FenestrationAssociate™ and FenestrationMaster™ Candidate Guide

This candidate guide will help you prepare for AAMA FenestrationAssociate and FenestrationMaster certification examinations. Part I contains general information about exam procedures. Part II describes the content of these examinations and recommends study materials. Part III presents a set of sample questions to help candidates prepare for these examinations.

Part I  General Information

PURPOSE OF THE EXAMINATIONS
These examinations have been created to offer industry professionals the opportunity to certify knowledge of products and practices for window, door, skylight, curtain wall and storefront designers, manufacturers and suppliers. Certification is the intended result of online training and validates the expertise of employees and their companies and other industry professionals.

ELIGIBILITY
FenestrationAssociate is an entry-level credential that requires no minimum education or experience.

FenestrationMaster allows multiple pathways to eligibility based on prior education and/or experience:
- A 4-year degree in engineering, architecture or applied sciences plus 4 years of industry experience; or
- 6 years of fenestration product-related experience

COURSES AND EXAM
All FenestrationAssociate and FenestrationMaster candidates must complete the online courses in the prescribed order. Group 1 is considered core course content; therefore, the courses in Group 1 are the same for both the FenestrationAssociate and FenestrationMaster. FenestrationAssociate candidates must then complete overview courses in Groups 2 through 5. FenestrationMaster candidates must complete more advanced courses in Groups 2 through 6.

The FenestrationMaster exam may include content/concepts from the standards, as well as content covered in the courses; therefore, those candidates should review the reference materials (listed in the References and Study Materials section) fairly thoroughly.

The FenestrationAssociate exam may include general information from the standards such as can be found in the introductory sections and/or section headings of those documents; therefore, those candidates should review the reference materials (listed in the References and Study Materials section) at that level of detail.

A subscription to the courses may be purchased on the AAMA website through the Publication Store. Candidates have one year to complete all required coursework. The examination must be taken prior to three months following the
expiration of the one-year course subscription. Two additional attempts are permitted within six months with a minimum 30-day interval. If needed, a three-month course subscription extension may be purchased to aid in studying for these exams after the original course subscription has expired. This option is only available to candidates who have completed the coursework during their original one-year course subscription.

EXAM VALIDITY

The content of these examinations has been validated by expert panels of fenestration industry professionals. All exam questions have been subjected to strict psychometric procedures and are based on standards and practices documented and included in fenestration industry standards and online courses.

CODE OF CONDUCT

The AAMA application for FenestrationAssociate or FenestrationMaster certification requires each candidate to agree to follow this Code of Conduct. A candidate’s signature on the application represents agreement to abide by these standards to advance the integrity, credibility and recognition of all individuals certified through this program and to adhere to the following professional standards:

1. Provide accurate and truthful information related to all aspects of my training, experience and certification.
2. Refer to and use my AAMA certification only within the scope of my level of knowledge, skill and experience.
3. Apply ethical principles in all my activities related to the FenestrationMasters program, including but not limited to the exam process, confidentiality and potential conflicts of interest.
4. Cooperate with AAMA in any inquiry related to possible violations of exam security or this Code of Conduct.
5. Follow all AAMA requirements when referring to my certification.
6. Act responsibly and with integrity in all professional activities, particularly those that relate to confidentiality.
7. Accept responsibility for my own continued professional development.
8. Promote training and education of fenestration professionals whom I supervise and work with as colleagues to advance the qualifications of all professionals in the fenestration industry.

Possible violations of this Code of Conduct will be reviewed by AAMA and may result in revocation of candidate certification or disqualification for future AAMA certification. Any organized effort to compromise the security or validity of AAMA certification examinations or credentials may result in sanctions against all individuals who may have benefited from such activities.

SCHEDULING AN EXAMINATION

Upon completion of coursework, submit exam application to FenestrationMasters@aamanet.org to initiate scheduling a certification exam. There are three options that will be available for taking exams.

Independently proctored Comira Testing Centers are now available across the U.S. Visit http://www.comiratesting.com/ to search for locations near you.

