



Certification Handbook

GAC|CI

September 1, 2018

Green Advantage® Certification Handbook

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Introduction

Welcome! The Green Advantage® Team is glad that you want to demonstrate your knowledge and skills by achieving Green Advantage Curtainwall Installer Certification (GAC|CI). Working toward the high quality represented by this certification is important for your health and safety, your career, your company, and your customers.

As you know, demand for curtainwalls in construction continues to rise. Building owners want integrated envelope solutions that are essential to creating high performance buildings – long-lasting, failure-free curtainwalls that ensure optimal daylight transmittance and thermal control, promote occupant health and comfort, provide building security, and disaster resilience. In short, owners and occupants seek curtainwall installers who can deliver excellent workmanship. Green Advantage (GA), a non-profit organization, is helping to meet this demand by providing internationally recognized, independent certifications for personnel in the construction industry.

We wish to hear from you. If you have feedback about the clarity, understandability, or thoroughness of the Certification Handbook, please contact us at info@greenadvantage.org.

We are delighted that you want to become Green Advantage Certified. We wish you success, and look forward to your joining the Green Advantage community.

-----*The Green Advantage® Team*

1. Green Advantage Certification Basics

GA CERTIFIED CURTAINWALL INSTALLER™

Focus of Exam:

- The GAC|CI™ Certification exam is built on a green building foundational certification (the Green Advantage Certified Associate™ - GACA™ or Green Advantage Certified Practitioner™ - GACP™). If a curtainwall installer exam candidate is already certified GACA or GACP when the candidate sits for the curtainwall installer written exam, the candidate takes only the GAC|CI exam. However, if curtainwall installer exam candidate is not already GACA or GACP certified, the candidate selects which green builder foundational exam to take in conjunction with their curtainwall installer exam. To learn more about the two selection options, GACA or GACP, see the Certification Handbook GACA & GACP (download from www.greenadvantage.org). On top of the green builder foundational exam questions, the curtainwall installer exam focuses on curtainwall construction means, methods, materials, and best practices.

Ideal for:

- Experienced glaziers
- Journeymen and final year apprentice glaziers

Green Advantage Certified Curtainwall Installer (GAC|CI) candidate must:

- Be at least 18 years of age.
- Present an active driver's license.
- For tests for those who present a US driver's license, present an OSHA10 card before the performance exam. For performance exams administered to those who present a Canadian driver's license, an OSHA10 card is optional.
- Pay the exam fee, or have the fee paid by a third party.

- Sign a Curtainwall Installer Registration Agreement for the written exam and for the performance exam.
- Pass the CI written and CI performance exams within the timeframe of the green builder certification, and within 6 months of each other.
- Hold a green builder foundational certification as a requisite for the curtainwall installer written exam. If a curtainwall installer exam candidate already holds either GACA or GACP when they sit for the curtainwall installer written exam and the curtainwall installer performance exam, they have met this requirement. If the candidate does not hold a current, valid GACA or GACP certification when s/he sits for the CI written exam, the candidate takes a two-part written exam.
 - Part 1 of the written exam is a 1.5 hour green builder foundational exam, either GACA or GACP, per the candidate’s choice. See the [Certification Handbook](#), GACA/GACP for more information about these two options, including passing scores.
 - Part 2 of the written exam is specifically focused on knowledge of curtainwall technology and the curtainwall installation process. This is a 1.5 hour written exam, which has a 70% passing score. Candidates who sit for the two-part written test will have a 15 minute break between Part 1 and Part 2.
 - If a candidate takes a two-part exam, and fails one of the two sections, the candidate need only pay for and retake the section that s/he failed. Once the candidate passes a GACA (or GACP) exam and a curtainwall installer written exam, he/she has fulfilled the written exam requirement for curtainwall installer certification.
 - Certification candidates must also pass the curtainwall installer performance exam to become certified as a curtainwall installer. This is a 55 minute, hands-on test that is administered in an approved assessment site. A candidate must pass the performance exam within 6 months of passing the CI written exam in order to attain curtainwall installer certification.

Duration of Curtainwall Installer Certification:

- 5 years

LEGAL COMPLIANCE

Non-Discrimination:

Green Advantage (GA) does not exclude any person from taking a certification exam on the grounds of race, color, national origin, gender, or sexual orientation.

