



How to Become a FutureFLEX LFI

SEL STANDARD OPERATING POLICY/PROCEDURE

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1.0 General

This procedure describes the standard process for becoming a Licensed FutureFLEX Installer (LFI). Upon the successful completion of the LFI Candidate process, the LFI Candidate receives FutureFLEX System certification training and is awarded a FutureFLEX license.

***NOTE:** An LFI Candidate will not be considered for LFI Status in an attempt to bid on a current project already specified, as this would be unfair to current LFIs. If a project is already specified for FutureFLEX products, then someone or group, SEL or an LFI, has already spent a great deal of time and marketing expense influencing the project towards FutureFLEX.*

2.0 Getting Started

The potential LFI Candidate should download, review, and evaluate product and program information from the FutureFLEX website at www.futureflex.com. If interest continues, the LFI Candidate should do the following:

- Complete and electronically submit the LFI Candidate Information/Enrollment Form from the Licensed Installer Info section of the FutureFLEX website. When submitted, the form is sent electronically to SEL. **Please complete all information before submitting form to SEL.**
- The Requestor will be contacted by an SEL Regional Sales Manager to discuss details of the FutureFLEX LFI Program. The SEL Regional Sales Manager is also responsible for evaluating whether the LFI Candidate Company meets the basic requirements of the FutureFLEX LFI Program.
- Shortly after the information exchange is complete, the LFI Candidate will receive one of the following responses from SEL:
 - A FutureFLEX LFI Agreement Package sent electronically to the Requestor.
 - A notice that the FutureFLEX LFI Program enrollment request has been denied, including reason(s) for SEL’s decision.



3.0 LFI Agreement

Upon review of the LFI Agreement Package, the LFI Candidate Company's Principal decides whether or not to proceed with the LFI Program. If the LFI Candidate decides not to proceed, SEL should be notified by return e-mail. If the LFI Candidate decides to proceed the Candidate should execute the following steps:

1. Complete the entire Agreement.
 2. Two copies of the Agreement are to be signed by the LFI Candidate Company's Principal.
 3. Pay the \$2,695.00 training fee by check or credit card. This training fee includes all necessary manuals, equipment and supplies to complete the hands-on course and Certificates of Training which will be issued upon the completion of the class and are worth 7 BICSI CEC's..
- Upon receipt of the two copies of the Agreement, SEL completes final evaluation of the LFI Candidate. Upon completion of final evaluation, the LFI is notified of the result. If the final evaluation result is unsatisfactory, a response letter and any funds received from Candidate will be returned to the LFI Candidate. If the evaluation result is satisfactory, the LFI Candidate will receive one signed copy of the LFI Agreement and the LFI will then be contacted by SEL's FutureFLEX Training Coordinator to arrange FutureFLEX training.

4.0 FutureFLEX Training

- In order to complete Licensing requirements, appropriate members of the LFI Candidate's organization must complete FutureFLEX training.
- The following two options are available for FutureFLEX training:
 1. SEL's standard, 1-day FutureFLEX designer/installer training course (FF101) can be conducted at SEL's manufacturing facility in Research Triangle Park, NC. The FF101 course is offered to members of LFI Candidate organizations only. Class size is limited to a minimum of 5 and a maximum of 10 students. LFI will need to contact their respective Regional Sales Manager for pricing of this class.
 2. SEL's standard 1-day FF101 FutureFLEX designer/installer training course may be presented at one or more of the LFI Candidate's site(s). The FF101 course fees are \$2,695.00 per occurrence based on a maximum class size of 10 students. If more than 10 students are to be trained at the same site, an additional day of training can be arranged. The additional fees for the extra day of training are \$500 plus \$75 per student.

NOTE: Training course fees are higher for locations outside the 48 contiguous United States and Canada. Contact SEL's FutureFLEX Customer Service Dept. at (800) 358-7378 for a quote or for more information.

- If either the LFI-site training or the SEL/RTP option is chosen, the LFI Candidate receives a quote for training, and SEL's Training Coordinator and the LFI Candidate schedule a training date. The LFI Candidate is required to submit full pre-payment via credit card or company check prior to the start of training.



5.0 FutureFLEX License

- Upon completion of SEL's training course requirements:
 - The LFI Candidate Company is considered a certified Licensed FutureFLEX Installer and will then receive a Licensed FutureFLEX Installer Certificate valid until the end of the current calendar year.
 - This LFI is then allowed to purchase FutureFLEX products, lease blowing equipment, and install FutureFLEX cabling networks.
 - Each trainee who completes the FF101 training requirements receives an individual FutureFLEX training certificate, valid for twenty-four months from the date of training.
- At the end of each 1-year License period, the LFI may choose to renew their License for another 1-year period by simply executing the Continuance Agreement. Training for any newly involved individuals may be required.

NOTES:

1. Only the LFI Company's office locations whose personnel have successfully completed the FF101 training requirements are certified to design and/or install FutureFLEX Air-Blown Network Solutions. Any LFI locations not meeting this requirement are not certified to design and/or install FutureFLEX Air-Blown Network Solutions and cannot lease blowing equipment.

2. Upon expiration of any individual's training certificate, the LFI Company or the individual may submit a request to SEL for re-certification. Re-certification may require follow-up training.

6.0 Initial Project

- Per the Agreement, SEL reserves the right to have a Certified FutureFLEX Auditor on-site to oversee installation of any FutureFLEX installation, including the new LFI's initial project. During this time, the LFI installs the project, and the Certified FutureFLEX Auditor stays on-site for as long as needed to evaluate the LFI's performance and ensure Sumitomo Recommended Procedures are applied correctly during the installation process. The cost of the Certified FutureFLEX Auditor is the responsibility of SEL.
- All terms of the LFI Agreement, including the LFI's responsibility for warranting the installation, apply to all FutureFLEX installations, including the initial project.



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Sumitomo Electric reserves the right to improve or modify these SOPs without notice.