

MANUFACTURER STANDARDS EXAM (MSE) POLICY

1. WHAT IS THE MSE?

1.1. The Manufacturer Standards Exam (MSE) is administered by AWMAC and consists of multiple choice questions to test an AWMAC Manufacturer Member's competency on the current AWMAC Standards¹ and the AWMAC Guarantee and Inspection Service (GIS).

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

2. WHO MUST COMPLETE THE MSE?

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

2.1.1. is a requirement to maintain membership in good standing;

2.1.2. ascertains that the Manufacturer Member has a good understanding of AWMAC Standards; and

2.1.3. enables Manufacturer Members to receive an AWMAC GIS Guarantee for jobs tendered after the effective date of AWMAC Standards.

2.2. Non-members may not write the MSE.

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

3.1. The individual who has completed the MSE is the MSE Certificate holder and not the Manufacturer Member company.

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

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

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

3.2.1. the Certificate holder will advise AWMAC by emailing 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 MSE.



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

4. WHAT IS THE TIMELINE TO COMPLETE THE MSE?

- 4.1. Incoming Manufacturer Members – within the period of time as prescribed by your regional AWMAC Chapter as part of the membership process.
- 4.2. Current Manufacturer 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 MSE, including any upgrades or new MSEs, is FREE for all Manufacturer Member personnel.
- 5.2. There is no limit on the number of individuals within a Manufacturer Member's company that may take the MSE, including upgrades or new MSEs.

6. HOW DO I COMPLETE THE MSE?

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

If you require additional information, please email exams@awmac.com.

¹North American Architectural Woodwork Standards (NAAWS)