Exclusive Right of issuance:

Green Advantage, Inc. maintains the exclusive right to issue Green Advantage Certified Curtainwall Installer certificates. Each certificate is uniquely numbered to correspond with GA records of issuance. Numbers are maintained indefinitely.

2. About the Exams & Testing Conditions

FEES

Written Exam:

The fee for each written exam and Study Guide is \$175 for the initial two-part written exam if taken in a single sitting. This includes the green builder certification exam (GACA or GACP) plus the curtainwall installer written exam. If the written exam is taken in two sittings, (GACA or GACP) followed by stand-alone curtainwall installer, each exam costs

\$175. A candidate must sit for the foundational green builder exam (Part 1) before taking the curtainwall-specific section (Part 2).

Performance Exam:

The fee for each curtainwall installer performance exam is \$800. This exam is not required for certification renewal.

General:

GA Exam® fees are non-refundable. Retake exam fees (in case of failure) correspond with initial exam fees. Green Advantage reserves the right to modify its exam fees.

PROCTORS ADMINISTER CLOSED BOOK WRITTEN EXAMS

All written Green Advantage® Exams are administered by qualified proctors. The GA Proctor assures that admission to the testing area is limited to examinees. The GA Proctor also assures that test taker's personal items, including cell phones, wallets, purses, etc., are not accessible during the exam. The GA Proctor remains in the room monitoring test-taking during the full length of the testing time.

PERFORMANCE EXAM

The Curtainwall Installer performance exam is designed to test an exam candidate's physical strength, balance, and coordination; use of standard safety practices; familiarity with common curtainwall installation tools; and skills to apply drawing and manufacturer directions to a mock-up curtainwall structure using industry accepted tolerances within a reasonable timeframe. The performance exam is administered by experienced glaziers who are specifically trained and approved to conduct this exam.

EXAM FORMAT & TESTING TIME**Written Exam:**

Curtainwall Installer written exam may be taken in a pencil-paper format as part of a group. The stand-alone CI written exam may also be taken electronically at an approved exam location. The exam consists of 60 multiple-choice questions that specifically target curtainwall installation practices. You will have 90 minutes to complete this written exam, whether you take it in a paper/pencil version or whether you take it electronically. You can also take the curtainwall installer written exam in combination with a GACA or GACP exam in a group, paper/pencil format. If you take the curtainwall installer written exam as Part 2 of a combined exam, you will have a 15 minute break between Part 1 (GACA or GACP) and Part 2 (curtainwall installer written).

Paper-pencil exams are given in groups. Group exams are administered by GA Proctors at a time and place set by the hosting organization and approved by GA.

Performance Exam:

In addition to passing the two-part written exam, a certification candidate must pass a performance exam within a 6 month timeframe of passing the CI written exam. You will have 55 minutes to complete a series of hands-on tasks that comprise the performance exam. The exam is delivered by a trained and qualified Examiner who is also an experienced glazier. A second Examiner observes your performance exam. The two Examiners independently score your exam to assure the highest level of fairness and integrity in the exam process. A performance exam candidate remains in the room after completing the exam to observe the scoring.

TEST-TAKING SEQUENCE

In order to become certified as a curtainwall installer, the candidate must pass the CI written exam and the CI performance exam within a six month timeframe. Both of these exams must be passed within the timeframe of a valid green builder certification (GACA or GACP). If the candidate does not pass both CI exams within six months of each other, the candidate must start over on their 6 month timeframe. It is a good idea to take all parts of the exam within a three-month timeframe, so that failure of any part of the exam still leaves enough time for a retake within the six month window.

The written curtainwall installer exam can be taken in a single 3 hour sitting with a 15 minute break between parts, or for those individuals already GACA or GACP certified, Part 2 of the written exam can be taken as a stand-alone 1.5 hour test. A candidate who does not already hold GACA or GACP must sit for one of these written exams (Part 1) before taking the curtainwall-specific written exam (Part 2).

For those candidates who fail one part of the two part Curtainwall Installer exam, but pass the other, either part can be retaken for \$175. Retake for the GACA or GACP can occur through either electronic testing or paper-pencil testing. Retake of CI written can occur through paper-pencil only.

