



CanSIA Solar Hot Water System Installer Application Form

Canadian Solar Industries Association

t. 613 736 9077 – toll free 866 522 6742 – f. 613 736 8938 – info@cansia.ca

Installer check 	<p>Complete form and send with all supporting documentation to info@cansia.ca & Fee to:</p> <p>ATTN: Installer Certification – Application Canadian Solar Industries Association 150 Isabella St, Suite 605 Ottawa, ON K1S 1V7</p>	<p>Notification of certification approval should be received within 6 weeks.</p> <p>Contact details of all certified installers will be kept in a database at CanSIA.</p> <p>CanSIA will correspond only directly with the applicant.</p>
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	Installer Name		Internal use only	
	Address		CanSIA	Reviewer
	Phone			
	Mobile			
	Email			
	Company			

<p>The company/organization, which you represent, must be a member of CanSIA.</p> <p>Or, if you are a private installer, you must be a CanSIA member (i.e., Advocate Individual Member).</p>	<p>CanSIA Member:</p> <p style="text-align: center;">Yes No</p>		
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<p>Application fee: \$100</p> <p>Make cheques payable to: Canadian Solar Industries Association</p>		
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If you are an experienced applicant to be certified as a Solar Hot Water System Installer, you must submit the application fee and:

- A. Meet the requirements for Cognitive Skills, and
- B. Pass the Solar Thermal Installer Examination, and
- C. Meet the requirements for Psychomotor Skills (with demonstration of experience), and
- D. Sign the Declaration of Honour.

A. Cognitive Skills

<p>Roof/Fall-Safety Course</p> <p>Submit a copy of certificate or other supporting documents</p>	<p>Accredited Instruction Agency:</p>		
	<p>Date of Course:</p>		

<p>CanSIA Solar Hot Water System Installer Training Workshop</p> <p>Submit a copy of letter of completion or other supporting documents</p>	Location of Workshop:		
	Date of Course:		

B. CanSIA Solar Thermal Installer Examination

<p>You must have successfully completed the CanSIA Solar Hot Water System Installer Examination.</p> <p>Submit a copy of the exam results.</p>	Location of Examination:		
	Date of examination:		

C. Psychomotor Skills (demonstration of experience)

- You must demonstrate experience installing two (2) solar heating systems.

Complete and submit the *Installation Experience Statement* form for each of your installations. Commercial installations must be accompanied by copies of permits and/or stamped drawings certified by a Professional Engineer.

NOTE: Demonstration of experience may include up to two (2) installations that were completed as part of a college program and under the supervision of a *CanSIA-Certified Instructor*.


<p>If you are an accredited tradesperson, indicate your trade, the province in which you hold your license, and the license number.</p> <p>Submit a copy of your license.</p>	<input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Pipe-Fitting		
	Province:		
	License No.:		

D. Declaration of Honour

I certify that the information provided is truthful and correct.

Date: _____ Signature: _____

Installation Experience Statement – Page 1 of 4
(submit a completed copy of this four-page form for each installation)

Installer check 	Installation no. ___ 1 ___ of ___ 2 ___ *	For internal use only	
	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	CanSIA	Reviewer
<p>**Licensed Plumbers, licensed HVAC Technicians and licensed Pipe-Fitters must submit <u>proof of licensure</u> and documentation of two (2) installations.</p>			

INSTALLATION

	Date of installation			
	Installation address			
	Customer name/contact			
	Customer phone			
	Attach customer letter of reference with contact details. (mandatory, unless installation was facilitated by a CanSIA-Certified Instructor as part of a college program – see below)			

INSTALLER

	Installer Name			
	Installation company (or college**)			
	Company address (or college address**)			
	Phone			
	Website			

**A maximum of two (2) installations may be submitted that were part of a college curriculum and facilitated by a CanSIA-Certified Instructor.