In conjunction with the AAMA Fall Conference (October 27-30, 2013), AAMA will launch the additional option to administer exams outside of established testing centers using AAMA-authorized exam proctors. Additional fees apply but are waived for candidates at AAMA national conferences who have paid the attendee registration fee.

Once this option is launched, candidates may utilize a computer exam station in their place of business with an AAMA-authorized proctor. An AAMA-authorized
proctor must be approved before the exam can be scheduled. Additional fees may apply.

* Information about applicable additional fees is available at www.aamanet.org/FenestrationMasters.

**EXAM CONDITIONS**

Delivery of computer exams will meet the following specifications:

- Each exam station will have a suitable internet connection and provide sufficient privacy to meet the requirements for secure testing.
- The room will provide a quiet, suitably lit and comfortable space to allow candidates to concentrate on exam content with no interruptions or distractions.
- Each candidate will have sufficient work space to allow use of any approved references. Printed copies of these references are required because the exam software “locks down” each computer during the exam to prevent access to other programs or internet sites.
- If more than one candidate is to take the exam at a time, each computer exam station will be sufficiently separated to assure the security and privacy of each candidate.
- Each candidate must complete the exam with no interaction with other candidates or help with exam content from a proctor.
- Only the proctor and up to seven candidates are permitted in the exam room while an AAMA certification examination is underway.

**WHAT TO BRING TO THE EXAM**

All proctors are required to verify the identity of each candidate and to protect the security and validity of the examinations. Unless already well known to the proctor, each candidate must present **TWO FORMS OF IDENTIFICATION** consisting of at least one valid government-issued ID with photo of the candidate and both versions with signatures that can confirm that the person registered is actually taking the exam.

Exam stations are “locked down” during the exam to prohibit any access to online sources or websites. Candidates may bring printed copies of applicable AAMA standards and/or notes prepared while taking the required coursework to the exam. *This includes the Study Notebook.*

However, please note that the exam is timed. Use your best judgment in determining the proper materials to bring to the exam as it is not likely that the available time will allow for all answers to be researched. It is recommended to bring documents related to areas of the course content where a candidate feels supplemental information will be helpful.

Bags and other personal items must be stored during the exam, and some testing centers also have limitations to the space for an individual’s exam area.

**PROHIBITED ITEMS IN THE EXAM**

All pens/pencils, cell phones, computers (other than that used for the exam), calculators, flash drives, CDs or other digital memory devices are prohibited in the exam room during an AAMA examination. These items (along with personal items, such as bags, computer cases, etc.) must be placed in locked storage or left with the proctor during the exam.
LENGTH OF EXAMS & TIME LIMITS
FenestrationAssociate exam consists of 100 questions. Candidates have two uninterrupted hours to complete the exam.

FenestrationMaster consists of 150 questions. Candidates have three uninterrupted hours to complete the exam.

TAKING THE EXAM
Each question will appear on the computer screen one at a time. You can record your answer to a question, skip the question or mark it for later review. You can return to questions you have skipped or marked for review at any time during the exam. Remaining time and progress will be displayed on the screen throughout the exam.

After you indicate that you have finished answering and reviewing questions, you may end the exam. The exam will end automatically if your time expires.

You will see your exam results on-screen when you finish and receive a copy of your scores by email after the exam.

CANDIDATE COMMENTS AFTER AN EXAM
After you finish the exam, a short survey will follow to gather information about your AAMA exam experience. This is the best method of providing feedback to AAMA about exam content or delivery. AAMA uses these comments to improve the program. You are encouraged to participate.

ACHIEVING CERTIFICATION
All AAMA test results are reported using the same scaled (or converted) scores. AAMA uses a scaled scoring system to eliminate differences that may occur between test forms. The percentages for each Group are not raw scores. Please do not interpret these percentages as such.

AAMA test scores have the following properties:
1. Scores range from 0 to 100.
2. A scaled score of 65 is required to pass FenestrationAssociate exams.
3. A scaled score of 75 is required to pass FenestrationMaster exams.

