



Auto Glass Safety Council
20 PGA Drive, Suite 201
Stafford, VA 22554
540/602-3263, kbimber@agsc.org

AGSC Registered Training Program Renewal

Registration of Compliance and Declaration of Training Program Conformance with the current ANSI/AGSC/AGRSS Automotive Glass Replacement Safety Standard

Name of Training Program: _____

Applicant's corporate or legal name: _____

Form completed by: _____ Title: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country (if not the United States): _____

Phone Number: _____ Fax Number: _____

Email: _____ Website: _____

Company Officer Signature: _____ Date: _____

In consideration of the renewal of registration of Applicant by the Auto Glass Safety Council™ (AGSC) into its ANSI/AGSC/AGRSS Registered Training Program, AGSC's grant of authority to Applicant to use the AGSC trademark(s) in connection with such Training Program and other good and valuable consideration, applicant hereby agrees as follows:

- 1. That Applicant's Training Program is understood and implemented, by all those it employs who directly or indirectly are engaged or may be engaged in training within the program submitted by Applicant for registration; and that this program complies and is conducted in accordance with the requirements of the current ANSI/AGSC/Automotive Glass Replacement Safety Standard, hereafter "AGRSS™ Standard", as available on the AGSC website and made part hereof, as it may be amended from time to time; and that Applicant will accurately and completely answer each of the questions listed on the AGSC Registered Training Program Application Form hereto and made a part hereof as evidence of such compliance;
2. That Applicant will participate in the promotion of the AGRSS Standard and its benefits to the consuming public and to the industry;
3. That Applicant will abide by the policies and procedures of AGSC including its logo usage policy;
4. That AGSC may publish the Applicant's name, or otherwise identify the applicant's name, as having an AGSC Registered Training Program;
5. That Applicant will undertake the necessary procedures to successfully complete this application form in its entirety and this application form will be submitted with the required supporting documents; that if this application is received by AGSC without all the required supporting documents, the Applicant will be notified and will have 90 days from AGSC's receipt of this application to provide all necessary documents; and that if the required documents are not provided within the 90 day time period, the application will be considered denied with no refund given, and the Applicant will be required to reapply to become an AGSC Registered Training Program;

6. That a nonrefundable application fee (in US dollars) accompanies this application:
 - \$250 for AGSC Members; and that an annual renewal fee of \$150 will be due and payable by the anniversary of approval of this application;
 - \$700 for Non-AGSC Members; and that an annual renewal fee of \$500 will be due and payable by the anniversary of approval of this application;
 and that in addition, a \$1 payment is provided for each certificate of registration ordered beyond the one free certificate provided as part of the application and renewal process;
7. That Applicant will adhere to any guidelines adopted by AGSC for the use of any AGSC logos or trademark(s); provided, however, that in the event Applicant becomes, for whatever reason, non-compliant with the AGRSS Standard, Applicant's right to use the AGSC trademark(s) or make reference to its participation in this Registration Program shall immediately cease, and that it will immediately cease using such trademark(s) or references;
8. That in the event it is determined by AGSC, either as a result of a periodic assessment of Applicant or otherwise, that Applicant's training program no longer complies with the AGSC policies or AGRSS Standard, Applicant may appeal the determination of its non-compliance to the AGSC Board and applicant agrees that any decision by the Board concerning Applicant's continuing eligibility and participation in this Program and use of the AGSC trademark(s) will be final;
9. That AGSC, its officers, committee members, staff and authorized AGSC representatives (the "Indemnified Parties") shall have no liability for, and Applicant shall defend, indemnify and hold each of the Indemnified Parties harmless from and against, any claim, loss, demand, liability, obligation and expenses (including reasonable attorneys' fees) arising out of, pertaining to, or resulting in any way from Applicant's participation in this Registration Program or Applicant's use of or compliance with or failure to comply with the AGRSS Standard;
10. That the undersigned has complete authority from Applicant to execute this application on its behalf.

