



# Trowel of Excellence Application

Complete all information requested. When you are finished, return to this first page and click on the button to Submit by Email. You will be given the opportunity to print and save a copy of the completed application for your file.

Your application is not complete until all documents are received (see Final Steps and Instructions on Page 9). An application fee of \$200 is required with completed application. Fee may be paid by check or credit card (see payment instructions on Page 8).

Company

Contact Name & Title

Address  
City, State, Zip

Phone  Fax  Email

Year Incorporated  State in which Incorporated  # of Years in TILE INSTALLATION Business

Number of employees

Management   
Labor

Annual Revenue (select one)

Local Business Agent (Name and Address)

Local Tile Association (Name, Contact and Address)

National Industry Memberships

Industry or Company-Related Certifications

# TCAA CODE OF ETHICS

As a Certified Tile Contractor of Tile Contractors' Association of America, I pledge to:

Conduct my business in a manner that inspires others in the trowel trade industry to recognize the value of a TCAA certified tile contractor

Ascribe to a culture of fair and honest dealings supported by the employment of a well-trained, skilled workforce, dedicated to superior craftsmanship

Strive to maintain the highest level of integrity and obligation in the industry

Exercise truth, honesty, integrity and fair dealings with my customers

Stay informed on the latest techniques, developments and knowledge pertinent to the trowel trade industry

Serve my customers competently and in a professional manner, exercising unprejudiced and unbiased judgment in the performance of all professional services

Not intentionally or recklessly mislead existing or prospective customers about the results that can be achieved through the use of my services, nor state that I can achieve results by any means that violate applicable law or this Code of Ethics

Uphold the highest level of professionalism, grounded in honesty and fairness

Not make misleading, deceptive or false statements or claims about my professional qualifications, experience or performance and accurately state the scope and nature of my responsibilities in connection with work for which I claim credit or work which I pursue

I hereby certify that I have read the foregoing TCAA Code of Ethics and am familiar with industry best practices for installation and supply of tile products consistent with the requirements of the TCNA Handbook. By my submission of this application, I agree to be bound by the provisions of the TCAA Code of Ethics and to follow the guidelines and requirements described in the TCNA Handbook and to require the same of all employees, agents and representatives of my company.

Name of Authorized Person Completing this Application

# Educational/Training Credits

IMPORTANT! To qualify for certification, a company must demonstrate a minimum completion of 12 hours of training programs or classes completed within 24 months prior to date of application submission. At least 6 hours must come from training programs conducted at TCAA Conventions. The remaining hours must come from classes conducted by IMI or sanctioned by IMI.

## Education/Training Credits Complete at TCAA Conventions

Title of Training Session or Class	<input style="width: 95%;" type="text"/>		Credit Hours for this class	<input style="width: 95%;" type="text"/>
Attendee Name	<input style="width: 95%;" type="text"/>			
Date/Location	<input style="width: 95%;" type="text"/>			
Presenter/Trainer Name	<input style="width: 95%;" type="text"/>			

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Date/Location	<input style="width: 95%;" type="text"/>			
Presenter/Trainer Name	<input style="width: 95%;" type="text"/>			

Title of Training Session or Class	<input style="width: 95%;" type="text"/>		Credit Hours for this class	<input style="width: 95%;" type="text"/>
Attendee Name	<input style="width: 95%;" type="text"/>			
Date/Location	<input style="width: 95%;" type="text"/>			
Presenter/Trainer Name	<input style="width: 95%;" type="text"/>			

## Education/Training Credits from IMI Classes or IMI-sanctioned programs

Title of Training Session or Class	<input style="width: 95%;" type="text"/>		Credit Hours for this class	<input style="width: 95%;" type="text"/>
Attendee Name	<input style="width: 95%;" type="text"/>			
Date/Location	<input style="width: 95%;" type="text"/>			
Presenter/Trainer Name	<input style="width: 95%;" type="text"/>			

Title of Training Session or Class	<input style="width: 95%;" type="text"/>		Credit Hours for this class	<input style="width: 95%;" type="text"/>
Attendee Name	<input style="width: 95%;" type="text"/>			
Date/Location	<input style="width: 95%;" type="text"/>			
Presenter/Trainer Name	<input style="width: 95%;" type="text"/>			

<b>TOTAL HOURS OF EDUCATION/TRAINNG CREDITS COMPLETED</b>	<input style="width: 95%;" type="text"/>
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# Body of Work Project #1

Tile Contractor

Project Name

Project Manager

Project Location

Type of Project (select one)

Total Square Footage of Project

Timeframe of Installation (hours, days, weeks)

Architect Name

Firm Name

Architect Address  
(City, State, Zip)

General Contractor  
(Name and Address)

Technical Description of  
Project

Materials Used in Project

Method(s) of Installation

Estimating Technique(s)

Describe Management and  
Administrative Activities

Examples of Challenges  
Overcome in Project

# Body of Work Project #2

Tile Contractor

Project Name

Project Manager

Project Location

Type of Project (select one)

Total Square Footage of Project

Timeframe of Installation (hours, days, weeks)

Architect Name

Firm Name

Architect Address  
(City, State, Zip)

General Contractor  
(Name and Address)

Technical Description of  
Project

Materials Used in Project

Method(s) of Installation

Estimating Technique(s)

Describe Management and  
Administrative Activities

Examples of Challenges  
Overcome in Project

# Body of Work Project #3

Tile Contractor

Project Name

Project Manager

Project Location

Type of Project (select one)

Total Square Footage of Project

Timeframe of Installation (hours, days, weeks)

Architect Name

Firm Name

Architect Address  
(City, State, Zip)

General Contractor  
(Name and Address)

Technical Description of  
Project

Materials Used in Project

Method(s) of Installation

Estimating Technique(s)

Describe Management and  
Administrative Activities

Examples of Challenges  
Overcome in Project

# Certification by Applicant

(Click on button to verify the following)

By submitting this application, I hereby certify that I am a member in good standing of Tile Contractors' Association of America, Inc., a signatory contractor in good standing with International Union of Bricklayers and Allied Craftworkers, and a contributing company to International Masonry Institute. I further certify that all information submitted in this application (and accompanying documents) is true and correct to the best of my knowledge and belief and that I am authorized to submit this application on behalf of the company named below.

Company

Name of Authorized Representative Submitting Application

Date

## Application Fee (\$200)

To pay your fee by check, mail payment to:

Tile Contractors' Association of America  
Attn: Trowel of Excellence  
10434 Indiana Ave.  
Kansas City, MO 64137-1532

To pay your fee by credit card, complete the following:

Select Credit Card Type

Credit Card Number

Exp. Date

Security #

*(3-digit # on back of card)*

Name Exactly as it appears on Card

Billing Address for Card