Candidates who achieve a passing score on the exam receive either the CFA (Certified FenestrationAssociate) or CFM (Certified FenestrationMaster) credential. Each certification is valid for four years.

Candidates achieving certification will receive a certificate, information about use of the FenestrationMaster/FenestrationAssociate logo and/or CFM/CFA letter designations as well as an opportunity to be listed on the AAMA website (requires signed authorization form).

MISSING AN EXAM
Examinations at a Comira Testing Center or an AAMA-sponsored event require staffing, exam stations and other expenses even if a candidate does not appear for the exam. There are no refunds for missing an exam in these locations. If the exam is cancelled at least 24 hours prior to the scheduled date, the fees may be applied to a future re-scheduled exam.

An exam at a candidate’s place of business is scheduled within a window of 10 business days, so the candidate and an AAMA-authorized proctor can adjust the date and time of an exam within that time period as needed.
SCHEDULING A RE-TEST

Candidates who fail an examination receive information to help them identify weak content areas and prepare for another attempt. Candidates are encouraged to study and retake the examination since many who initially fail such an exam are able to pass on a later re-test.

Candidates may schedule up to two additional attempts within six months of the original exam date. There must be at least 30 days between each attempt. If needed, a three-month subscription extension may be purchased to aid in studying for the exam if the original course subscription has expired.

For security reasons, AAMA examinations are provided in multiple forms.

After three failed attempts, a new one-year subscription and exam must be purchased. The full coursework also must be completed before another retest will be scheduled.

REQUESTS FOR SPECIAL EXAM ACCOMMODATIONS

Candidates who are unable to complete an AAMA exam under standard conditions must submit documentation to support their request for special accommodations. This request must specify the modifications of exam procedure the candidate believes are appropriate and must be submitted with the initial exam application.

DISCIPLINARY ACTION

Following any report of possible irregularities, AAMA staff will review the evidence and determine whether to cancel scores, offer a retest with or without payment of additional exam fees or take disciplinary action. Such actions may be appealed as described in these procedures.

AAMA may reject or suspend the eligibility of any candidate, suspend or revoke certification, or refuse to recertify any person who is found to have engaged in any violations of the Code of Conduct.

APPEALS PROCESS

Candidates may appeal AAMA certification decisions in writing using U.S. Mail or email within 14 days after their examination date. AAMA will respond in writing to all appeals after review of the candidate’s results.

For more information, visit www.aamanet.org/FenestrationMasters.
Part II Course and Examination Content

All FenestrationAssociate and FenestrationMaster candidates must complete the online courses in the prescribed order. Group 1 is considered core course content; therefore, the courses in Group 1 are the same for both the FenestrationAssociate and FenestrationMaster.

FenestrationAssociate candidates must then complete overview courses in Groups 2 through 5 below in the prescribed order.

FenestrationMaster candidates must complete more advanced courses in Groups 2 through 6.

<table>
<thead>
<tr>
<th>Group</th>
<th>Course Topics</th>
<th>Associate Questions</th>
<th>Master Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Window Selection</td>
<td>33 questions</td>
<td>30 questions</td>
</tr>
<tr>
<td></td>
<td>Glass Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requirements of NAFS-08 Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specialty Tests (blast, impact, tornado, acoustics)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Profile Performance and Material Considerations</td>
<td>17 questions</td>
<td>30 questions</td>
</tr>
<tr>
<td></td>
<td>Coatings and Finishes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hardware, Weatherstrip and Weatherseals</td>
<td>17 questions</td>
<td>30 questions</td>
</tr>
<tr>
<td></td>
<td>Sealants and Adhesives Used during Factor Fabrication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Code Requirements</td>
<td>11 questions</td>
<td>15 questions</td>
</tr>
<tr>
<td></td>
<td>• History of the I-Codes &amp; Current Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• AAMA Certification and I-Code Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Special Code Requirements: ADA, WOCD, fire safety, safety glazing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Energy Efficiency/Thermal Performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ICC energy code requirements and Energy Star requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Thermal Performance Certification versus Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skylights and Daylighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Installation</td>
<td>22 questions</td>
<td>33 questions</td>
</tr>
<tr>
<td></td>
<td>• Commercial Installation Standard Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Residential Installation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Flashing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Field Testing and Forensic Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fenestration Anchorage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>FenestrationMaster Only</strong></td>
<td>None</td>
<td>12 questions</td>
</tr>
<tr>
<td></td>
<td>Aluminum Curtain Wall Design Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aluminum Storefront and Entrance Manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Energy and the Architectural Fenestration Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Questions on the Exam</td>
<td>100 questions</td>
<td>150 questions</td>
</tr>
</tbody>
</table>
References and Study Materials