	CanSIA-Certified Instructor (if applicable)			
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Installation Experience Statement– Page 2 of 4



Installation no. 1 of 2

For internal use only


CanSIA

Reviewer

INSTALLATION DETAIL

	Application	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial, including multi-unit residential buildings (permits and/or stamped drawings must be submitted)		
	System use (in addition to domestic hot water) (check all that apply)	<input checked="" type="checkbox"/> Domestic hot water <input type="checkbox"/> + Space-heating (i.e., “combi” system) <input type="checkbox"/> + Pool-heating <input type="checkbox"/> + Other: _____		
	Solar collector type	<input type="checkbox"/> Flat-plate (glazed) <input type="checkbox"/> Evacuated/vacuum tube <input type="checkbox"/> Other: _____		
	No. of solar collectors (or surface area – ft ² , m ²)			
	Solar collector manufacturer and model			
	Is system a packaged or custom system	<input type="checkbox"/> packaged <input type="checkbox"/> custom		
	If packaged, system manufacturer and model			
	Type of system	<input type="checkbox"/> Indirect, closed-loop, glycol <input type="checkbox"/> Indirect drain-back <input type="checkbox"/> Direct (no heat-exchanger) <input type="checkbox"/> Other: _____		
	Type of heat-exchanger (check all that apply)	<input type="checkbox"/> Single-wall <input type="checkbox"/> Double-wall and vented (for visible leak-detection) <input type="checkbox"/> Double-wall, no venting <input type="checkbox"/> Plate HX <input type="checkbox"/> Shell-and-tube <input type="checkbox"/> Coil (tube-in-tube) <input type="checkbox"/> Tank with internal coil(s) HX <input type="checkbox"/> Tank with wrap-around, annular, jacket, mantle HX <input type="checkbox"/> Other: _____		

Installation Experience Statement– Page 3 of 4

	Installation no. <u> 1 </u> of <u> 2 </u>	For internal use only	
		CanSIA	Reviewer
	Line-set diameter and material, insulation type and thickness (ex. ½” copper with ½” elastomeric insulation) <i>[Note: polyethylene foam is not acceptable]</i>		
	If closed-loop glycol system, concentration, type and manufacturer of heat-transfer fluid (ex. 50% propylene glycol, Tyfocorp)		
	If closed-loop system, pressure rating of pressure-relief valve (PRV). (ex. 40 psi)		
	If drain-back system, is heat-transfer loop filled through direct make-up connection to potable water system?	<input type="checkbox"/> yes <input type="checkbox"/> no if yes, type of backflow preventer (ex. DCAP):	

PHOTOS

A minimum of **eight (8)** photos for each installation must be submitted as described below.

Electronic images and/or hard copies must be labelled with:

- 1) Installer last name
- 2) Installation number, ex. '2' (of 4)
- 3) Letter matching description below, ex. 'a' (for 'General photo of collector array with building')

Ex. *Smith 3e.jpg* [Installer Joe *Smith*, Installation 3 of 4, Photo e. Detail of storage tank]

Preferred method of submission is by uploading high-resolution images to a web album such as *PICASA* or *FLICKR*, or to *GOOGLE DOCS*, and by inviting info@cansia.ca.

Photos may also be submitted electronically via email provided files are labelled as above. Hard copies must be labelled, in full colour and minimum 4"x6" in size, i.e., a maximum of two photos per printed 8½"x11" page.

	a. General photo of collector array with building		
	b. Detail of collector plumbing/line-set connections		
	c. Detail of collector racking and/or structural connections		
	d. General photo of mechanical room showing solar storage, pumping station and auxiliary heater, and drain-back tank if applicable		
	e. Detail of solar storage tank		
	f. Detail of solar storage tank connections		
	g. Detail of heat-transfer fluid line-set		
	h. Detail of pumping station including heat-exchanger, controls, charging ports, pressure-relief valve(s) and expansion tank(s).		
	i, j, ... Additional photos as needed to fully describe the installation.		

