Using the Haag Certified Inspector (HCI) initials, name, and logo allows actively certified inspectors to display the achievement of being Haag Certified. The following guidelines present correct use and display of the HCI designation, name, and logo. ("Designation" refers to the initials "HCI", "HCI-R", "HCI-C", "HCI-W," "HCI-R/C," "HCI-R/W," "HCI-C/W" or "HCI-R/C/W"). Please review the following carefully. Except where provided by written authorization from Haag, all use of the HCI designations, names, and logos must comply with this document.

**Value of Haag Certification**

- To protect the value of HCI certifications, the HCI designations may be used only by individuals who have passed the exam and are actively/currently certified. (See “Find an Inspector” on our website for a list of members, both active and inactive.)
- An HCI Certification is an *individual* Certification, and the HCI name and logo MAY NOT be used in any way to promote a company, organization, or group, etc.
- Use of the HCI name and designated logo MUST be accompanied by the name and ID number of the actively Certified member. (See further instructions below.)

**How to use the HCI Logos**

The following HCI designations, which include post-nominal letters and logos, are trademarks of Haag. The logos may be used by actively Certified individuals on marketing materials only, such as a business card, letterhead, website, etc. (Further instructions re: how HCI designations may NOT be used are listed later in this document.)

- The basic Inspector logo is provided after login at HaagCertifiedInspector.com. Each HCI must add her or his name and HCI # below the logo as shown in examples throughout this document. The logo must not appear without the Inspector’s full (first and last) name and HCI #. The location of the Inspector’s name and HCI # must always be the same: it must be placed just below the website name, “HaagCertifiedInspector.com”.
- The size, font, and proportions of the Inspector’s full name and HCI # should be similar to what is shown in this document. We recommend using font DIN OT Regular. Approximate point sizing should be no smaller than that of the website name provided in the downloadable logo and should be large enough to be legible. If DIN OT Regular is not available in your computer program, another sans serif font (such as Arial) is acceptable. Font color may be black or Pantone 286/C=100, M=66, Y=0, K=2/R=0, G=93, B=170.
- If an HCI logo is being used, you may use only the digital art files as provided by Haag. (As noted, these are accessible after you have logged into your account at HaagCertifiedInspector.com.) You may not recreate, animate, alter, morph, or otherwise distort the appearance of a designation logo.
- Logos are provided in .jpeg (preferable for web) and .pdf (preferable for large-scale/print) formats.

**Approved Use of RESIDENTIAL Certification Designation, Name, & Logo**

- “John Smith, HCI-R” or “John Smith, Haag Certified Inspector – Residential Roofs” indicates in text that John Smith has passed the certifying exam of the HCI-Residential Roofs course and is maintaining active annual certification.
- The approved logo + name + Inspector number (shown right) properly indicates that John Smith is actively Certified by Haag as a Haag Certified Inspector — Residential Roofs.
Approved Use of COMMERCIAL Certification Designation, Name, & Logo

• “John Smith, HCI-C” or “John Smith, Haag Certified Inspector – Commercial Roofs” indicates in text that John Smith has passed the certifying exam of the HCI-Commercial Roofs course and is maintaining active annual certification.

• The approved logo + name + Inspector number [shown right] properly indicates that John Smith is actively Certified by Haag as a Haag Certified Inspector — Commercial Roofs.

Approved Use of WIND DAMAGE Certification Designation, Name, & Logo

• “John Smith, HCI-W” or “John Smith, Haag Certified Inspector – Wind Damage” indicates in text that John Smith has passed the certifying exam of the HCI-Wind Damage course and is maintaining active annual certification.

• The approved logo + name + Inspector number [shown right] properly indicates that John Smith is actively certified by Haag as a Haag Certified Inspector — Wind Damage.

Approved Use of Designations, Name, & Logos for MULTIPLE Certifications

• “John Smith, HCI-R/C” or “John Smith, Haag Certified Inspector – Residential/Commercial Roofs” indicates in text that John Smith has passed the certifying exam of the HCI-Residential Roofs AND the HCI-Commercial Roofs courses and is maintaining active annual certification of each.

• “John Smith, HCI-R/W” or “John Smith, Haag Certified Inspector – Residential Roofs/Wind Damage” indicates in text that John Smith has passed the certifying exam of the HCI-Residential Roofs AND the HCI-Wind Damage courses and is maintaining active annual certification of each.

• “John Smith, HCI-C/W” or “John Smith, Haag Certified Inspector – Commercial Roofs/Wind Damage” indicates in text that John Smith has passed the certifying exam of the HCI-Commercial Roofs AND the HCI-Wind Damage courses and is maintaining active annual certification of each.

• “John Smith, HCI-R/C/W” or “John Smith, Haag Certified Inspector – Residential Roofs/Commercial Roofs/Wind Damage” indicates in text that he has passed the certifying exam of the HCI-Residential Roofs, HCI-Commercial Roofs, AND the HCI-Wind Damage courses and is maintaining active annual certification of each.

• As example, the approved logos + name + Inspector number [shown below] properly indicate that John Smith has passed the certifying exam of both the HCI-Residential Roofs AND the HCI-Wind Damage courses and is maintaining active annual certification of each. Note the name and HCI # appear beneath EACH logo.

