



HRAI
YOUR ENVIRONMENT  OUR EXPERTISE

*Heating, Refrigeration and Air Conditioning
Institute of Canada, Contractors Division
2800 Skymark Avenue, Building 1, Suite 201
Mississauga, Ontario L4W 5A6*

Application *for* Membership

Membership Requirements

Members of the Heating, Refrigeration and Air Conditioning Institute of Canada's Contractors Division shall consist of corporations, sole proprietors or partnerships engaged in the business of contracting in equipment, parts, accessories and services for heating, refrigeration, air conditioning and/or ventilation within Canada. To be considered for membership in HRAI, applicants must demonstrate to the satisfaction of the HRAI Contractors Division Board of Directors (or those designated to act on behalf of the Board) that they comply with the relevant trade licensing regulations that govern their business activities within the jurisdiction(s) in which they conduct their business. New applicants and existing members must submit on request verifiable photocopies of relevant documents that they and/or their employee possess:

1. Valid Trade Licenses and/or Certificates of Qualification
2. Valid Provincial Fuel Licenses/Certificates/Registrations
3. Worker's Compensation Board Coverage (unless exempt as a Sole Proprietor)
4. A minimum of \$2,000,000 Liability Insurance Coverage
5. Completed Sub-Contractor letter with attached copies of appropriate Valid Trade License or Certificate of Qualification (if applicable and as per provincial requirements)

Applicants must also sign the *HRAI Members' Code of Ethics* and *HRAI's Logo Usage Agreement*.

Company Information

Company Name _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____

E-Mail Address _____ Website _____

Name of Delegate _____ Title _____

(The "Delegate" is the primary company representative to whom association notices and correspondence will be directed.)

Delegate E-Mail Address _____

Name of Alternate _____ Title _____

(The "Alternate" may also receive association notices & correspondence, if desired.) Yes, please include.

Alternate E-Mail Address _____

Business Type: Corporation Partnership Sole Proprietor

Year business was established: _____

Geographic Areas of Business (please be as specific as possible):

Please indicate the area in which you are licensed to conduct your business activities.

Municipality(ies): _____

How large is your company's market area (how far do you travel)?

for equipment installation/replacement _____ kms radius; for service _____ kms radius

Please be accurate, as this information will be shared with potential clients/customers on the HRAI website.

BUSINESS ACTIVITY: Please indicate which areas of business you actively provide (check all that apply)

Proof of qualification must be submitted with application based on provincial regulations. For a list of these regulations, please visit our website at www.hrai.ca. Click on the drop down menu at the Contractors link to News and Information, then click on the right bar menu to Certification Requirements.

Residential

- | | | | |
|--|--|--|----------------------------------|
| <input type="checkbox"/> Natural Gas Heating | <input type="checkbox"/> New Construction | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Oil Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Propane Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Electric Heating..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Hydronic (hot water) Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Forced Air Heating..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Air Conditioning..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Ground Source Heat Pumps / Geothermal.. | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Air Source Heat Pumps | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Ventilation (HRVs) | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Water Heaters..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Hearth Products..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Duct Cleaning | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Duct Work Installation..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |

Industrial/Commercial/Institutional

- | | | | |
|--|--|--|----------------------------------|
| <input type="checkbox"/> Natural Gas Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Oil Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Propane Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Electric Heating..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Hydronic (hot water) Heating | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Forced Air Heating..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Air Conditioning..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Ground Source Heat Pumps / Geothermal.. | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Air Source Heat Pumps | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Ventilation (HRVs) | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Refrigeration | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Duct Cleaning | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> DDC Controls..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |
| <input type="checkbox"/> Duct Work Installation..... | <input type="checkbox"/> New Construction..... | <input type="checkbox"/> Replacement | <input type="checkbox"/> Service |

Market Percentages:

	%New		%Service		%Replacement		% Total	
<input type="checkbox"/> Commercial	_____	+	_____	+	_____	=	_____	% of business
<input type="checkbox"/> Industrial	_____	+	_____	+	_____	=	_____	% of business
<input type="checkbox"/> Institutional	_____	+	_____	+	_____	=	_____	% of business
<input type="checkbox"/> Residential	_____	+	_____	+	_____	=	_____	% of business
							Total =	100 % (4 markets must equal 100%)

EMPLOYEES

Total Number of Employees _____

State how many of each of the following licensed tradespersons you have on staff

_____ Refrigeration Mechanic(s) _____ Sheet Metal Mechanic(s)
_____ Electrician(s) _____ Oil Burner Mechanic(s)
_____ Gas Technician(s)/Fitter(s) _____ Plumber(s)
_____ Others (Specify) _____

Sub Contractor _____

Circle preferred method of communications: email fax mail

Membership Dues (2011-2012)

a) **HRAI National Dues** (dues based on company size as per the schedule below) \$ _____

