



AGMT

CANDIDATE HANDBOOK

Architectural Glass and Metal Certification Council

Administrative Office

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www.glazingcertification.com



**Architectural Glass
& Metal Technician**

CERTIFICATION PROGRAM

Contents

1.	About AGMT	3
1.1.	Program Scope	4
1.2.	Program Sponsor	4
1.3.	Program Administrator & Certification Body	5
2.	Introduction to the Handbook	5
3.	Certification Process	6
3.1.	Create a CIP Account (Part 1 of Application)	6
3.2.	Prerequisites (Part 2 of Application)	7
3.3.	Register and Pay.....	8
3.3.1.	Selecting Exams.....	11
3.3.2.	Paying for Exams	12
3.3.2.1.	Credit Card	12
3.3.2.2.	Prepaid Codes	12
4.	Exams.....	13
4.1.	Exam Types	13
4.2.	Exam Preparation.....	16
5.	Passing the Exam	18
5.1.	Retaking the Exam	18
5.2.	Withdrawing from an Exam.....	19
6.	Achieving Certification	19
7.	Behavior	21
8.	Certification Expiration, Recertification, Decertification	26
8.1.	Expiration.....	26
8.2.	Recertification.....	26
8.3.	Decertification	27
9.	Changes in Certification Requirements	28

1. About AGMT

AGMT, or the Architectural Glass and Metal Technician Certification Program was created by and for the Architectural Glass and Metal Industry with over 18 months of input and direction from Subject Matter Experts from all corners of the industry, including, but not limited to: glazing technicians, glazing contractors, architects, engineers, general contractors, construction managers, industry consultants, manufacturers, suppliers, and many others.

The Program also underwent a rigorous beta testing phase, where the exam content and setup was put through its paces and feedback from dozens of glaziers across North America helped fine tune the examination process.

The resulting Program is one that tests qualified candidates on industry best practices. Great attention was paid to details to ensure the most critical of operations are assessed as a means to qualify only those who are truly able to demonstrate the Knowledge, Skill and Abilities to call themselves AGMT Certified.



1.1. Program Scope

The Architectural Glass and Metal Technician Certification Program (AGMT) is designed to provide an independent assessment, through written and practical means, of the knowledge, skills, and abilities of the experienced glazing technician in:

- **Glazing Theory** and the ability to practically apply that knowledge
- Utilization of **Tools of the Glazing trade** and demonstration of **Safe Work Practices**
- Demonstration of competency in **Interpreting Construction Drawings** and ability to **Lay Out and Install** various types of glazing systems for glass and architectural panels
- **Application** of sealants, gaskets, and barriers to weatherize those systems
- Understanding and possessing a working knowledge of **Quality Controls and Assurance**.

The emphasis of this assessment is directed toward factors that, when properly applied, will tend to **minimize construction defects and failures**, and conform to customer requirements. The Program is not a training program, nor intended for inexperienced technicians.

1.2. Program Sponsor

The AGMT Certification Program is sponsored by the Architectural Glass and Metal Certification Council, or AGMCC. The AGMCC is a registered 501(c)3 not-for-profit organization formed with the purpose of planning, organizing, directing, coordinating and sponsoring certification program(s) for the Architectural Glass and Metal Industry to assure that services to the public are performed in a manner that will tend to minimize defects and failures and to promote standards, levels of competence and/or performance requirements.

The AGMCC was formed in 2018, and its Board is made up of a balance of industry representatives with intimate knowledge of the most pressing issues facing the AG&M industry.

For more information on the AGMCC, including a list of current Board members, please visit <https://www.glazingcertification.com/about/agmcc-board-of-directors/>

1.3. Program Administrator & Certification Body

The Administration and operation of the AGMT Certification Program is managed by Administrative Management Systems, Inc., or AMS. AMS was established in 1998 as a third-party certification provider to the fenestration and glazing industry. AMS administers several industry certification programs and performs work throughout North America and abroad. For more information about AMS, Inc., please visit amscert.com or glazingcertification.com/about/ams