CHECK MY GOOD STANDING AT HaagCertifiedInspector.com
John Smith, #21122112

Rev. 5/2015, HCI Designation, Name & Logo Usage Guidelines
Using HCI Designations on Reports

• Only post-nominal letter designations (HCI-R, HCI-C, HCI-W, HCI-R/C, HCI-R/W, HCI-C/W, or HCI-R/C/W) may be used by Certified individuals on reports.

• The HCI designation logos are NOT permitted to be used on reports of any kind under any conditions or circumstances.

How NOT to use the HCI Designations (including Initials, Names, Logos)

• The HCI designations should not be placed on products, merchandise or packaging.

• The logo should not appear without year of active Certification.

• The HCI designations should not be used to suggest an endorsement by Haag.

• The HCI designations should not be used to promote a company or any other entity by using an HCI designation without the name of the Certified individual immediately below the HCI designation. For example, an approved HCI logo should not be displayed on a company website without the name of the certified individual(s).

Other Uses of the HCI Designations

The post-nominal letters HCI-R, HCI-C, HCI-W, HCI-R/C, HCI-R/W, HCI-C/W, or HCI-R/C/W (or the respective fully written designations), may be used without modification in textual descriptions that make fair and accurate references to the certification program and certification status of a particular individual. For example:

• Proper- “John Smith is certified under the HCI-C program.”

• Improper- “ABCXYZ Company is HCI certified.”

• Improper- “ABCXYZ Company has HCI certified employees.”

• Another example of an improper use would be “Haag Certified Engineer Inspector - Residential.” The use of the term “Engineer” or “Engineering” with an HCI designation is strictly prohibited.

Rev. 5/2015, HCI Designation, Name & Logo Usage Guidelines
Requirement for Annual Re-Qualification

Certification and the accompanying HCI designation are valid for one (1) year. Upon the expiration of the Certification, any and all HCI designations may NOT be used. Use of the designation is for ACTIVE Inspectors only; a previously Certified inspector may NO LONGER reference himself or herself as having an HCI Certification. The status (or “standing”) of an HCI designation holder may be checked at HaagCertifiedInspector.com.

At the end of each year, the holder of an HCI designation must re-qualify the Certification. The purpose of the re-qualification process is to determine and document that an HCI designation holder has maintained qualifications, represented himself or herself in the proper manner, and continues an acceptable practice. Misuse of an HCI designation can jeopardize future Certifications and re-qualifications. Re-qualification must be performed annually. Current procedures and requirements, which include an annual re-qualification quiz and a re-qualification fee, are found at HaagCertifiedInspector.com.

Upon the timely receipt of the application and supporting documents, the Committee on Credentials and Re-qualification will review the application. Re-qualification is for one (1) year commencing at the end of the prior Certification or Re-qualification time period. Re-qualified HCI designation holders will receive notification together with the appropriate current HCI designation ID card.

Review and Approval Process

You agree to cooperate fully with any request from Haag to review any materials displaying the HCI designations and to promptly make any changes required by Haag to conform to these Guidelines.

Other Terms and Conditions

Do not use or register any HCI designation or any potentially confusing variation thereof, as part of your company name, trade name, product name, service name, or domain name. Do not place your company name, trademarks, service marks, or product names next to, or combine them with, an HCI designation. These Guidelines may be periodically modified or updated by Haag without notice.

Reproduction Instructions

Approved Logo: HCI-Residential Roofs

CHECK MY GOOD STANDING AT HaagCertifiedInspector.com
John Smith, #21122112

Rev. 5/2015, HCI Designation, Name & Logo Usage Guidelines
Always leave spacing around the logo equivalent to the height of the word "CERTIFIED" (see above).

The round portion of the HCI logo should never appear smaller than 1.1”W x 1.1”H. In sum total, the downloadable HCI logo image (with “Check my Good Standing...” & website wording included) should never appear smaller than 1.1”W x 1.56”H (in print: 300 dpi/on the web: 72 dpi). Note: this height does NOT include the space required for adding your name and HCI #.

**Always use the specified colors below (RGB, CMYK, or Pantone) to recreate the logo.**

- **Dark blue** (2-color HCI-R/C/W and 1-color HCI-R)
  - Pantone 286
  - C=100, M=66, Y=0, K=2
  - R=0, G=93, B=170

- **Light blue** (found in 2-color HCI-R)
  - Pantone 298
  - C=70, M=8, Y=0, K=0
  - R=19, G=181, B=234

- **Orange** (found in 1- and 2-color HCI-C)
  - Pantone 138
  - C=0, M=42, Y=100, K=1
  - R=246, G=160, B=26

- **Red** (found in 1- and 2-color HCI-W)
  - Pantone 186
  - C=13, M=95, Y=90, K=3
  - R=205, G=49, B=48

**1-Color Output is Permitted.**

The following 1-color logos are provided:

- HCI-R Logo in Pantone **286** or Black
- HCI-C Logo in Pantone **138** or Black
- HCI-W Logo in Pantone **186** or Black

*No other 1-color versions are allowed.*

**Spacing**

Always leave spacing around the logo equivalent to the height of the word "CERTIFIED" (see above).

**Minimum Size**

<table>
<thead>
<tr>
<th>Logo</th>
<th>Minimum Size</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCI</td>
<td>1.1”W x 1.1”H</td>
<td>1.1”W x 1.56”H</td>
</tr>
</tbody>
</table>

*Required...

- Approved Logo
- Current Year
- Verification Statement
- YOU ADD Your Name & ID#