<u>Number of Employees</u>	<u>DUES</u>
0 – 10 Employees.....	\$ 335.00
11 – 50 Employees.....	\$ 495.00
51 – 100 Employees.....	\$ 775.00
101 – 200 Employees.....	\$1,290.00
More than 200	\$5,150.00

b) **Add Applicable Provincial GST/HST** (Registration No. R108084138) \$ _____
(GST 5% - AB,MB,NWT,PEI,QC,SK,YK) (HST - 12% BC) (HST- 13% NB,NL,ON) (HST - 15% NS)

SUBTOTAL \$ _____

c) **Local Chapter or Regional Affiliate Fee** \$ 100.00
(Your local chapter, affiliated group or HRAI will contact you regarding upcoming meeting notices, events etc.)

TOTAL PAYMENT ENCLOSED \$

Payment may be made by cheque (payable to "HRAI-Canada") or by credit card

Cheque VISA MasterCard Card # _____ Expiry _____

Card Owner's Name _____ Signature _____ Date _____

Please tell us your reasons for joining (check all the boxes below that apply to your company)

- | | |
|---|---|
| <input type="checkbox"/> Member Advantage Programs (Discounts) | <input type="checkbox"/> Customer referrals via HRAI website and call centre |
| <input type="checkbox"/> Discounts on Skill Tech Training Courses | <input type="checkbox"/> To support the industry / association |
| <input type="checkbox"/> BPV (Boilers and Pressure Vessels) Program | <input type="checkbox"/> Government Relations/ lobbying on behalf of industry |
| <input type="checkbox"/> Local Chapter Meetings | <input type="checkbox"/> Industry information news, updates, magazines, and monthly newsletters |
| <input type="checkbox"/> Listing in HRAI Membership Directory | |
| <input type="checkbox"/> Representation on codes and standards committees | |
| <input type="checkbox"/> Other (please specify) _____ | |

How did you hear about HRAI? _____

HRAI Affiliated Chapters

Place a checkmark to indicate regional chapter:

British Columbia

_____ Refrigeration and Air Conditioning Contractors Association of British Columbia (RACCA – BC)

_____ HRAI Mainland BC

Alberta / Saskatchewan

_____ HRAI Prairie Region

Manitoba

_____ HRAI Manitoba Chapter (Winnipeg, Springfield, Selkirk, Hanover, Steinbech)

_____ Refrigeration and Air Conditioning Contractors Association of Manitoba (RACCA-Manitoba)

Ontario

_____ Essex, Kent, Lambton Chapter (Windsor, Chatham, Sarnia, etc.) (meetings held in Windsor)

_____ London Chapter (Stratford, St. Thomas, etc.) (meetings held in London)

_____ Brant-Haldimand-Norfolk (Brantford, Tillsonburg, Paris, etc.) (meetings held in Port Dover and Brantford)

_____ Waterloo/Wellington (Kitchener, Guelph & area) (meetings held in Elmira and Kitchener)

_____ Golden Horseshoe Chapter (Stoney Creek, Hamilton, Burlington, etc.) (meetings held in Burlington)

_____ Huronia Chapter (Gravenhurst, Orillia, Midland, Barrie, etc.) (meetings held in Barrie)

_____ Grey Bruce Chapter (Owen Sound, Port Elgin, Collingwood) (meetings held in Owen Sound)

_____ Greater Toronto Area Chapter (Brampton, Mississauga, Richmond Hill, Markham, Scarborough, etc.) (meetings held in Concord)

_____ Kawartha Lakes Chapter (Peterborough, Oshawa, Northumberland, etc.) (meetings held in Lindsay)

_____ Loyalist Chapter (Belleville, Cobourg, Port Hope, Kingston, etc.) (meetings held in Napanee)

_____ National Capital Region (Ottawa, Smith Falls, Nepean, Brockville, Cornwall, etc.) (meetings held in Ottawa)

Atlantic Canada

_____ Atlantic Region

_____ Nova Scotia Natural Gas Association

_____ None of these apply to me. I am located in _____, _____
City Province

For office use:

Chapter _____

Rev. 09/08/10



HRAI Contractors Division Members' Code of Ethics

Members of the Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) Contractors Division agree to:

- Instill the highest respect for the heating, ventilating, air conditioning and refrigeration (HVACR) contracting profession within their communities;
- Maintain strict compliance with all laws, regulations and ordinances pertaining to the HVACR industry and business operations prescribed by federal, provincial and municipal governments;
- Design, install, service and repair heating, ventilation, air conditioning and refrigeration systems in accordance with accepted industry standards;
- Develop and maintain an understanding of proper equipment selection to assure customers of safe, dependable and comfortable performance;
- Ensure that quality, honesty, integrity and good faith are incorporated as standard business practices, including but not limited to individual contractor sales, advertising and the installation and servicing of HVACR systems;
- Maintain a clean, safe, respectable place of business commensurate with the high standards of the industry;
- Increase the safety and efficiency of the HVACR contracting industry by supporting ongoing education and training of employees;
- Develop and maintain the highest quality standards of customer service and nurture long-term relationships with customers;
- Encourage and support business development in which skilled and professional HVACR contractors are empowered to provide high-level services to consumers and end-users;
- Practice Responsible Equipment Management (REM) (see attachment) on decommissioned HVACR equipment; and
- Refrain from engaging in any business activity that benefits from cross-subsidisation from a regulated monopoly business.