Signature: _____ **Date:** _____

Mark appropriate box and complete appropriate financial information:

(Note: All fees are in US Dollars)

AGSC Member – \$150 fee

Non-AGSC Member – \$500 fee

Total payment enclosed or authorized: \$ _____

Total of application fee and additional certificates (\$1 per certificate – see # 6 above)

Payment method:

Check enclosed **MasterCard** **Visa** **AmEx**

Name as it appears on credit card: _____

Credit card number: _____

Exp. date: _____ **Security Code:** _____

Mail original copy of Application with payment and required supporting documents to:

Auto Glass Safety Council, 20 PGA Drive, Suite 201, Stafford, VA 22554

(Keep a copy for your records. Please allow 4-6 weeks for processing.)

Renewal Declaration:

Have there been any changes to your previously approved AGSC Registered Training Program content, categories you are qualified to provide (see Categories 1-4 below), practical training (demonstration of skills learned), final exams or certification procedures?

- YES** Please complete the remainder of this renewal application and submit it with all required supporting documents.
- NO** Please sign and date the declaration below, check the appropriate category boxes in Section 1, and proceed to and complete Section 2 - Training Course Testing and Certification Procedures

I certify that there have been no changes to our previously approved AGSC Registered Training Program.

Signature: _____ Date: _____

Section 1 - Training Course Content:

Check all the boxes that pertain to the category of training that you are qualified to provide and interested in being registered:

- Category 1 – Adhesive System Manufacturer specific comprehensive retention system training
- Category 2 – Relevant Technical Specifications
- Category 3 – OEM Installation Standards and Procedures
- Category 4 – AGR Safety Issues

Put a checkmark in the correct box in Column B to indicate whether or not your training course includes instruction for each item of the current ANSI/AGSC/AGRSS Standard in Column A.