TESTING ACCOMMODATION FOR AN INDIVIDUAL WITH DISABILITY

Any Exam Candidate who requires testing accommodation(s) should contact exams@greenadvantage.org before registering for the exam. If your disability is documented by a licensed psychologist or physician, Green Advantage will work with you to identify how to accommodate your needs appropriately while maintaining the overall fairness of exam testing conditions. Green Advantage reserves the right to request documentation of your disability from your psychologist or physician.

3. Exam Registration, Scheduling, & Rescheduling

REGISTERING FOR A PAPER/PENCIL GROUP EXAM

Sometimes an employer, training organization, or other host arranges for a group exam. If you are part of such a group, your host will register you or provide instructions to you for registering. Follow those instructions to register. If you have questions about this process, ask your exam host, or contact exams@greenadvantage.org.

REGISTRATION EXPIRATION

All GA Exam registrations expire after one year. If you do not take any exam for which you register within one year of registering, you forfeit your exam fee. GA Exam® fees are non-refundable. To take the exam after one year, you will need to re-register and repay.

4. Registration Agreement

All exam candidates are required to read and sign a GA Exam® Registration Agreement before taking a Green Advantage (GA) Exam. Below is a copy of the GA Curtainwall Installer Exam Registration Agreement.

GREEN ADVANTAGE® EXAM REGISTRATION AGREEMENT

All exam Candidates are required to read and sign a GA Exam® Registration Agreement (below) before they may take a Green Advantage (GA) Exam.

Green Advantage® Exam Registration Agreement

This Registration Agreement is made between Green Advantage, Inc. and the Candidate for certification whose name and signature appear below. It is written to clarify the terms and conditions related to Green Advantage (GA) Certification. These include the Green Advantage Certified Curtainwall Installer (GAC|CI) written and performance exams as well as the Green Advantage Certified Associate (GACA) and the Green Advantage Certified Practitioner (GACP) written exams. The scope of each of these credentials can be found [here](#) and [here](#) on the GA website, www.greenadvantage.org.

I understand that my signature below also signifies my consent and approval to these terms and conditions and that signing this agreement is a condition of my taking the GA Exam®:

- 1) I agree to supply any information needed for the examination process.
- 2) If I pass the exam, Green Advantage® will contact me by email periodically concerning information and benefits related to the certification.
- 3) If I fail the exam, I understand that I may retake the exam by registering and paying to retake the exam via the Green Advantage website, www.greenadvantage.org, and that there is no limit to the number of times I can retake the exam.
- 4) If I pass the exam, I agree to use the Green Advantage logo and marks only in the manner described in the GA Trademark & Website Terms of Usage Guide.
- 5) Training in preparation for the Green Advantage Exam is not offered, endorsed, or sponsored by Green Advantage. Green Advantage will not be responsible or liable for any loss or damage of any sort incurred as the result of any dealings with organizations or persons providing training or materials related to training in preparation for the exam.
- 6) Green Advantage® exams, website, Study Guides, and other materials, protocols, and processes are continually being improved and are subject to change. My input is encouraged and welcomed.
- 7) Green Advantage® Certification exams and Study Guides are generally based upon North American standards and might not be applicable to cultural norms or standards of other areas.
- 8) In order to test proposed questions toward improving the reliability of the exam, some of the questions in the written exam may not be counted towards my score.
- 9) The results of my exam will be released only to me, unless Green Advantage receives a written statement signed by me authorizing this release to another party or unless my exam fee was paid by a third party. I understand and agree to the following: in the event that my employer, union, or a third party, such as a governmental agency, has paid for my exam, my results in pass-fail terms may be released to that entity. Green Advantage may also disclose my account information if compelled by a governmental authority or required under applicable law or if required by an accrediting body. I understand that if Green Advantage is required by law to release account information, I will, unless prohibited by law, be notified by Green Advantage as to what information is provided.
- 10) Green Advantage Certification is not to be construed as an endorsement or representation of the ability or capability of any certificants to perform work on a satisfactory basis. Instead, Green Advantage represents that individuals who become certified have met the requirements for Green Advantage Certification by successfully

passing a qualifying examination that demonstrates knowledge and skill related to curtainwall installation and "green building" means, methods, materials, and best practices.