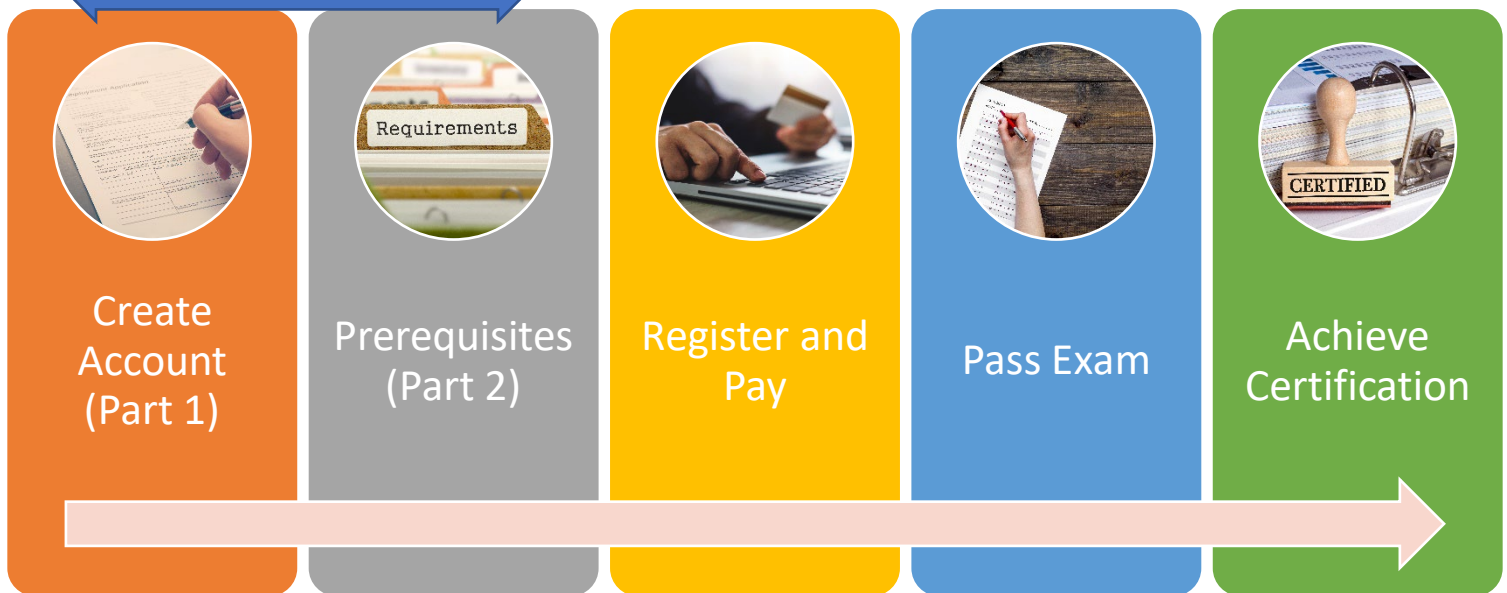
2. Introduction to the Handbook

The AGMT Candidate Handbook is an indispensable tool created to introduce AGMT Applicants to the program (covering topics from pre-requisites needed to sit for the certification) to how to prepare for the Exam. The Handbook also addresses areas important to technicians once they achieve certification, like recertification requirements and expectations of personal conduct. If you intend to seek AGMT Certification, please familiarize yourself with the information in this handbook.



3. Certification Process

Application Process (2 Parts)



3.1. Create a CIP Account (Part 1 of Application)

Any interested person located in the United States or Canada is eligible to apply to become a Candidate in the AGMT Certification Exam.

FOR DETAILED STEP BY STEP INSTRUCTIONS PLEASE REFERENCE

PD-220 AGMT CIP Account Creation and Test Registration Instructions

To Apply, please visit cip.agmtprogram.com and create an account on the AGMT Certification Information Portal (**CIP**). Your CIP account is password-protected and allows you access to the AGMT Certification Process 24/7.

CIP: Tips on how to use the AGMT CIP are provided throughout this document and are designated with the **CIP** logo. The AGMT CIP has been specifically designed to allow you to:

- Electronically sign the AGMT Candidate Agreement
- Submit your Prerequisite information
- Locate and Register for Exams near you
- Pay for Exams
- Get 24/7 access to important certification documents
- Expedite the Application Process

If you do not have access to the internet, please call the Administrative Office for further instructions.

3.2. Prerequisites (Part 2 of Application)

To become a Candidate for certification, an Applicant must first meet all of the below requirements (Prerequisites):

Experience – Must be able to demonstrate **at least 7500 hours** of glazing work within 5 years **to achieve certification**. Applicants with less than 7500 hours but **at least 7000** may still become a candidate and sit for testing (both KBT & PBT). However, Candidates who test with less than 7500 hours must resubmit their proof of experience demonstrating more than 7500 hours to achieve certification within 12 months of passing the PBT. This is to help Glaziers who are close to the experience requirement to be able to sit for testing early as the AGMT test may only be held in their specific region on an annual basis.

Applicants must submit at least one of the following as proof of experience:

- Proof of successful completion of the Canadian Red Seal Certification Program for Glaziers (NOC 7292)
- Work history records provided by a 3rd party (current and/or previous employer, IRS/Canadian Government, Union, etc.)

If you cannot provide evidence using the above methods, please complete and submit form PD-15 AGMT Work History Form found in the CIP.

Candidate Agreement – Must read, understand, and sign that you agree to the terms in the AGMT Candidate Agreement.

CIP: The AGMT Candidate Agreement can be completed online via the AGMT Certification Information Portal at time of application.

A copy is also available on glazingcertification.com/agmt/agmt-resources, and can be emailed to the Program Administrator.

OSHA 10 (or Canadian equivalent) – Must provide proof of certification to OSHA 10 compliance through an authorized provider.