WHAT IS RESPONSIBLE EQUIPMENT MANAGEMENT (REM)?

Responsible Equipment Management (REM) is a guideline developed by the HVACR industry that offers a few simple steps on how contractors can ensure that used HVACR equipment is handled in an environmentally acceptable manner. The purpose of the guideline is to raise awareness of industry members, equipment owners and the public on the appropriate environmental practices to be used by contractors when replacing and/or decommissioning HVACR equipment in the field.

The following 6 step guideline outlines how to properly handle and dispose decommissioned equipment and illustrates the appropriate environmental practices currently used by the large majority of HVACR contractors.

Responsible Equipment Management (REM) Guidelines

1. Recover all refrigerant and oils from retired equipment.
2. Remove all retired equipment and material from the jobsite.
3. Transport retired equipment and material to a recycling facility or scrap dealer, return it through a manufacturer's recycling program (if available) or have it picked up by a recycling company or scrap dealer.
4. Retain acceptable equipment and materials for future use.
5. Ensure retired equipment and materials are not left with the customers or placed in municipal landfills.
6. Make "REM" guidelines part of your company's objectives by
 - a. Formally adopting the guidelines
 - b. Discussing them with mechanics and technicians
 - c. Posting the guidelines in an easily accessible area of the workplace and in service trucks
 - d. Informing your customers that your company is committed to the "REM" principles.

Customers are more environmentally aware today and often select companies that follow environmental guidelines. Talk to your technicians and mechanics, review the guideline and formally adopt "REM" as your own.

Be an Industry and Environmental Leader – PRACTICE *REM* TODAY.

Declaration of Applicant

In submitting this application, our firm hereby applies for non-transferable membership in the Heating, Refrigeration and Air Conditioning Institute of Canada, Contractors Division, a non-profit trade association.

I recognize that the firm will not be accepted for membership in HRAI unless it meets the requirements set out in the HRAI Membership Policy.

I hereby agree that if said firm is accepted for membership in HRAI Contractors Division, it will comply with all the provisions of the HRAI By-laws, the HRAI Members' Code of Ethics and I understand that failure to comply with these provisions may result in the termination of membership.

I hereby swear that all of the information submitted in this application form, including all attached documentation, is a true and current representation of the firm named in this application and I have binding authority for the named firm.

Name: _____

Company Name: _____

Date: _____

Signature: _____

Company Seal:

HRAI commits to handling personal information with confidentiality and respect. By applying for membership or renewing membership, the company member confirms that it has obtained consent from any individual in respect of whom the company member discloses personal information to HRAI for the collection, use and disclosure of such personal information by HRAI in accordance with HRAI's Privacy Policy. The company member further confirms that it has made a copy of HRAI's Privacy Policy available to each such individual. HRAI's Privacy Policy is available on our website at www.hrai.ca or by contacting the HRAI office.

Applying for HRAI Membership

- 1. Fill in the Application Form.** Providing all of the information requested up front will help to speed up the process by eliminating calls for clarification or further information.

Please read the membership requirements on the front page carefully.

- 2. Submit Copies of all the Necessary Documentation.** Please attach photocopies of the following:

- a) Valid Trade Licenses and/or Certificates of Qualification
- b) Valid Provincial Fuel License(s)/Certificates/Registrations
- c) Worker's Compensation Board Coverage (unless exempt as a Sole Proprietor)
- d) A minimum of \$2,000,000 Liability Insurance Coverage
- e) Completed Sub-Contractor letter with attached copies of appropriate Valid Trade License or Certificate of Qualification (if applicable and as per provincial requirements)

***NOTE:** Failure to provide sufficient evidence of these licenses and approvals may result in the rejection of this application by the HRAI Contractors Division Board of Directors. If you are not sure about the requirements in your jurisdiction call us at 1-800-267-2231.*

- 3. Pay Your Membership Dues.** Annual membership dues for HRAI Contractors Division include dues for your local HRAI-affiliated chapter and HRAI-Canada dues. HRAI Contractors Division-Canada national dues are scaled to company size, as measured by number of employees. If you have any questions, please contact the HRAI National Office at 1-800-267-2231.

Your dues payment must be forwarded with the completed application.