Installation Experience Statement – Page 4 of 4

<input checked="" type="checkbox"/>	Installation no. <u> 1 </u> of <u> 2 </u>	For internal use only	
		CanSIA	Reviewer

INSTALLATION SCHEMATIC(S)

Draw a schematic of the installation on a separate sheet (minimum 8 ½" x 11") or submit schematics (plumbing drawings, structural plans, etc.) as described.

For commercial installations, drawings stamped and certified by a Professional Engineer should be submitted.

Electronic images and/or hard copies must be labelled with:

- 1) **Installer last name**
- 2) **Installation number**, ex. '2' (of 4)

Ex. Smith 2.pdf [Installer John Smith, Installation 2 of 4]

Preferred method of submission is by uploading to photo web album (PICASA, FLICKR) or GOOGLE DOCS and by inviting info@cansia.ca.

Drawings may also be submitted electronically via email provided files are labelled as above. Acceptable file formats include .PDF, .SLDDRW, .DWG, .DXF. Hard copies must be labelled and a minimum of 8½"x11".

PERMITS

It is up to you as the installer to ensure that the installation meets all applicable codes and standards and conforms to the requirements of the local jurisdiction.

Packaged residential systems should conform to CAN/CSA F379 Series-09. The installation of packaged residential systems should conform to CAN/CSA F383-08.


Permits must be submitted for commercial systems. If the local jurisdiction does not require a permit for a commercial system, drawings stamped and certified by a Professional Engineer must be submitted.

I, _____ (*Installer Name*) of _____ (*Company Name*), **submit that this installation at _____ (*Installation address*) conforms to all applicable codes and standards.**

Date _____ Signature _____

	Building Permit Submit copy, if applicable	Jurisdiction: Permit No.:		
	Plumbing Permit Submit copy, if applicable	Jurisdiction: Permit No.:		
	Inspection Report Submit copy, if applicable	Inspection/Inspector No.: Inspector name:		

Installation Experience Statement – Page 1 of 4
(submit a completed copy of this four-page form for each installation)

Installer check 	Installation no. <input style="width: 40px; text-align: center;" type="text" value="2"/> of <input style="width: 40px; text-align: center;" type="text" value="2"/> *	For internal use only	
	<p>* _____</p> <p>licensed Plumber, licensed HVAC Technician, or licensed Pipe-Fitter. Licensed Plumbers, licensed HVAC Technicians and licensed Pipe-Fitters must submit <u>proof of licensure</u> and documentation of two (2) installations.</p>	CanSIA	Reviewer

INSTALLATION

	Date of installation	<input style="width: 95%; height: 20px;" type="text"/>		
	Installation address	<input style="width: 95%; height: 20px;" type="text"/>		
		<input style="width: 95%; height: 20px;" type="text"/>		
	Customer name/contact	<input style="width: 95%; height: 20px;" type="text"/>		
Customer phone	<input style="width: 95%; height: 20px;" type="text"/>			
<input style="width: 40px; height: 30px;" type="checkbox"/>	Attach customer letter of reference with contact details. (mandatory, unless installation was facilitated by a CanSIA-Certified Instructor as part of a college program – see below)			

INSTALLER

	Installer Name	<input style="width: 95%; height: 20px;" type="text"/>		
	Installation company (or college**)	<input style="width: 95%; height: 20px;" type="text"/>		
	Company address (or college address**)	<input style="width: 95%; height: 20px;" type="text"/>		
		<input style="width: 95%; height: 20px;" type="text"/>		
	Phone	<input style="width: 95%; height: 20px;" type="text"/>		
Website	<input style="width: 95%; height: 20px;" type="text"/>			

**A maximum of two (2) installations may be submitted that were part of a college curriculum and facilitated by a CanSIA-Certified Instructor.

