

Memorandum

To: VSI Certified Installers
From: Jerry Y. Huntley, VSI President
Date: January 4, 2010
Re: **There Are Now Two Ways to Recertify!**

As the housing market starts to improve, VSI wants to be sure that Certified Installers are ready for the jobs to come. You can put yourself at the top of the pack by keeping current your status as a VSI Certified Installer!

There are now two ways to recertify, the new online option (to make the process even simpler and cost you less) or mail-in! **IMPORTANT:** *The Administrator, Architectural Testing, Inc. (ATI), will remind you to recertify with a letter sent before your certification expires in 2010.*

Because some installation methods have changed since you first became certified and the recertification test is based on the updated *VSI Vinyl Siding Installation Manual*, please review the copy we mailed you last year or download the updated manual on the Certified Installer Resources webpage at <http://www.vinylsiding.org/certifiedinstaller/ciresources/index.asp>. We want to make sure you have the most updated information at your fingertips, so you can use the *Installation Manual* and the *VSI Certified Installer Program: Installer Supplement* (which contains information not included in the *Installation Manual*) while you take the examination.

Option 1: NEW Online Recertification for only \$99 (that's just \$33 per year!)

- After you receive an email or letter from ATI stating that you are eligible for recertification, download the updated *Installation Manual* and the *VSI Certified Installer Program: Installer Supplement* at <http://www.vinylsiding.org/certifiedinstaller/ciresources/index.asp>.
- When you're ready to take the test, go to VSI's website at www.vinylsiding.org/recertify
- Enter your ID number and password, included in your reminder letter from ATI, to register for the test. Please follow all instructions as prompted.
- Review your personal and company contact information and update accordingly.
- Pay the \$99 fee by credit or debit card only.
- Use your *VSI Vinyl Siding Installation Manual* and the *Installer Supplement* as information resources while you take the test.
- You will receive your test results immediately. After passing the test, an updated certification certificate and ID badge will be mailed to you within two weeks.

Option 2: Mail-in Recertification for \$165

- After you receive an email or letter from ATI stating that you are eligible for recertification,

complete the *Certified Installer Recertification Registration Form*, found at <http://www.vinylsiding.org/certifiedinstaller/ciresources/index.asp>.

- Submit payment to ATI for the \$165 Recertification Fee by credit card or check made payable to Architectural Testing, Inc. and mail your completed form and payment to Architectural Testing, Inc., Attn: VSI Certified Installer Program Administrator, 130 Derry Court, York, PA 17406-8405.
- When payment and the *Registration Form* are received by ATI, you will be sent the test and a self-addressed envelope for return and scoring.
- Take the test using your *VSI Vinyl Siding Installation Manual* and the *VSI Certified Installer Program: Installer Supplement* as information resources.
- Send the test back to ATI for scoring. After passing the test, an updated certification certificate and ID badge will be mailed to you within two weeks.

If you have questions concerning your certification status, or have moved or changed your email address, contact Karen Yetter at Architectural Testing, Inc., by email at kyetter@archtest.com or by telephone at (717) 764-7700. Karen will be sending Certified Installers specific information on recertifying several months before your certification expires in 2010. Do not contact VSI.