Column A Current AGRSS Standard Where Training Is Required	Column B Check to indicate if your training course includes instruction indicated in Column A
4. Vehicle Assessment before Replacement	
Those engaged in automotive glass replacement shall not undertake or complete such installation when any related condition would compromise the retention system and the owner/operator shall be so notified.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Selection of Glass and Retention Systems	
Those engaged in automotive glass replacement shall use retention systems that are produced under the ISO 9001 standard or any standard that contains the entire text of ISO 9001.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive glass replacement must use either an OEM approved retention system or equivalent retention system as certified in writing by the equivalent retention system manufacturer directly or through a private labeler.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Those engaged in automotive glass replacement shall obtain and follow written comprehensive and current application instructions from the retention system's manufacturer or private labeler. These instructions shall include at least the proper use of the retention system storage specifications, minimum drive-away time charts containing temperature and humidity variables if applicable, and any special procedures required for adverse weather conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive glass replacement shall require that lot numbers and expiration dates be printed on appropriate products.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Installation Standards – Adhesive Bonded	
Those engaged in automotive glass replacement shall follow the adhesive manufacturer's application instructions as provided by the manufacturer directly, or through the private labeler. All in-shop or mobile installations shall be performed under environmental and other conditions that are compatible with the application instructions required in Section 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Products must be stored and controlled according to manufacturer's requirements as provided directly or through a private labeler.	<input type="checkbox"/> Yes <input type="checkbox"/> No
No automotive glass replacement shall be undertaken using an adhesive glass retention bonding system that would not achieve minimum drive-away strength by the time the vehicle may be reasonably expected to be operated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The vehicle owner/operator shall be notified prior to the installation process of the minimum drive-away time under the circumstances of the replacement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adhesive must be applied so that the finished bead cross section profile and dimensions meet or exceed original equipment configuration or recommendation of adhesive system manufacturer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the OEM installation was polyurethane, then the glass must be replaced with polyurethane or an equivalent adhesive bonding system. If the OEM installation was butyl, polysulfide, or other non-polyurethane, and the vehicle is licensed for highway use, adhesive bonded stationary glass installations shall be performed using polyurethane or an equivalent retention system unless in conflict with current OEM specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All adhesive system component lot numbers must be traceable to each job.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All glass parts must be traceable to the installation by a DOT number and part number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
No product that has exceeded its expiration date, open shelf life, or active shelf life shall be used.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All supplemental mechanical glass retention devices must be replaced to original equipment specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When inappropriate replacement materials or methods are detected, those engaged in automotive glass replacement shall report their findings to the vehicle owner/operator.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When those engaged in automotive glass replacement correct inappropriate glass installations, they shall remove any inappropriate materials that would compromise the retention system. They shall fully correct any adverse glass installation related condition(s) caused by the use of inappropriate materials or methods, and they shall use appropriate methods described elsewhere within Section 5 of this document.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When sealing air or water leaks within a polyurethane retention system, only compatible polyurethane adhesive shall be used. (No silicone or butyl may be used).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Only the full cut method should be used for polyurethane retention systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The vehicle owner/operator shall be notified after the installation process is completed of the minimum drive-away time under the circumstances of the replacement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Installation Standards- Rubber Gasket	
If the OEM utilizes the combination of a rubber gasket and polyurethane as a retention system, an equivalent adhesive bonding system must be used in the installation. In cases when the OEM didn't include polyurethane or an equivalent adhesive system, such systems shall be used if later production models included the addition of adhesive systems without body style modification.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the OEM gasket installation did not include adhesive and the vehicle is licensed for highway use and is less than 10,000 lbs. Gross Vehicle weight (GVW), the installation shall include polyurethane or an equivalent adhesive bonding system. The following are permissible exceptions: egress applications, antique restorations, or in cases in which this practice conflicts with current vehicle manufacturer specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When sealing air or water leaks within a rubber gasket/polyurethane ADHESIVE SYSTEM only compatible polyurethane shall be used. (No silicone or butyl may be used).	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Additional Requirements	
All mechanically-fastened automotive glass parts shall be replaced according to original equipment specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Glass parts, including custom cut parts, must be marked in compliance with the certification requirements specified in FMVSS 205 and the marking requirements of ANSI Z26.1 incorporated by reference therein for those vehicles licensed for highway use.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive mirror replacement shall install external and internal replacement mirrors that meet or exceed original equipment specifications and the requirements of Federal Motor Vehicle Safety Standard 111.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whenever OEM retention systems are modified on later production models without body style modification, the most current retention system shall be used in the replacement unless otherwise specified by the OEM.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The failure of any product used in the glass installation process that the installer believes is defective or could jeopardize customer safety shall be reported directly to the customer with an offer to remedy the situation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive glass replacement shall not introduce any chemical agents, such as cleaners, solvents, lubricants, release agents, or utilize any installation practice, which will adversely affect the glass retention system.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive glass replacement shall maintain documentation to demonstrate compliance with this standard for at least three years following the date the work was completed and these records must be legible, easily identifiable and readily available.	<input type="checkbox"/> Yes <input type="checkbox"/> No
When repairing, removing or replacing motorized windows and/or panels in automobiles equipped with anti-pinch mechanisms, these mechanisms must be reset, initialized and/or confirmed to be in proper operation before the vehicle is released to the owner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Those engaged in automotive glass replacement must notify the owner both verbally and in writing should such resetting or initializing be unable to be completed for any reason.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 - Training Course Testing and Certification Procedures:

What opportunities do technicians have to apply and demonstrate the skills learned?

How much time are they given to do this? (i.e. 2 hours of hands-on training)

Do you administer a final exam? Yes No

If yes, how is your final exam administered?

How is your final exam graded and what grade is deemed passing?

Do you maintain your records for at least three years?

Required Supporting Documents:

The following documents must be submitted with this Application form in order for your AGSC Registered Training Program Renewal Application to be considered complete.

- 1 set of your current training course documents (The outline of your training course is sufficient if it indicates all of the items checked "Yes" on the previous pages.)
- 1 copy of your final exam(s)
- 1 copy of the certificate(s) provided to the AGR technicians at the completion of your training course.

If you have questions regarding these documents or the application process, please contact Kathy Bimber at 540-602-3263, kbimber@agsc.org.