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

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

CC Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CV2 Code: \_\_\_\_\_

**Deadline:**

If you wish to take the Master Installer examination during the Annual Conference (February), you must submit your application and payment **no later than Friday, February 5, 2016**. If you are qualified, you will receive a letter indicating that you are scheduled for the next available test.

**About the Examination:**

The test will take place on **Thursday, February 25 at 2:30 p.m. – 5:30 p.m. at the Holiday Inn Conference Center in Stevens Point**. Those taking the examination do not necessarily need to register and attend the Conference, but it is highly encouraged as a means to prepare for the examination. Additional tests will be scheduled as needed both this year and in future years.

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 continuing education during your three-year renewal cycle.

For Sections 3, 4, 5, and 6	
You must meet the <u>minimum</u> requirements for <u>each</u> 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 three (3) years</i>	
WGA Conference 2012 (8 hours)	
WGA Conference 2013 (8 hours)	
WGA Conference 2014 (8 hours)	
WGA Conference 2015 (8 hours)	
WGA Conference 2016 (8 hours) <i>Registration <u>and attendance</u> must be verified before points are awarded.</i>	
	<b>Hours</b>
Dealer Education 2012 (Total Hours. Maximum = 2)	
Dealer Education 2013 (Total Hours. Maximum = 4)	
Dealer Education 2014 (Total Hours. Maximum = 6)	
Dealer Education 2015 (Total Hours. Maximum = 8)	
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) (Looper Only)	
Other Relevant Education In Last 3 Years.	
TITLE/SPONSOR/DATE:	
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 - Wisconsin Geothermal Association Membership (Current)</b>	
<b>Section 6 - Professional Relations (10 points minimum)</b>	
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)	
<b>Section 6 - Professional Relations Total Points</b>	