- 11) My being listed in the Green Advantage online directory of certified personnel should not be construed as a recommendation or endorsement by Green Advantage.
- 12) If I pass the Green Advantage Exam and do not wish to have my name or contact information displayed in the Green Advantage Online Directory, I may request in writing to Green Advantage that my contact information not be displayed in the Directory.
- 13) I agree to indemnify and hold harmless Green Advantage, its affiliates, advisory board, certification board, officers, suppliers, co-branders or other partners, agents and employees, from any claim or demand, including reasonable attorneys' fees, due to or arising out of my taking a Green Advantage Exam or becoming Green Advantage Certified.
- 14) To help improve its services to me, Green Advantage may, from time-to-time, make collective customer information available to selected third-parties, but only in the aggregate. Other than as described in the #8 above, Green Advantage will not release any of my personal identifiable information.
- 15) Green Advantage Exam fees are non-refundable.
- 16) I agree not to cheat on this exam and I agree not to share the contents of this exam with anyone else.
- 17) I understand that cheating or disclosure of the contents of this exam with anyone else, or misuse of the Green Advantage logo, trademark, or signifier may result in withdrawal of my certification, as well as civil and/or criminal prosecution at the discretion of Green Advantage. In the case of suspension or withdrawal of my certification, I agree to return any printed certificate to Green Advantage.
- 18) I understand that no weapons are allowed to be taken into any building where GA exams are being administered. Further, I understand that GA Proctors and GA Examiners have the right to stop my exam at any time if I exhibit threatening behavior toward any person during an exam. If such a situation were to occur, I understand that I would forfeit all fees paid toward my exam.
- 19) I agree to supply any information needed for the examination process.
- 20) If I pass the entire curtainwall installer exam, I will be a Green Advantage® Certified Curtainwall Installer for 5 years.
- 21) I understand that if at any time during my certification, I become permanently disabled and therefore unable to perform the tasks of Curtainwall Installer, that I am expected to inform Green Advantage, Inc. Permanent disability may result in suspension or withdrawal of my certification; in this event, I agree to return any printed certificate to Green Advantage.
- 22) If I reasonably believe that testing accommodation(s) are needed for me to take my exam, I agree to contact exams@greenadvantage.org immediately after registering for the exam. Green Advantage reserves the right to request documentation of my disability from my psychologist or physician. If my disability is documented by a licensed psychologist or physician, Green Advantage will work with me to identify how to accommodate my needs appropriately while maintaining the overall fairness of exam testing conditions.
- 23) I understand that GA maintains confidentiality regarding communications related to complaints, grievances, and appeals.
- 24) This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.

Printed Name _____ Date _____
 Signature _____ Email _____
 Address _____

Phone (cell) _____ Phone (work) _____

5. Tips for Preparing to Take an Exam

USE GREEN ADVANTAGE EXAM PREPARATION MATERIALS

Green Advantage offers the following exam preparation materials for each written exam:

Study Guides

Green Advantage publishes a Study Guide for each certification. Exam questions are drawn from this Study Guide, so it is a very important document for you to read and thoroughly review.

You should receive a Study Guide directly when you register online, or through the organization that is registering on your behalf well in advance of your exam date. If your exam date is approaching, and you have not received your Study Guide, please contact Green Advantage for assistance at exams@greenadvantage.org.

LEARN THE STUDY GUIDE

Read, recite, and review your Study Guide thoroughly. Use this technique over and over again with all of your reference materials.

JOIN A STUDY GROUP

Some candidates form study groups with other candidates. This approach can be a highly effective way to prepare for a GA Exam®.

STAGGER YOUR STUDY SCHEDULE

Stagger your study time to review what you have learned, identify gaps, and revisit materials.

TAKE EXAM PREPARATION TRAINING

Candidates for GA® Certification are not required to take training. However, Green Advantage strongly recommends training in preparation for each part of the exam.

Green Advantage (GA) is a certifying body. In order to maintain the highest standard of integrity, GA does not provide, endorse, or sponsor training in preparation for certification exams. Instead, GA focuses its energies on maintaining the integrity and relevance of Green Advantage Certification and on providing useful benefits to those certified.