Since HRAI's fiscal year is July 1 to June 30, please note that *new membership dues received after July 31 and before June 30 will be pro-rated and a credit will be applied to the next fiscal year on your renewal invoice, which will be issued in May.*

- 4. Read and Sign the Applicant Declaration.** Please read the Declaration and the attached Code of Ethics carefully before signing.
- 5. Read and Sign the Logo Agreement.** Please read the attached "Agreement for Use of the HRAI Member Company Trademark", sign and send back with your completed application.
- 6. Mail or Fax the Application Form, including attachments, to:** HRAI-Canada, 2800 Skymark Avenue, Building 1, Suite 201 Mississauga, Ontario L4W 5A6 or FAX to: **(905) 602-1197.**
- 7. Wait for Your Membership Package.** The HRAI Contractors Division Board and staff must review your application for membership. Unless they have any questions or reservations, you will receive a membership package in the mail within 30 days.

Agreement for Use

of the HRAI Member Company Logo



This Agreement sets out the terms under which an HRAI member in good standing is entitled to use the HRAI Member Company Logo. The Logo should be used according to this Agreement. No other variations to the Logo, its font, colours or layout are permitted. Please direct questions to HRAI at 905-602-4700 (1-800-267-2231) or hraimail@hrai.ca.

TERMS OF AGREEMENT

1. The member is granted non-exclusive, royalty-free right to use the HRAI Member Company Logo in accordance with the following rules for appropriate and legal use as well as any future revisions that may be approved by the HRAI Board of Directors.
2. At HRAI's request, the member agrees to provide samples of the manner in which the Logo is being used.
3. If the member fails to use the Logo in accordance with current or future rules or ceases to become a member of HRAI, then HRAI may terminate this agreement and the member – or former member – must cease use of the Logo in any manner.
4. The member shall not have the right to assign, sub-license or otherwise transfer this Agreement.
5. This Agreement entitles the member to use the Member Company Logo only, not the Master HRAI Brand Logo.

As a representative of a member company in good standing with HRAI, duly authorized to sign on behalf of the company, I agree to the Terms of Agreement above.

Signature: _____

Name: _____

Email: _____

Date: _____

Company: _____

Please complete and fax to 905-602-1197

Use of the HRAI Member Company Logo

The HRAI Member Company Logo delivers a powerful statement about who HRAI is as an organization and about members in good standing. Consistent and careful use of the Logo contributes to the strength, image and recognition in the industry. As such, HRAI will take the necessary action to protect against improper or unlawful use of the Logo.

The following rules apply to all uses of the Logo including sales literature, signage, advertising, vehicle branding, packaging, websites, electronic signatures, stationery, exhibits, annual reports, uniforms or related communications and marketing material whether for internal or external use. Any materials in violation of these rules must be corrected or destroyed. These rules may be updated periodically to reflect changes.

If you have any questions or require further information about the use of the HRAI Member Company Logo, please contact:

Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI)
2800 Skymark Avenue, Building 1, Suite 201
Mississauga, ON L4W 5A6
Tel: 905-602-4700
Toll-Free: 1-800-267-2231
Fax: 905-602-1197
E-mail: hraimail@hrai.ca

RULES FOR USE

1. The HRAI Member Company Logo may only be used by members in good standing with HRAI.
2. Only the Logo may be used to illustrate that a member is in good standing with HRAI.
3. Members are prohibited from using the organization's name "Heating, Refrigeration and Air Conditioning Institute of Canada" except as part of the HRAI Logo.
4. The Logo cannot be used on equipment, products, invoices or company cheques in any form whatsoever.
5. The Logo may be used in the following: vehicle branding, stationery, uniforms, exhibits, sales literature, signage, packaging, annual reports, general and *Yellow Pages* advertising, websites and e-mail marketing/communications. All other applications must be approved by HRAI beforehand.
6. The Logo must be sharp, free of any distortion and have clean edges.

RULES FOR USE CONTINUED

7. A set area must be left clear around the Logo equal to the distance from the left corner of the red diamond to the right corner of the red diamond.



8. When reproducing the HRAI Member Company Logo the colours to be used are PMS (Pantone® Matching System). Avoid the use of a one-colour Logo if possible, but if required, black or white may be substituted depending on the background.



9. The Logo colours cannot be faded or screened back.



10. The Logo should never appear as an outline.



11. The Logo should not appear smaller than 1.5 inches in width. If it is to be used at a size smaller than 1.5 inches in width, then the Logo version that does not include the tagline must be used. The Logo should not appear larger than 16 inches wide.



12. The Logo must be used in its entirety. It is not permissible to use only the checkmark, icon, etc. outside of the full Logo, or to remove elements from the Logo.



13. The size of the Logo must be manipulated proportionally. Do not change the Logo's proportions or distort it.



14. The Logo should not appear over a busy or conflicting background.