The FenestrationMaster exam may include content/concepts from the standards, as well as content covered in the courses; therefore, those candidates should review the reference materials (listed below) fairly thoroughly.

The FenestrationAssociate exam may include general information from the standards such as can be found in the introductory sections and/or section headings of those documents; therefore, those candidates should review the reference materials (listed below) at that level of detail.

AAMA Virtual Library

AAMA Category 1, Technical Consultant and Professional members are eligible to purchase an annual subscription to the AAMA Virtual Library (AVL) in order to view and print standards referenced in the FenestrationMasters program curriculum.

- FenestrationMasters Program Documents Only: $250
- FenestrationMasters Program Add-on (for existing AVL customers only): $50

AAMA Study Resource Center

Candidates who do not qualify for the AVL may purchase three-month access to the AAMA Study Resource Center. This allows read-only access to the documents listed below. If candidates would like a printed version, documents may be purchased individually through the AAMA online Publication Store. AAMA members receive significant discounts on Publication Store purchases.

- FenestrationAssociate: $100 (member)/$250 (non-member)
- FenestrationMaster: $150 (member)/$375 (non-member)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course Topics</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Overall</td>
<td>AAMA Glossary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AAMA Publications Catalog</td>
</tr>
<tr>
<td>1</td>
<td>Window Selection</td>
<td>WSG-11</td>
</tr>
<tr>
<td></td>
<td>Glass Selection</td>
<td>510-06</td>
</tr>
<tr>
<td></td>
<td>Requirements of NAFS-08 Standard (with variations from earlier editions)</td>
<td>506-11</td>
</tr>
<tr>
<td></td>
<td>Specialty Tests (blast, impact, tornado, acoustics)</td>
<td>1801-11</td>
</tr>
<tr>
<td></td>
<td>NAFS-08</td>
<td>512-11</td>
</tr>
<tr>
<td>2</td>
<td>Profile Performance and Material Considerations</td>
<td>303-08</td>
</tr>
<tr>
<td></td>
<td>Coatings and Finishes</td>
<td>2603-02</td>
</tr>
<tr>
<td></td>
<td>305-11</td>
<td>623-10</td>
</tr>
<tr>
<td></td>
<td>310-04</td>
<td>624-10</td>
</tr>
<tr>
<td></td>
<td>611-12</td>
<td>625-10</td>
</tr>
<tr>
<td></td>
<td>612-02</td>
<td>307-11</td>
</tr>
<tr>
<td></td>
<td>615-05</td>
<td>312-05</td>
</tr>
<tr>
<td>3</td>
<td>Hardware, Weatherstrip and Weatherseals</td>
<td>800-10</td>
</tr>
<tr>
<td></td>
<td>Sealants and Adhesives Used during Factory Fabrication</td>
<td>902-07</td>
</tr>
<tr>
<td></td>
<td>701/702-11</td>
<td>907-12</td>
</tr>
<tr>
<td></td>
<td>901-10</td>
<td>908-09</td>
</tr>
<tr>
<td>4</td>
<td>Code Requirements</td>
<td>No reference materials other than course content</td>
</tr>
<tr>
<td></td>
<td>Energy Efficiency and Thermal Performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skylights for Daylighting</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Installation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commercial Installation Standard Practice</td>
<td>501.2-09</td>
</tr>
<tr>
<td></td>
<td>• Residential Installation</td>
<td>2400-10</td>
</tr>
<tr>
<td></td>
<td>• Flashing &amp; Sealants for Installation</td>
<td>714-11</td>
</tr>
<tr>
<td></td>
<td>Field Testing and Forensic Evaluation</td>
<td>502-12</td>
</tr>
<tr>
<td></td>
<td>Fenestration Anchorage</td>
<td>2410-13</td>
</tr>
<tr>
<td></td>
<td>Field Testing and Forensic Evaluation</td>
<td>812-04</td>
</tr>
<tr>
<td></td>
<td>503-08</td>
<td>711-07</td>
</tr>
<tr>
<td></td>
<td>511-08</td>
<td>100-07</td>
</tr>
<tr>
<td></td>
<td>IPCB-08</td>
<td>712-11</td>
</tr>
<tr>
<td></td>
<td>713-08</td>
<td>200-09</td>
</tr>
<tr>
<td></td>
<td>300-12</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>FenestrationMaster Only</td>
<td>CW-DG-1-96</td>
</tr>
<tr>
<td></td>
<td>Aluminum Curtain Wall Design</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aluminum Storefronts and Entrances</td>
<td>SFM-1-87</td>
</tr>
<tr>
<td></td>
<td>Energy and the Architectural Fenestration Industry</td>
<td></td>
</tr>
</tbody>
</table>
Part III Sample Exam Questions

