

## INSTALLER STANDARDS EXAM (ISE) POLICY

### 1. WHAT IS THE ISE?

1.1. The Installer Standards Exam (ISE) is administered by AWMAC and consists of multiple choice questions to test an AWMAC Installer Member's competency on the current AWMAC Standards<sup>1</sup> and the AWMAC Guarantee and Inspection Service (GIS).

1.2. In order to pass the ISE, a minimum score of 95% is required.

### 2. WHO MUST COMPLETE THE ISE?

2.1. Installer Members must have at least one owner or manager within their company that has successfully completed the current ISE. Successful completion of the ISE:

2.1.1. is a requirement to maintain membership in good standing

2.1.2. ascertains that the Installer Member has a good understanding of AWMAC Standards.

2.2. Non-members may not write the ISE.

### 3. WHAT HAPPENS IF A CERTIFICATE HOLDER LEAVES THE MEMBER COMPANY?

3.1. The individual who has completed the ISE is the ISE Certificate holder and not the Installer Member company.

3.1.1. if the Certificate holder becomes employed by another Installer Member company, the Certificate status will remain in effect.

3.1.2. if the Certificate holder becomes employed by a non-member company, the ISE Certificate status will be marked as void.

3.2. In the event a Certificate holder leaves the Installer Member's company:

3.2.1. the Certificate holder will advise AWMAC by emailing [exams@awmac.com](mailto:exams@awmac.com).

3.2.2. if the Certificate holder was the only individual certified at the company, the Member Chapter will notify the company that they have 60 days to have another individual complete the ISE.

3.2.3. if there remains no Certificate holder at the Installer Member company after 60 days, the Installer Member will become not in good standing.



#### 4. WHAT IS THE TIMELINE TO COMPLETE THE ISE?

- 4.1 Incoming Installer Members – within the period of time as prescribed by your regional AWMAC Chapter as part of the membership process.
- 4.2 Current Installer Members – within 90 days of the effective date of any new editions of AWMAC Standards or as required by AWMAC .

#### 5. WHAT IS THE COST?

- 5.1 As a member benefit, the ISE, including any upgrades or new ISEs, is FREE for all Installer Member personnel.
- 5.2 There is no limit on the number of individuals within a Installer Member's company that may take the ISE, including upgrades or new ISEs.

#### 6. HOW DO I COMPLETE THE ISE?

- 6.1 Email [exams@awmac.com](mailto:exams@awmac.com) to request to complete the ISE.
- 6.2 If approved to complete the ISE, you will receive an email with a link to the ISE for completion.
- 6.3 Upon successful completion of the ISE, you will receive an electronic Certificate of Achievement within five (5) business days.
- 6.4 If unsuccessful, you may retake the ISE multiple times.

If you require additional information, please email [exams@awmac.com](mailto:exams@awmac.com).

<sup>1</sup>North American Architectural Woodwork Standards (NAAWS)