



NATIONAL TERRAZZO & MOSAIC ASSOCIATION CONTRACTOR MEMBERSHIP PROCESS *RULES AND PROCEDURES*

To advance its purposes of promoting a long-lasting, durable, and beautiful flooring choice, and of encouraging vigorous competition among terrazzo professionals, The National Terrazzo & Mosaic Association (“*NTMA*”) sets high standards for membership based on performance. Over the course of the membership process, applicants for Contractor Membership in NTMA will be evaluated on their demonstrated experience, skill, reliability within the trade, focusing on the quality of work completed by its own employed workforce: subcontracted work to others shall not be included.

To be eligible to enter the NTMA Contractor Membership Process, an Applicant must:

PLEASE NOTE: The NTMA reserves the right to investigate an applicant’s project and performance history beyond the parameters of the formal Application.

- The company has been in the terrazzo and mosaic industry, under the current ownership and structure, with their own work force for at least two (2) years before submitting its application.
- have achieved a high degree of experience, skill, and reliability in terrazzo installation.
- submit a minimum of at least five (5) terrazzo projects totaling a minimum of 5,000 square feet under the current company structure and ownership (contractor of record) using its own employees. No single project submitted shall be less than 500 sq ft; and
- not have been declined for NTMA membership within the previous two (2) years before submitting its application.
- Where an applicant business has multiple branches or entities, NTMA membership is limited to the single branch or entity which actually employs the workers that install the terrazzo, or at which those employees are based. Where more than one branch or entity qualifies, each may apply for membership, but must do so separately.

The NTMA Contractor Membership Process is as follows:

STEP 1 – Entry into the Membership Process. Applicants must complete, sign and return the ***NTMA Membership Application Agreement (“Agreement”)***. Following receipt of the Agreement by NTMA, the Applicant must complete and verify the ***Membership Application Disclosure and Project Information Form (“Application”)***. The Applicant will then submit the Application to NTMA, together with three (3) letters of recommendation as explained below, and the application fee of \$3,500.

In the Application, the Applicant will:

- identify itself and certify that it has been engaged in the installation of terrazzo under its current ownership and structure for at least two (2) years.
- explain its experience and history in the installation of terrazzo.
- Submit list of all projects completed and ongoing within the last two years from date of signed Agreement.
- identify at least five (5) terrazzo jobs which it has completed within the past two (2) years, under its current company structure and ownership, as installing contractor of record and using its own employees (*terrazzo projects submitted containing solely the installation of precast terrazzo products will not be considered*); and
- identify and explain any substantial difficulties which it has experienced in completing jobs.
- The Applicant shall submit all terrazzo projects started and/or completed during this application process to the NTMA. The NTMA may request inspection of one or more of these projects.

The jobs identified in the Application must have been performed by employees of the Applicant. Terrazzo installations that have been subcontracted to others or completed by others will not be considered.

The Application must be sworn and notarized under oath. All information provided in it, and all further information which the applicant may provide to NTMA over the course of the membership application process, must be complete, accurate, and not misleading. Incomplete, inaccurate, or misleading responses will be grounds for denial of the application.

The application fee will be used to cover administrative costs and the cost of conducting independent evaluations, one required training class and supplemental site visits. The application fee is nonrefundable.

The *letters of recommendation* must be at least one (1) each from an owner, a design professional, and a general contractor, regarding Applicant's performance on any of the five (5) terrazzo jobs the Applicant identifies on the Project Information Form.

On receipt of the Application, including letters of recommendation and all fees, the Board of Directors shall review the Application. The NTMA Board of Directors shall vote to accept or deny the Application.

STEP 2 – Participation in the Membership Process. Once the Application is approved or request for additional information from applicant into the NTMA membership process is complete, the process will be conducted over a two-to-three-year period. Both the Applicant and the NTMA will participate, as follows:

- An owner, officer or agent of the Applicant shall attend two (2) consecutive annual NTMA Technical Seminars.
- Failure to attend the required seminar(s) may result in denial of the application.
- The applicant shall have an 8-hour NTMA training class for their staff and workers after the first set of inspections are completed. Timing can be coordinated to coincide with a second inspection visit. Specific training topics will be determined in consultation with the NTMA Technical Director based on the needs of the Applicant.
- Failure to complete the required training may result in denial of the application.
- In addition to the projects listed in the Application, the Applicant will upon request provide NTMA with an updated list of projects installed from the date of enrollment into the NTMA membership application process.

NTMA or its representatives will visit certain terrazzo projects installed by the Applicant, and may conduct interviews with the project owners, general contractors, and/or design professionals. All inspections may not occur in a single visit.

- NTMA and its representatives may also inspect other projects which Applicant has installed or is in the process of installing. NTMA or its representatives may also obtain additional information regarding the Applicant's history and skill as NTMA deems reasonable in its judgment.
- The NTMA reserves the right to conduct more than (2) two site inspections.

STEP 3 – Evaluation and decision. When the NTMA membership process is complete, the Board of Directors will evaluate the application, and will approve or decline NTMA membership. The Board will consider all information and materials furnished by the Applicant. Application/Membership may be denied for false information provided, poor quality workmanship or failing to complete a terrazzo installation without a justified cause, justified cause will be determined by the Board of Directors. The decision(s) of the Board of Directors will be final. If application is declined or deemed declined, the Applicant may not re-enter the membership application process for at least two (2) years but may re-enter the process after that time.

NTMA membership is open to all qualified applicants. NTMA does not discriminate based on race, creed, gender, national origin or otherwise.