If in Canada, please submit evidence that indicates at least 10 hours of construction-related health and safety training. Below are common examples of

evidence that can be submitted to meet this pre-requisite (though there are many other forms of training that may qualify):

- WHMIS (Workplace Hazardous Materials Information System) (4 hours)
- Hoisting and Rigging (2 hours)
- Working at Heights – Fall Protection (8 hours)
- Worker Health and Safety Awareness (PPE) (1 hour)
- Ladders and Scaffold Awareness (2 hours)

CIP: We will accept either electronic copies or photos of cards/certificates/tickets as evidence.

Photo – During application, a photo from the shoulders-up of the Applicant is required. The photo does not need to be professionally created, though it will be used on the glazingcertification.com website, and on certificate cards after a person becomes certified.

CIP: In addition to photos you may already have, we will accept photos taken on smartphones or similar devices. Please be sure photos are clear and appropriate for use on public websites.

3.3. Register and Pay

Once you have met all the Prerequisites the Exam Registration Process is now available to you. When you log back into your CIP account you will be able to search for and select both a knowledge-based Test (KBT) and a Performance-based Test (PBT). Both tests can be registered for at the same time or separately, though they can be taken at separate times and locations, and one does not need to be completed before the other.

CIP: The CIP can use either your current location, or the address on file to search for available Exams near you:

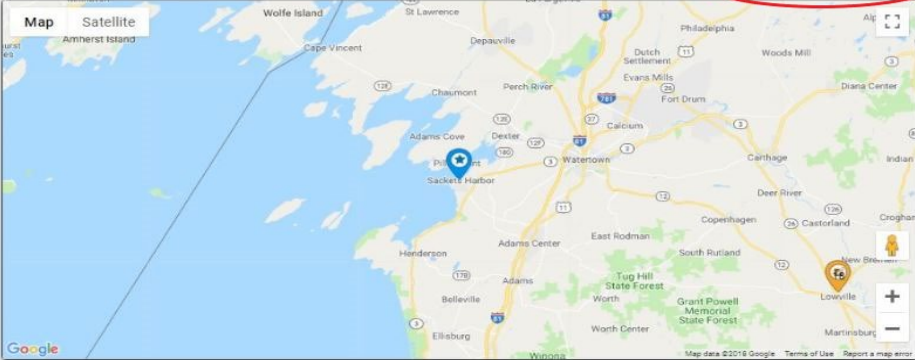
FIND AN EXAM Exams Near Me | All Exams

Passing both exams is required to become certified. The **KBT** and **PBT** are administered at separate times. Those retaking either portion should plan on arriving at least 2 hours prior to the start time. Those taking both portions should arrive at least 2 hours prior to the **KBT** portion.

Exam Selection

1) Select a KBT 2) Select a PBT 3) Register & Pay

[Use Current Location](#) [Use Address](#)



Knowledge-Based Exams

Site	Distance	Date	Time	Location	Seats Available
	37.0 mi	12/01/2018	KBT 9:00 AM	5485 Bostwick St, Lowville, NY 13367	8
	124 mi	11/29/2018	KBT 1:00 PM	601 1st St, Ithaca, NY 14850	4
	1,855 mi	01/01/2019	KBT 2:00 PM	5795 Co Rd 2, Cañon City, MD 81212	11
	1,855 mi	11/29/2018	KBT 1:00 PM	5795 Co Rd 2, Cañon City, MD 81212	FULL

Special Accommodations

Candidates who request a special accommodation for either the KBT or PBT can do so during the application process (see images on next page). If a situation arises after application, please contact the Program Administrator **prior** to registering for Exams. The Program Administrator will verify and accommodate requests, within reason and where the integrity of the assessment is not violated. The KBT is offered in English and Spanish.

Preferred Language for KBT Exam

English

English

Spanish

Do you require any special accommodation in order to take the Knowledge-based Test (KBT)? Yes No

Do you require any special accommodation in order to take the Performance-based Test (PBT)? Yes No

Do you require any special accommodation in order to take the Knowledge-based Test (KBT)? Yes No

Please describe:

Someone will contact you to discuss your request

Do you require any special accommodation in order to take the Performance-based Test (PBT)? Yes No

Please describe:

Someone will contact you to discuss your request

SIGN UP

Military & First Responder Exemption

The Program Administrator will consider all applicants to the AGMT Certification Program and may issue waivers to glaziers who are unable to fully meet Program Prerequisites where it is determined that their service in the Military, fire department, police force, or service that directly supports those functions,

prevented them from doing so. In such cases the candidate will qualify to sit for the Exam but must fully meet Prerequisites prior to receiving Certification.

3.3.1. Selecting Exams

To achieve certification, a Candidate must pass both the Knowledge-based Test (KBT) and the Performance-based Test (PBT). Because of this, both a KBT and a PBT must be selected to move forward and pay to sit for the Exams.

The Exam Selection portion of the CIP will list all upcoming KBT and PBT Events. Seating is limited for both and are scheduled at the time of payment on a first-come, first-served basis.