Match the Training with the Exam

Be sure that the training you select is designed to prepare you for the specific type of GA Exam you plan to take.

Consider the Faculty

Check the trainer's qualifications. Make sure the trainer holds a Green Advantage Certification that is applicable to the certification you are pursuing. For example, if you are training to become a Green Advantage Certified Practitioner, seek a trainer who holds this certification. These trainers have demonstrated their personal ability to pass a Green Advantage Exam. In addition, learn whether your trainer has relevant construction experience. The

quality of your training experience may also relate to the trainer's experience as an educator. Be proactive, ask about the trainer's educational experience and if they have other qualifying credentials.

MAINTAIN YOUR FOCUS DURING TRAINING

While taking training, do not multi-task. Instead, focus entirely on the training material. Be an active participant; ask questions and engage actively in the experience.

6. Tips for Exam Day

BE PHYSICALLY READY

Get plenty of sleep the night before exam day. Many studies have demonstrated the link between sleep and test performance. In addition to a good night's sleep, know that some people do not test as well on an empty stomach. Avoid alcohol and any other substance that might compromise your clear mind.

PLAN TO ARRIVE EARLY

It is in your interest schedule your arrival early to avoid late arrival due to traffic, etc. If you are more than 15 minutes late for your exam, Proctors and Examiners will do their best to accommodate, but may require you to reschedule your exam.

WHAT TO BRING

Identification

You must present **two forms of identification** (ID) to the written exam Proctor and your performance exam Examiner. One must be a valid photo ID - only a valid driver's license, passport, state ID card, student ID card, or military ID card will be accepted as a valid photo ID for the written exam. The second ID needed for each exam does not require a photo; a credit card or other non-photo ID is acceptable.

In addition, for Curtainwall Installer Performance Exam

Bring your valid driver's license, and if you present a US driver's license, bring your OSHA10 card. Both of these documents are required for tests delivered in the US. If you present a Canadian driver's license, an OSHA10 card is optional for your performance exam.

The exam is conducted indoors.

Personal Protective Equipment will be provided for your use during the exam, or you may opt to bring your own PPE, including:

- safety harness
- hard hat
- safety glasses (only required if you do not wear vision correction glasses)
- knee pads (optional use)
- ear plugs (optional use)

WHAT NOT TO BRING

These materials are **NOT** allowed in the exam room.

- Mobile phone
- PDA or other electronic device
- Camera
- Calculator
- Laptop computer or other electronic equipment
- Weapons
- Materials prohibited by the testing center. These might include food, gum, or other items.

DEAL WITH DISTRACTIONS

GA Exams require your absolute attention. If another test-taker bothers or distracts you during the written exam, inform the Proctor.

USE CAREFUL TESTING PRACTICES

Written Exam

When you take a written exam, you will have an average of 1 ½ minutes for each answer. While you need to keep an eye on the clock, you should not feel overly rushed.

Read each question fully before you decide which answer is correct. When a question prompts you to identify an answer, remember that there might be more than one option that seems correct. Your task is to identify which option is **most correct** and **most complete**.

Do not mark more than one answer. Marking more than one answer will result in a wrong answer for that question.

When presented with a multiple-choice question, eliminate obvious wrong answers first. Next, consider the remaining options. A question with no answer is counted the same as one with an incorrect answer. Therefore, if you are unsure of the answer, take your best guess.

If you think that you are spending too much time on one question, you may want to skip it and come back to it later. Always make sure you are filling in the right space for the question you are answering. If there is time remaining after you have finished, you can return to any questions you skipped and try them again. If you have answered every question and time remains, do not turn in your test right away. Take this opportunity to check your work at least once.

Performance Exam

When taking the performance exam, listen carefully to the directions, which will be read to you. If you are a very visual learner, ask your Examiner if you can read along as s/he reads the directions out loud. If you do not understand any direction, ask the Examiner to read it again. There are no “trick” directions in the performance exam. Simply complete the tasks you are directed to complete.

There is more than one correct approach to complete the more complex tasks in the performance exam. However, be careful to think about the order of the steps so that if you make an error, you don't have to disassemble the entire erection in order to correct your error.