FenestrationAssociate

All questions on these examinations are multiple choice with one correct answer and three incorrect choices. Choose the best answer to each question.

1. Which of the following has the most significant impact on Solar Heat Gain Coefficient (SHGC)?
   A. Window type
   B. Glass type
   C. Frame material
   D. Silicone type

2. Per AAMA 307, which of the following tests is NOT required for both interior and exterior laminates?
   A. Muriatic acid resistance
   B. Mortar resistance
   C. Detergent resistance
   D. Isopropyl alcohol resistance

3. Which of these is the upper limit of the MAFR derived from tests if a balance is to receive a Class 5 rating?
   A. 0.30
   B. 0.70
   C. 0.50
   D. 1.00

4. Which of these is required for window opening control devices?
   A. They must be no greater than 4” in diameter.
   B. They must be brightly marked.
   C. They must be designed with release mechanisms to allow for emergency escape.
   D. They must be able to meet ADA requirements.

5. Per ASTM E 2112, how close must the framing members comprising the rough opening be to plumb, level, square and true prior to the installation of the window?
   A. Within 3 mm (1/8”)
   B. Within 6 mm (1/4”)
   C. Within 9 mm (3/8”)
   D. Within 12 mm (1/2”)

© 2013 American Architectural Manufacturers Association
FenestrationMaster

All questions on these examinations are multiple choice with one correct answer and three incorrect choices. Choose the best answer to each question.

1. What is the relationship between U-factor and R-Value?
   A. R-Value = 1/U factor
   B. U-factor = R-Value
   C. R-Value + U-factor = 1
   D. They are unrelated.

2. Which in-process quality control test for cellulosic composite profiles is NOT required?
   A. Screw withdraw
   B. Dimensional stability
   C. Thermal cycling
   D. Muriatic acid resistance

3. What is the maximum Shore “A” hardness value for Types I and II and Groups A and C back bedding glazing compounds?
   A. All are 70
   B. All are 55
   C. 55 for Types I and II, 70 for Groups A and C
   D. 70 for Types I and II, 55 for Groups A and C

4. Per IECC 2009 using the prescriptive method, what is the maximum allowable skylight to roof area ratio?
   A. 5%
   B. 10%
   C. 3%
   D. 15%

5. Which of these best describes manufacturer’s installation instructions for a commercial installation?
   A. The best practice
   B. A requirement
   C. A recommendation
   D. Consistent with the code