FIND AN EXAM Exams Near Me | All Exams

Passing both exams is required to become certified. The **KBT** and **PBT** are administered at separate times. Those retaking either portion should plan on arriving at least 2 hours prior to the start time. Those taking both portions should arrive at least 2 hours prior to the **KBT** portion.

Exam Selection

1) Select a KBT 2) Select a PBT 3) Register & Pay

Use Current Location Use Address

Knowledge-Based Exams

Site	Distance	Date	Time	Location	Seats Available
	37.0 mi	12/01/2018	KBT 9:00 AM	5485 Bostwick St, Lowville, NY 13367	8
	124 mi	11/29/2018	KBT 1:00 PM	601 1st St, Ithaca, NY 14850	4
	1,855 mi	01/01/2019	KBT 2:00 PM	5795 Co Rd 2, Cañon City, MD 81212	11
	1,855 mi	11/29/2018	KBT 1:00 PM	5795 Co Rd 2, Cañon City, MD 81212	FULL

Press this button to add a desired KBT to the Exam Selection bar at the top of the page.

Note: Before registering for a PBT Exam, a Candidate will see the Examiners assigned to that Exam, please notify the Program Administrator via email (staff@agmtprogram.com) if there is a conflict of interest with any of the Examiners listed.

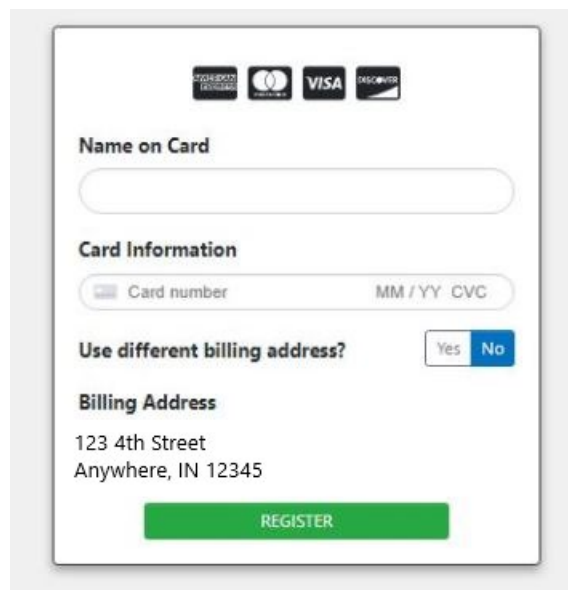
3.3.2. Paying for Exams

Before a Candidate can Register to sit for the KBT and PBT Exams, payment must be received in full. For current Exam Fees please see the Fee Schedule available on glazingcertification.com/agmt/agmt-resources

A Candidate can either pay using a Credit Card, or by using a Prepaid Code.

3.3.2.1. Credit Card

The CIP accepts American Express, Mastercard, VISA, and Discover credit cards.



The image shows a credit card registration form. At the top, there are logos for American Express, Mastercard, VISA, and Discover. Below these is a text input field for 'Name on Card'. Underneath is a section titled 'Card Information' which contains a card number input field, a 'MM / YY' expiration date field, and a 'CVC' field. Below this is a question 'Use different billing address?' with 'Yes' and 'No' radio buttons. Underneath is a 'Billing Address' section with the example text '123 4th Street' and 'Anywhere, IN 12345'. At the bottom of the form is a green 'REGISTER' button.

3.3.2.2. Prepaid Codes

Prepaid codes are issued to organizations or employers who wish to pay for technicians' registration in advance or purchase more than one registration at a time.

Codes cannot be used more than once, and once generated, can be given to any prospective technician seeking certification. (For this reason, they should be kept confidential to prevent unintended use.)

Employers/Contractors:

If you wish to prepay for registrations, please contact the Program Administrator.

Using a Prepaid Code:

Simply enter your prepaid code in the *Apply Prepaid Code* field and press the  button to apply the code at Registration. Valid Codes are then deducted from the balance due.

Once the Code is applied, you will be able to Register and secure your seat at the selected Exams.

REGISTER & PAY

1 Exam: Knowledge Based Time: 4:00 PM Date: 2/19/2019 Site: AGMT BARN Address: 1234 Henderson Rd, Henderson, NY 13651 USA 2 Exam: Performance Based Time: 7:00 AM Date: 2/20/2019 Site: AGMT BARN Address: 1234 Henderson Rd, Henderson, NY 13651 USA	John Doe 123 4th Street Anywhere, IN 12345 John@glaziers.com						
<table border="1"> <tr> <td>+ KBT Registration Fee</td> <td>\$100.00</td> </tr> <tr> <td>+ PBT Registration Fee</td> <td>\$300.00</td> </tr> <tr> <td>Total Price:</td> <td>\$400.00</td> </tr> </table>		+ KBT Registration Fee	\$100.00	+ PBT Registration Fee	\$300.00	Total Price:	\$400.00
+ KBT Registration Fee	\$100.00						
+ PBT Registration Fee	\$300.00						
Total Price:	\$400.00						

Apply Pre-Paid Code Pay with Credit Card

Pre-Paid Code



4. Exams

4.1. Exam Types

There are two Exam Types (KBT and PBT) – Candidates must pass **both** for certification.