Throughout the exam, you will see suggested time allocations for each task. These are only suggestions to help you pace your work. The overall 55 minute timeframe of the test is what counts.

7. After the Exam

RESULTS & CONFIDENTIALITY

An exam score will be released only to the test taker, unless Green Advantage receives a written, signed statement authorizing the release to another party, or unless the exam fee was paid by a third party. In the event that an employer, union, or another third party, such as a governmental agency, has paid for your exam, the results in pass-fail terms may be released to that entity. Green Advantage may also disclose an examinee's account information if compelled by a governmental authority or required under applicable law or if required by an accrediting body. If Green Advantage is required by law to release account information, unless prohibited by law, Green Advantage will notify the examinee as to what information is released.

RETESTING UPON EXAM FAILURE

If you fail a GA® Exam, you can retake the exam as many times as is necessary to pass. To retake the exam you must reregister and pay the exam fee or have the fee paid on your behalf. Any questions about retesting can be addressed to exams@greenadvantage.org.

PRINTING YOUR CERTIFICATE

You can print your Green Advantage Certificate by entering your last name along with the number that you received in the results email from Green Advantage stating that you passed the exam. An attractive certificate displays your name, the certificate issuance date, expiration date, and your unique certificate number. You can print your certificate on cardstock or high quality paper for framing. Email ces@greenadvantage.org if you have questions about your certificate access.

LISTING ON THE GA CERTIFIED PERSONNEL DIRECTORY

The Online Directory displays selected information of those who are currently certified. Directory listings include name, certification expiration date, and business contact information. Within 1 week of passing the exam, your contact information can be viewed in the Online Directory. If you prefer not to have your name and contact information displayed in the Online Directory, you can send this preference in an email to directory@greenadvantage.org. Likewise, any updates or corrections may be sent to directory@greenadvantage.org. Green Advantage never sells candidate or certificant information.

USING THE GA LOGO, SIGNIFIER, & TRADEMARK

Green Advantage® trademarks, service marks, trade names, and trade dress are valuable assets protected under Copyright and Intellectual Property Law. GA certified personnel are expected to use them properly. Proper use and display of all Green Advantage marks is explained in the [GA Trademark Usage Guide](#) available on the www.greenadvantage.org. Individuals and organizations wishing to use trademark protected and/or copyrighted material should refer to this helpful guide. Green Advantage reserves the right to modify posted documents as well as original works.

Green Advantage randomly audits past and present Certificants for compliance with Green Advantage Trademark policy. Unauthorized use of Green Advantage Corporate or Certification specific logos or marks may result in loss of certification, as well as other legal consequences.

CHANGING YOUR CONTACT INFORMATION

To update your contact information, send your request to info@greenadvantage.org.

You may update any of the following information:

- Name (first and last)
- Company Name
- Company Street Address
- City, State, Zip
- Work Phone
- Cell Phone
- Work Email (to be used for Green Advantage official correspondence)
- Work Website
- Non-English languages spoken

FILING COMPLAINTS, GRIEVANCES, & APPEALS

Green Advantage strives to maintain the integrity of its certifications by assuring fair conditions and providing a timely response to complaints and grievances. If you have a complaint or grievance, you may submit it in writing to Green Advantage at the address below, or email us at info@greenadvantage.org. Please be specific about the problem. GA reviews the matter internally and responds to your communication within two weeks by letter or email.

Mail to: Green Advantage, Inc.

P.O. Box 3170

Frederick, MD 21705-3170

8. Recertification

The construction field is changing rapidly. For this reason, you must pass an updated written CI exam after your initial certification expires. The performance exam is not required to be retaken in order to renew curtainwall installer certification. You will pay a lower price for your recertification exam if you take the exam within 30 days of your expiration date. To qualify as a GAC|CI recertification candidate, an individual must have a valid GACA or GACP certification or sit for the two-part written exam. Individuals who do not maintain their certification are expected to remove all references to their individual certification from their websites, business cards, email signature, and marketing materials. Expired certificates must be removed from public view.

9. Green Advantage Contact Information

Green Advantage, Inc.
P.O. Box 3170
Frederick, MD 21705-3170

General Questions
info@greenadvantage.org
540-822-9449