

QCP Certification Checklist



AWI ARCHITECTURAL
WOODWORK
INSTITUTE
**QUALITY
CERTIFICATION
PROGRAM**

Project Information:

Project Name: _____

QCP Project Number: _____

Project Status: _____

Est. Shop Drawing Start Date: _____ Est. Project Completion Date: _____

Design Firm

Contact Name _____ Address (City, St, Zip) _____

Phone _____ Email _____

General Contractor

Contact Name _____ Address (City, St, Zip) _____

Phone _____ Email _____

Woodworker

QCP License #: _____

Contact Name _____ Address (City, St, Zip) _____

Phone _____ Email _____

Get Started

- Confirm woodworker holds the correct QCP licenses
- Register project with QCP
- Include project number in specs
- Upload project documents to QCP

In Process

- Update project status monthly
- Request inspection
- Order project certification
- Pay QCP contract fees

Final Steps

- Provide final contract amount
- Update completion date
- Share project completed