KBT – Knowledge Based Test

- Proctored in a test center or Prometric testing site.
- 125 Graded Question Multiple-Choice (A, B, C, D)
 - There may be additional “beta” questions that do not count for or against candidates on the form that are being tested.
- 2 Hour Time Limit to complete.

KBT Exam Blueprint

The table below illustrates the major topics (Categories) presented on the KBT Exam, along with the percentage of total questions that will appear in each KBT Category.

KBT Categories	%
1 Glazing Theory	11
2 Tools / Equipment of the Trade	9
3 Construction Documents and Layout	11
4 Glass and Panels	14
5 Systems	18
6 Sealants and Gaskets / Ancillary Materials	21
7 Quality Control / Failure Prevention	16
Total	100

For a description and more details on each KBT Category, please see the 'PD-085-KBT Study Guide' available on glazingcertification.com/agmt/agmt-resources

PBT – Performance Based Test

- Administered in a test center.
- Professionally trained Examiners.
- 3 PBT Sections – all 3 must be passed in order to pass the entire PBT Exam
 - Curtainwall Section (3-1/2 Hour Time Limit)
 - Includes a separate Layout test (20 Minutes) and a separate Safety Harness test (10 minutes)
 - Storefront/Entrance Section (2 Hour Time Limit)
 - Sealing Section (45-Minute Time Limit)

PBT Exam Blueprint

The tables below illustrate the major topics (Categories) presented on the PBT Exam Sections (Curtainwall, Storefront, Sealing), along with the percentage of total questions that will appear in each Category.

Curtainwall Section of PBT		%
1	Personal Protective Equipment (PPE)	7
2	Layout	18
3	Anchors	9
4	Framing Installation	23
5	Sealing	21
6	Gaskets / Setting Blocks / Glazing	13
7	Pressure Bars	9
	Total	100

Storefront Section of PBT		%
1	Personal Protective Equipment (PPE)	8
2	Layout	14
3	Framing Installation	24
4	Sealing	19
5	Gaskets	14
6	Door Installation	21
	Total	100

Sealing Section of PBT		%
1	Personal Protective Equipment (PPE)	8
2	Construction Documents	20
3	Backer Rod	14
4	Sealant	58
	Total	100

For a description and more details on each PBT Category, please see the 'PD-85-PBT AGMT PBT Study Guide' available on glazingcertification.com/agmt/agmt-resources.

