



# Trowel of Excellence Application

(application can also be completed & submitted online @ [www.tcaainc.org](http://www.tcaainc.org))

Complete all information requested. Your application is not complete until all documents are received (see Final Steps and Instructions on Page 9). An application fee of \$1,000 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

Annual Revenue (select one)

Management   
Labor

\$250,000 - \$1,000,000  
\$1,000,000 - \$10,000,000

\$10,000,000 - \$50,000,000  
\$50,000,000 +

Local Union (Name, Address and Business Agent Contact Info)

Your Local Tile Contractors' Association Membership - if applicable (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 - related specifically to tile/stone management or technical topics - completed within 24 months prior to date of application submission. For purposes of this certification, educational credits are calculated on the basis of 1 credit for every 1 hour of training or educational programming. Credits are conferred collectively among all management and lead installation employees of the company who participate in continuing education or technical training programs. Programs accepted for credit include:

- Business or technical seminars conducted at Total Solutions Plus, Coverings or Surfaces (full registration and attendance at Total Solutions Plus fully satisfies the education requirement)
- AIA-certified technical programs presented by manufacturers
- Training programs conducted by IMI or sanctioned by IMI
- Training programs conducted at TCAA-hosted regional programs
- Training programs for installers leading to ACT certification sanctioned by IUBAC, IMI or TCAA
- On a case-by-case basis, a company may earn up to 4 credit hours for submission of a substantive written article on a management or technical topic which is accepted for publication in TCAA's quarterly "093000 Contractor" magazine.

Title of Training Session or Class

Credit Hours for  
this class

Attendee Name

Date/Location

Presenter/Trainer Name

Title of Training Session or Class

Credit Hours for  
this class

Attendee Name

Date/Location

Presenter/Trainer Name

Title of Training Session or Class

Credit Hours for  
this class

Attendee Name

Date/Location

Presenter/Trainer Name

Title of Training Session or Class

Credit Hours for  
this class

Attendee Name

Date/Location

Presenter/Trainer Name

**TOTAL HOURS OF EDUCATION/TRAINING CREDITS COMPLETED**



# Body of Work Project #1

Tile Contractor

Project Name

Project Manager

Project Location

Type of Project (select one)

 Commercial Construction  
 Residential Construction

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 (Scope of Work)

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 (Scope of Work)

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 (\$1,000)

To pay your fee by check, mail payment to:

Tile Contractors' Association of America  
Attn: Trowel of Excellence  
9153 Tahoe Circle  
Strongsville, OH 44136-1412

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

Select Credit Card Type

MasterCard  
Visa  
American Express

Credit Card Number

Exp. Date

Security #

*(3-digit # on back  
of card; AmEx 4-digit # on front  
of card)*

Name Exactly as it appears on Card

Billing Address for Card



# Final Steps and Instructions

## Supporting Documents

In addition to this completed application and payment of the application fee, you must submit the following documents.

Body of Work Photos (submit 2-3 photos for each project described)

Letters of Reference (1 letter from each of the following):

Vendor

Architect

General Contractor or Construction Manager

Evidence of Financial Responsibility

Bonding Instrument and/or

Certificate of Insurance

Company Biography

## Submitting Application

You may submit your completed application and supporting documents in one of two ways:

### (1) Electronically

Email completed application and documents/photos to: [lucinda@tcaainc.org](mailto:lucinda@tcaainc.org)

### (2) By Mail

Print the completed application, enclose supporting documents and photos, and mail to:

Trowel of Excellence  
Tile Contractors' Association of America  
9153 Tahoe Circle  
Strongsville, OH 44136-1412

## **Certification Process**

Once the completed application, supporting documents and photos and application fee are received, the application is reviewed by the TCAA Board of Directors. Candidates are notified within 30 days after the Board's review of its decision. Certification is effective immediately upon notification and expires on December 31st of the 3rd year.

## **Recertification Affidavit Required Every 3 Years**

Contractors qualify for recertification by submitting an affidavit stating there have been no material changes in the company since the date of original certification and by demonstrating a minimum of 12 hours of training and/or education program attendance during the three-year certification period.

## **Contact**

Contact the TCAA staff with any questions.

Phone: (800) 655-TILE (8453)

Email: [lucinda@tcaainc.org](mailto:lucinda@tcaainc.org)