	CanSIA-Certified Instructor (if applicable)	<input style="width: 95%; height: 20px;" type="text"/>		
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Installation Experience Statement– Page 2 of 4



Installation no. of

For internal use only


CanSIA

Reviewer

INSTALLATION DETAIL

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	Solar collector type	<input type="checkbox"/> Flat-plate (glazed) <input type="checkbox"/> Evacuated/vacuum tube <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		
	No. of solar collectors (or surface area – ft ² , m ²)	<input style="width: 100%; height: 20px;" type="text"/>		
	Solar collector manufacturer and model	<input style="width: 100%; height: 20px;" type="text"/>		
	Is system a packaged or custom system	<input type="checkbox"/> packaged <input type="checkbox"/> custom		
	If packaged, system manufacturer and model	<input style="width: 100%; height: 20px;" type="text"/>		
	Type of system	<input type="checkbox"/> Indirect, closed-loop, glycol <input type="checkbox"/> Indirect drain-back <input type="checkbox"/> Direct (no heat-exchanger) <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		
	Type of heat-exchanger (check all that apply)	<input type="checkbox"/> Single-wall <input type="checkbox"/> Double-wall and vented (for visible leak-detection) <input type="checkbox"/> Double-wall, no venting <input type="checkbox"/> Plate HX <input type="checkbox"/> Shell-and-tube <input type="checkbox"/> Coil (tube-in-tube) <input type="checkbox"/> Tank with internal coil(s) HX <input type="checkbox"/> Tank with wrap-around, annular, jacket, mantle HX <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		

Installation Experience Statement– Page 3 of 4

	Installation no. <input style="width: 40px;" type="text" value="2"/> of <input style="width: 40px;" type="text" value="2"/>	For internal use only	
		CanSIA	Reviewer
	Line-set diameter and material, insulation type and thickness (ex. ½” copper with ½” elastomeric insulation) [Note: polyethylene foam is not acceptable]		
	If closed-loop glycol system, concentration, type and manufacturer of heat-transfer fluid (ex. 50% propylene glycol, Tyfocorp)		
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	If drain-back system, is heat-transfer loop filled through direct make-up connection to potable water system?	<input type="checkbox"/> yes <input type="checkbox"/> no if yes, type of backflow preventer (ex. DCAP): <input style="width: 100px;" type="text"/>	

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Ex. *Smith 3e.jpg* [Installer Joe *Smith*, Installation 3 of 4, Photo e. Detail of storage tank]

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<input style="width: 40px; height: 20px;" type="text"/>	d. General photo of mechanical room showing solar storage, pumping station and auxiliary heater, and drain-back tank if applicable		
<input style="width: 40px; height: 20px;" type="text"/>	e. Detail of solar storage tank		
<input style="width: 40px; height: 20px;" type="text"/>	f. Detail of solar storage tank connections		
<input style="width: 40px; height: 20px;" type="text"/>	g. Detail of heat-transfer fluid line-set		
<input style="width: 40px; height: 20px;" type="text"/>	h. Detail of pumping station including heat-exchanger, controls, charging ports, pressure-relief valve(s) and expansion tank(s).		
<input style="width: 40px; height: 20px;" type="text"/>	i, j, ... Additional photos as needed to fully describe the installation.		

Installation Experience Statement – Page 4 of 4

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I, (Installer Name) of (Company Name), submit that this installation at (Installation address) conforms to all applicable codes and standards.

Date Signature _____

<input type="checkbox"/>	Building Permit Submit copy, if applicable	Jurisdiction: <input style="width: 150px;" type="text"/>			
		Permit No.: <input style="width: 150px;" type="text"/>			
<input type="checkbox"/>	Plumbing Permit Submit copy, if applicable	Jurisdiction: <input style="width: 150px;" type="text"/>			
		Permit No.: <input style="width: 150px;" type="text"/>			
<input type="checkbox"/>	Inspection Report Submit copy, if applicable	Inspection/Inspector No.: <input style="width: 150px;" type="text"/>			
		Inspector name: <input style="width: 150px;" type="text"/>			