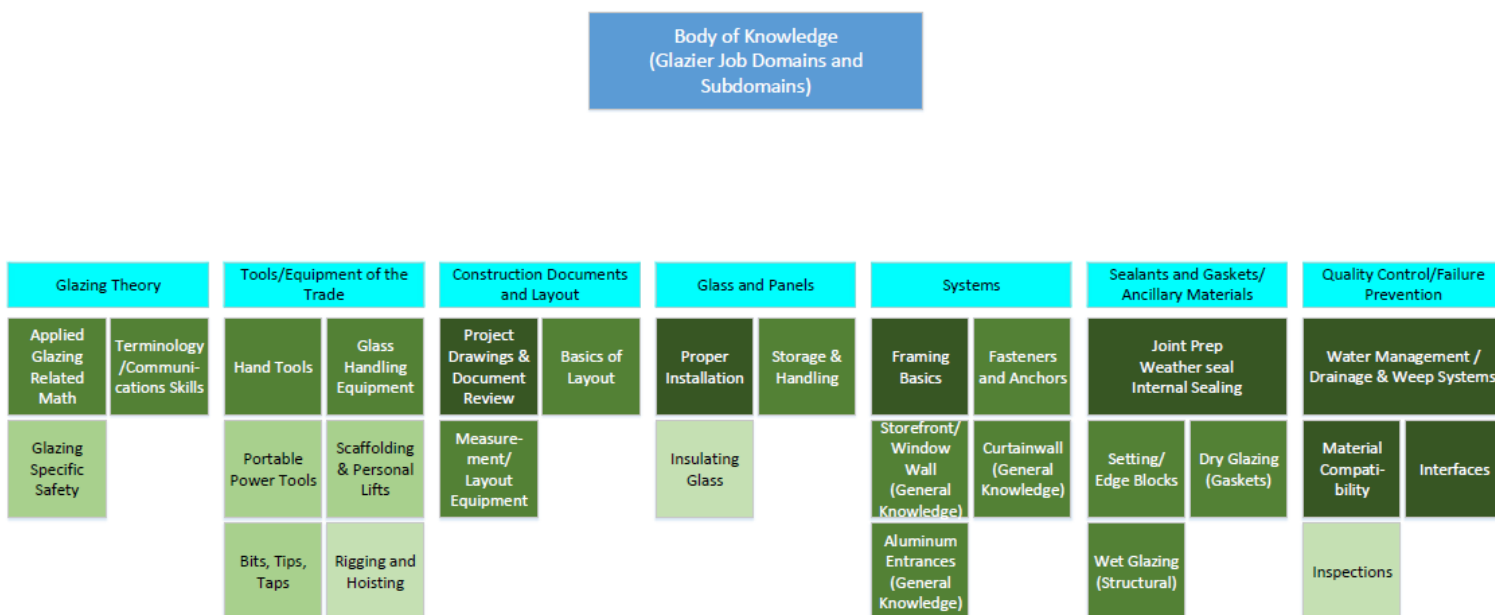
4.2. Exam Preparation

Studying

To prepare for the Exam it is recommended that every Candidate review both the PD-085-KBT AGMT Knowledge-based Test Study Guide and the PD-085-PBT AGMT Performance-based Test Study Guide. Both are available at glazingcertification.com/agmt/agmt-resources.

Body of Knowledge

Both the KBT and the PBT Exam content comes from topics from the AGMT Body of Knowledge:



Exam Conditions (what's allowed and not allowed during test administration)

The Knowledge-based test will be proctored in a test center. Whether it is a paper-based test or computer-based test a calculator (non-scientific), pencil, and scratch paper will be provided at time of test.

The Performance-based test will be administered in a facility and will be equipped with all testing materials needed including test apparatuses, tools, instructions, and PPE (Note: if you use prescription safety eyewear, please bring them). Please do not bring your own tools and equipment. It is recommended to wear clothes that are comfortable yet lend themselves to the rigors of performing glazing-related tasks (loose clothing and jewelry is not recommended to be worn during the exam).

Please **bring at least one government-issued form of photo identification** such as a driver's license or passport to the test on the day of the exam (this is a security and validity measure).

Breaks: Candidates are advised to use the restroom prior to the start of test. If a candidate does leave the room, they may resume their test provided they go through the same security check administered before they started the exam initially. A candidate who takes a restroom break is not compensated for time lost on the exam.

Unauthorized Aids: whether taking the KBT or the PBT, **no outside aids are allowed**. Outside aids may consist of, but are not limited to: study guides, notes, persons other than the Candidate (unless approved prior to test), recording devices of any kind. The Proctor and Examiner reserve the right to deny any Candidate from taking any portion of the exam if they feel a Candidate is intentionally using an unauthorized aid.

5. Passing the Exam

A Candidate must pass the KBT and all three PBT Sections to become certified. Below are the passing scores required to pass each portion.

Exam Types	Points Req./available	Passing Score (%)
1 Knowledge-based Test (KBT)	92/125	73.6%
2 Performance-based Test (PBT)		-
Curtainwall Section	462/600	77%
Storefront Section	321/425	75.5%
Sealing Section	79/100	79%

5.1. Retaking the Exam

KBT Retakes

If you fail the KBT, you are allowed to retake it as soon as you would like, provided there is a scheduled upcoming KBT Exam. The KBT may be retaken as many times as a Candidate would like, until they achieve a passing score. All fees for retakes must be paid in full, according to the then-current Fee Schedule.

To schedule a Retake, please contact the Program Administrator.

PBT Section Retakes

Failed PBT Sections may be retaken without having to retake PBT Sections that you passed.

For example, a Candidate who passes the Curtainwall and Sealing Sections, but fails the Storefront Section, would only need to retake the Storefront Section. The same applies if more than one section is failed – if for example, the Candidate failed the Sealing *and* Curtainwall Sections, they would not need to retake the Storefront Section. All fees for retakes must be paid in full, according to the then-current Fee Schedule.

Rapid PBT Retakes

As time allows, and at the discretion of the Examiner, Candidates who have failed a section(s) of the PBT may be afforded the opportunity to retest while still onsite. Additional fees may apply, please see Program Fee Schedule for details.

A Candidate has **18 months** to retake any failed Exam Section(s), if outside of this period they will need to restart the Exam process.

To schedule a Retake, please contact the Program Administrator.

5.2. Withdrawing from an Exam

Candidates who have registered for an Exam may withdrawal from Registration at any time by contacting the Program Administrator. If, however, a candidate withdraws **within 30 days** from a registered event (or does not show up for the event), the Candidate will not receive a refund of any fees paid for the event.

6. Achieving Certification

Achieving AGMT Certification does not come easily, and a Candidate should be proud that they demonstrated a level of Knowledge, Skills and Abilities necessary to pass the rigors of the examination process.



Notification of Pass or Fail

Within **10 business days** of completing an exam, either the KBT or the PBT, the candidate will be notified that they can access their pass/fail status in the Certification Information Portal.

Receiving Certification

Once a Candidate successfully passes both the KBT and all three PBT Sections they become eligible for Certification. The Administrator will conduct a final review to ensure all steps in the certification process have been accurately completed and will make the decision to grant or deny certification.