6. What is the laboratory test most used to determine the water penetration resistance of standard and low-rise custom curtain walls?
   A. AAMA 501.1
   B. ASTM E 1105
   C. Dynamic water testing
   D. ASTM E 331
## Answer Keys

### FenestrationAssociate Sample Exam Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Correct Answer</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B</td>
<td>AAMA WSG-11, 3.6.2</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>AAMA 307-11, 4.2 &amp; 4.3</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>AAMA 902-07, 9.0</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>2009 IRC Section 612.4</td>
</tr>
<tr>
<td>5</td>
<td>B</td>
<td>AAMA 2400-10, Section 5.1</td>
</tr>
</tbody>
</table>

### FenestrationMaster Sample Exam Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Correct Answer</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>AAMA ICPB-08 2.7, Design Considerations Slide 27</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>AAMA 311-05, Section 6.0</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>AAMA 800-10, 1.1.4.1</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>Building and Energy Codes, page 25</td>
</tr>
<tr>
<td>5</td>
<td>B</td>
<td>AAMA IPCB-08, Section 10.0</td>
</tr>
<tr>
<td>6</td>
<td>D</td>
<td>AAMA CW-DG-1-96, page 41</td>
</tr>
</tbody>
</table>
Certification Exam Application

Candidate Name______________________________ Company _________________________

Candidate Checklist
☐ Read and understand the Candidate Guide, including the Code of Conduct (on page two)
☐ Complete and sign the Candidate Affidavit (as shown on the next page)
☐ FenestrationMaster Candidates Only: Validation of experience and/or education

Requested Certification Exam (based upon courses completed)*
☐ FenestrationMaster (advanced level) ☐ Fenestration Associate (entry level)
*Course transcripts will be verified to ensure successful completion of all applicable courses.

Prefered Exam Location
The initial exam must be taken within three months from the expiration of the 12-month course subscription. Please be prepared to provide two forms of identification, including consisting of at least one valid government-issued ID with photo of the candidate and both versions with signatures that can confirm that the person registered is actually taking the exam.

Preferred Examination Date    ___/___/____
Preferred Examination Time**  _____________

** Please arrive at least 15 minutes prior to the scheduled exam so the proctor can audit any AAMA standards that may be used during the exam and to complete a brief tutorial related to the exam. This also allows for variations in testing center volume.

Preferred Testing Center
Search for your preferred location based upon the availability of testing centers in your area.

Facility Name __________________________
Address  __________________________
City, State, ZIP __________________________

Has the exam been taken previously? ☐ Yes*** ☐ No
If yes, how many times? _____________________________

*** After the initial certification exam failure, candidates may schedule up to two additional attempts within six months of the original exam date. There must be at least 30 days between each attempt.
Candidate Affidavit

By signing below, you confirm that you have read and understand the candidate guide, including what materials to bring to the exam and prohibited items.

Adherence to Code of Conduct
Application for FenestrationAssociate or FenestrationMaster certification requires each candidate to agree to follow the Code of Conduct (on page two of this document). Your signature on this application represents agreement to abide by these standards to advance the integrity, credibility and recognition of all individuals certified through this program and to adhere to the following professional standards.

Possible violations of this Code of Conduct will be reviewed by AAMA and may result in revocation of candidate certification or disqualification for future AAMA certification. Any organized effort to compromise the security or validity of AAMA certification examinations or credentials may result in sanctions against all individuals who may have benefited from such activities.

_________________________________________   ___________________
Signature         Date

FenestrationMaster Candidate Only
Candidate to confirm eligibility (based upon eligibility criteria), and AAMA to review verification documents, which can be from the following sources (please attach appropriate documentation).

☐ HR representative
☐ Other reasonable third-party verification, such as a supervisor (not serving as proctor)
☐ Candidate as long as signed/stamped by notary public

Documentation must be received prior to exam scheduling. Your signature above indicates that the information provided is accurate and complete to the best of your knowledge.

Submission Instructions
Submit this application, affidavit and eligibility verification (for FenestrationMaster students) to FenestrationMasters@aamanet.org to initiate scheduling a certification exam.