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## FGIA FENBC Region Replacement Installer Fundamentals Exam

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### The Exam

The FGIA FENBC Region Replacement Installer Fundamentals Exam qualifies that the person taking and passing this exam has a fundamental knowledge of appropriate installation techniques in a replacement window and door project.

The exam has been developed by the FGIA FENBC Region using the Best Practices for Window and Door Replacement in Wood-Frame Buildings. The publication was developed in partnership with BC Housing in conjunction with industry stakeholders and applies current building science and best practices to the replacement of windows and doors in wood-frame residential buildings. It provides practical information and useful guidelines to help ensure these products are replaced in a way that improves the durability of building enclosures in existing buildings. The Guide also considers the wide variety of current installation practices as well as the range of window and door products in use in the replacement market. The Guide is applicable to all of BC's climate zones and addresses the microclimate effects of buildings.

Passing the FGIA FENBC Region Replacement Installer Fundamentals Exam will indicate that the candidate possesses the fundamental knowledge, skills and decision-making abilities necessary to replace and install factory assembled windows and exterior doors that are intended for replacement installation in single family dwellings.

Qualified FGIA FENBC Region Replacement Installers will be periodically re-assessed to ensure they remain up-to-date on technical developments and industry changes.

The exam will serve as the knowledge check on the skills required for the replacement of windows and doors in single-family dwellings for the [Home Performance Contractor Network](#) windows & doors sector fundamentals requirement.

### Qualifications

The FGIA FENBC Region Replacement Installer Fundamentals Exam tests each candidate's knowledge to ensure the candidate possesses the fundamental knowledge and skills as indicated in the Best Practices for Window and Door Replacement in Wood Frame Buildings.

The candidate has the knowledge and is proficient in the following including (but not limited to):

1. Read, understand, assess and apply the information provided in the Best Practice publication noted above. This includes but is not limited to:
  - a. Assessing existing conditions



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REGION



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- i. Homeowner consultations, visual assessments, exterior and interior environment and any hazardous materials concerns
  - b. Replacement production considerations
    - i. All regulatory requirements, building code, energy performance, product features and product labelling
  - c. Installation considerations
    - i. Building code installation requirements, critical barriers, attachments and supports, installation materials, maintenance and renewals
  - d. Installation detailing
    - i. Replacement strategies, installation objectives and any installation problems while providing solutions
2. Utilize the appropriate materials, installation methods and maintenance of tools required for the proper installation of factory assembled exterior doors, windows and unit skylights in single-family dwellings
3. Possess basic knowledge of mathematics and geometry (basic or standard calculator is allowed)
4. Show competency in basic work site Occupational Health and Safety Requirements

### Training Resources

The resource for the FGIA FENBC Region Replacement Installer Fundamentals Exam is the Best Practices for Window and Door Replacement in Wood-Frame Buildings publication. This publication is available for purchase from the [FGIA FENBC Region website](#). Contractors registering with the Home Performance Contractor Network [may be eligible for reimbursement](#).

### Completion

To successfully complete the exam process, all candidates must satisfy the following:

1. A minimum grade of 80% or higher
2. Completion within 1.5 hours
3. Provide a picture of the successful candidate for printing on the identification card

**If a passing grade is not achieved, full payment of the original registration fee is required for retests.**



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# FGIA FENBC Region Replacement Installer Fundamentals Exam

## Prerequisites and Application Process

To apply for the FGIA FENBC Replacement Installer Fundamentals Exam, an applicant must:

1. Meet all prerequisites of qualification through the Home Performance Contractor Network.
2. Submit a signed application form.
  - a. Must include a valid email address. This will be the primary mode of communication regarding access to the exam.
3. Submit all required fees.

All applications will be processed in the order received. If an application is incomplete, the applicant will be notified via email of missing information. All missing information must be corrected before the candidate is approved to take the FGIA FENBC Region Replacement Installer Fundamentals Exam. *Please note: all information including references provided to FGIA as part of the application process will remain confidential.*

All applicants will receive a confirmation email regarding their registration and eligibility requirements. In conjunction with this communication, FGIA will work with the candidate to confirm the preferred date/time to complete the exam (Mon-Fri; 8-3 p.m. Central). *Contact [education@fgiaonline.org](mailto:education@fgiaonline.org) with any questions pertaining to the exam qualification or scheduling process.*

**Each new application has a life span of six months from the time it is received.** The applicant must complete the FGIA FENBC Region Replacement Installers Fundamentals Exam within that timeframe. If an applicant is unable to complete the exam within that period of time, the application will expire, and the applicant shall be required to restart the process including payment of any application or examination fees.

Type	Frequency	Amount (as of Jan. 2023)
Registration fee to take exam ( <i>non-refundable/non-transferable</i> )	One time only (unless the life span as stated above has expired)	\$250.00 + 5% GST
Purchase of learning resource – Best Practices for Window and Door Replacement	One time purchase	\$145.00 + 5% GST and shipping
Re-qualification fee	Every code cycle (usually every 5 years)	\$200.00 + 5% GST
Retest fee ( <i>non-refundable/non-transferable</i> )	For each subsequent exam attempt	\$250.00 + 5% GST