If certification is Granted, the Candidate will be notified via email and the CIP. The Candidate will then be listed in the AGMT Certification Directory on glazingcertification.com/agmt/agmt-directory

A Certified Technician will also receive the following Documentation:

- Formal letter of Recognition
- Certificate
- Certification ID Card
- Unique 'AGMT Certification Mark'

If a Candidate is denied certification, they will be notified via email of the reason(s) why, including information on what steps can be taken to achieve certification.

Appeals and Complaints

Any Applicant, Candidate, or Certified Technician denied Certification (or Recertification) may appeal that decision, including any reason(s) for denial. Complaints regarding the AGMT Program or Program Administrator must be made in writing.

To request an appeal and/or file a complaint please email or write the AGMT Program Administrator (contact information below). Please include your name, contact information and reasons(s) for the complaint or appeal. All appeals and complaints are tracked, and the complainant or appellant is notified of receipt and provided status updates.

Any member of the public may also file a complaint against a certified person, or a person claiming to be certified. To file a complaint against a certified person please contact the Program Administrator. Complaints must be made in writing, please be prepared to share all pertinent information and documentation to

support the complaint. For more information on the overall process please reference the [PD-004 AGMT Certification Program –Appeals and Complaints Process.](#)

The Program Administrator (AMS Inc.) as the Certification Body has final authority on all certification decisions.

AGMT Program Administrator
205 West Main St.
Sackets Harbor, NY 13685
Phone: 315-646-2234
Email: staff@agmtprogram.com

Impartiality

Certification provided under the AGMT Program is managed impartially using fair policies and procedures. The Program was designed to allow all qualified applicants access to certification, and the Program Administrator strives to provide unhindered services to all applicants, candidates, and certified persons. If you feel that you have been unfairly denied certification or access to certification, please contact the Program Administrator (information below).

Withdrawal from Certification

Certified Technicians may voluntarily withdraw from the program at any time by contacting the Program Administrator in writing.

AGMT Program Administrator
205 West Main St.
Sackets Harbor, NY 13685
Phone: 315-646-2234
Email: staff@agmtprogram.com

7. Behavior

Technicians who have achieved Certification are expected to act professionally in all work-related situations. This means refraining from discussing performance, good or bad, of other candidates who have gone through the certification process as well as protecting the examination process by not discussing with potential

applicants or candidates for certification what they saw or did during examination.

Code of Ethics

Certified Technicians also agree to the following AGMT Code of Ethics:

- I will conduct myself in a manner that will ensure my **safety** and those around me.
- I will provide a **quality** service and product that will **conform to customer requirements**.
- I will **treat with the utmost courtesy, fairness, integrity, and respect** all individuals with whom I work.
- I will **take care not to bring discredit** to the AG&M profession.
- I will **comply with all applicable laws, rules, and regulations**.

Use of Certification

Certified Technician

Upon Certification, a technician is encouraged to use their Certification Documentation to demonstrate that they meet the requirements of the AGMT Certification Program. This includes using their 'AGMT Certification Mark' on business cards, stationery, resume, email signature or other means of communicating their certification status.

Technicians who have not yet been certified, who have withdrawn from certification, or who have been decertified may not use the 'AGMT Certification Mark' in any manner.

Authorized Third Party

In some instances, the Administrator may authorize a Third Party to use the AGMT Certification Mark or refer to the AGMT Certification Program. A Third Party is an organization or entity with an affiliation with one or more AGMT-Certified Technicians (i.e. an employer or membership organization).

Authorized Third Parties must be approved and execute an 'Authorized Third Party Use of Certification Mark Agreement' (PD-26) before they can use the AGMT Certification Mark. Authorized Third Parties must always follow all AGMT Program Guidelines regarding reference to the AGMT Certification Program and use of the AGMT Certification Mark.

When using the Mark or making reference to the AGMT Certification The relationship between the Authorized Third Party and AGMT should be clear and easy to understand.

Difference between the ‘AGMT Corporate Logo’ and the ‘AGMT Certification Mark’

AGMT Corporate Logo – Logo used by the AGMT Certification Program to identify itself (*Certified Technicians/Authorized Third Parties should not use this logo):



Fig. 1

AGMT Certification Mark – Mark used by AGMT Certified Technician/Authorized Third Party to identify certification status:



Fig. 2

The table below outlines how a Certified Technician/Authorized Third Party can and cannot use the AGMT Certification Mark or Reference to Certification

Table –Use of AGMT Certification Mark and Reference to Certification

Must/Can	Must not/Cannot
Can only use when Certified/Authorized.	Cannot use when applying for certification or before certification is granted
Can only use with the colors, proportion and form, as indicated in the 'AGMT Mark Usage' document (PD-96).	Must not use Mark in a misleading manor to indicate certification status
Must display Technician's Certification Number under the Mark, as indicated in Fig. 2. when using the mark on stationary, business cards, email signatures or similar print reference.	Cannot imply that ANSI, AGMT, AGMCC, or AMS certifies products or specific projects for which the technician performs work on, nor that they accept responsibility of the work or services the technician provides.
Must upon withdrawal of certification/authorization, remove and/or discontinue use of Mark.	Cannot modify or change the Mark without the express written consent of AGMCC.
Although it is encouraged to use the specific certification number with Mark, can use the Mark without a certification number if mass printing apparel to be used by AGMT-Certified Technicians, though only with prior written approval from the Program Administrator	Cannot display the Mark on any product or its packaging
For authorized third parties, can make reference to AGMT Certification in generic terms, such as "Our Company has AGMT Certified Technicians on staff", or "We're proud that our membership includes AGMT Certified Technicians"	Cannot imply, intentional or otherwise that Authorized Third Party is the holder or recipient of AGMT Certification, and; Cannot imply, intentional or otherwise that Authorized Third Party's staff or membership is AGMT Certified because one or more may have gained AGMT Certification
Shall only provide material or apparel with the AGMT mark to Technicians who are AGMT Certified	

Example of Proper/Improper Use of Mark

Proper Use



Improper Use*



*AGMT Certification only applies to individual glaziers, and it should not be inferred that because a glazing contractor has certified glaziers on staff, that they are certified.

All uses of the AGMT Mark without use of a Certified Technician's Certification Number must be approved by the Program Administrator.

Request for Use of Mark Outside of these Rules

If a Certified Technician or Authorized Third Party wishes to use the Mark in a manner not stated in the rules, they can:

- Submit to Administrator Pictorial representation of how the Mark will be used, Administrator will respond within 30 days with an approval or rejection.

Any use of the AGMT Mark that conflicts with the rules outlined here are considered misuse and is subject to legal action. Use of the Mark is non-transferable. As such, if you are in possession of marked material and are not/no longer certified or authorized to use such marks we ask that you please return the item to the Program Administrator or discard it.

8. Certification Expiration, Recertification, Decertification

8.1. Expiration

Certification expires 4 years from the date of certification. In order to maintain certification a Certified Technician must meet the requirements in Section 8.2, below. Failure to complete recertification requirements by expiration date will result in loss of certification and need to restart the certification process over. Meaning taking and passing both the KBT and PBT again.

8.2. Recertification

A Candidate seeking Recertification before Expiration must complete both the Continuing Education, Experience *and* KBT Retake requirements listed below.

Continuing Education & Experience

At least 30 days before the date of Certification Expiration a Certified Technician must submit to the Administrator proof of completion of the below:

- A technician must complete **32 hours (16 hours every 2 years) of continuing education** conducted by a third-party provider. Education completed should relate to the AGMT Body of Knowledge (defined in section 4.2 of the AGMT Candidate Handbook). Training records should indicate the source of training, name of training/class, student name, and hours spent on the training. This training must occur **AFTER** initial certification has been obtained. Continuing education that counted toward your initial certification does not count for recertification.
- A technician must work and be able to provide proof of **4,000 hours during the 4 years of certification**. Supervisory and management experience counts toward this total. A current pension statement, letter from your employer, or completion of the [PD-015 Work Experience Form](#) can be used to provide evidence of work experience.

If the Certified Technician cannot demonstrate the required number of hours of work experience, they must retake and pass the PBT Exam to recertify.

Please log into your CIP account to submit evidence of completion of Continuing Education in the recertification section.

Information will be reviewed, and the Certified Technician will be notified of acceptance (or denial) of the information, including information on any additional evidence needed, if applicable.

KBT Requirement – Pass the current version of the KBT

In addition to meeting the continuing education & experience requirements above, a Candidate must also sit for and pass the Knowledge-based Test.

The KBT can be taken up to a year prior to expiration of current certification and may be taken at a Prometric testing site or at an in-person testing event. An AGMT administrator will send certified technicians registration information in advance so they can set up their test. Individuals remain certified until their expiration date. If they fail the KBT on first attempt, they can still retake and pass prior to the expiration date in order to maintain certification.

The AGMT program administrators will provide an initial reminder of certification expiration date and recertification requirements. To submit information or check progress towards recertification Certified Technicians should visit their AGMT CIP Accounts and reference the recertification section. If you have further questions, please don't hesitate to contact the administrator at staff@agmtprogram.com.

Recertification requirements are subject to the appeals process above.

8.3. Decertification

Certified Technicians may choose to voluntarily withdraw from the AGMT Certification Program. When a Certified Technician notifies the Program Administrator of their decision to withdraw, they will be Decertified and notified once complete.

Certified Technicians who fail to meet program requirements at any time may be decertified by the Program Administrator. If decertification is warranted the Certified Technician will be informed of the decertification, including the reason(s). To regain certification, previously Certified Technicians must pass both KBT and PBT again.

9. Changes in Certification Requirements

If changes are made to the AGMT Certification Requirements that affect the certification of technicians already certified, or who have applied for certification then those people will be notified by the Administrator and will be provided with:

- Details of the change(s)
- What, if any is the direction provided by the Program Sponsor
- Timeline for implementation
- How the change(s) will be evaluated, reviewed, and any effect on certification decisions
- What the ramifications are for not meeting the change in Requirements

END