

Instructions for Contractors

Step 1 – Hold or obtain a Registration with the Oklahoma Construction Industries Board (CIB).

- ✓ Ensure you have an active registration with the Oklahoma CIB or other applicable Certification to be eligible for certification.

Requirements pursuant to CIB:

- Proof of General Liability Insurance of at least \$500,000
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Affidavit of lawful presence in the US
- Federal Tax ID
- Date last Oklahoma Income Tax return was filed for applicant or business.
- Employment Security Commission Number
- Business name must currently be registered with the Oklahoma Secretary of State.
Submit Certificate of Good Standing
- Provide any information regarding criminal offenses, active fraud cases, or disciplinary action by licensing board.

Helpful Links: [CIB Main Page](#), [CIB Roofing Contractor Registration Application](#)

Step 2 – Submit Provider Application to IBHS FORTIFIED to obtain an IBHS FORTIFIED Roof™ Contractor Certification or IBHS FORTIFIED Professional Certification.

- ✓ Create an Account:
 - Register for the IBHS FORTIFIED [Provider Portal](#) to begin your journey as a certified IBHS FORTIFIED service provider.
- ✓ Provide Credentials:
 - Upload specific credentials that demonstrate you meet the minimum eligibility.

Requirements pursuant to IBHS Fortified Certification:

At least one employee must meet one of the following requirements:

- Proof of an approved roofing certification (such as, GAF Factory Certified Roofer, Owens Corning Preferred Contractor, Malarkey Certified Residential Contractor, etc.)

--or at least one employee with all of the following:

- A valid state issued Contractor Registration
- Proof of General Liability Insurance of at least \$1 million
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Proof of a minimum of 7 years in business

Requirements are also outlined in the [FORTIFIED Roofing Contractor Handbook](#).

- ✓ Review Process:
 - The IBHS FORTIFIED team will review your documentation to confirm your eligibility.

Step 3 – Complete IBHS FORTIFIED Training & Pass the Exam.

- ✓ Access Training:
 - Go to [FORTIFIED Wise University](#) and complete the online training course relevant to your company type (roofing contractor, evaluator, or professional) and region for high wind.
- ✓ Pass the Exam:
 - Take the corresponding IBHS FORTIFIED certification exam and achieve a score of 85% or higher.
- ✓ Receive Certification:
 - Upon passing, you'll receive an email with your score and certificate. Save this document to upload to your profile in the IBHS FORTIFIED [Provider Portal](#).

Step 4 – Complete Profile in the Provider Portal

- ✓ Update Your Profile:
 - After passing the certification exam, return to the IBHS FORTIFIED [Provider Portal](#) to complete your registration.
- ✓ Upload Required Documents:
 - Submit your exam certificate, a signed Provider Agreement, and any additional credentials not previously provided:
 - [Certified FORTIFIED Roofing Contractor Agreement](#)
- ✓ Final Review:
 - The IBHS FORTIFIED team will review your documents. Once approved, your company will be listed in the IBHS FORTIFIED Directory.

Step 5 – Register with OMES

- ✓ Register with OMES as a [supplier](#).

Step 6 – Apply with the Oklahoma Strengthen Homes Program as an Approved Contractor

- ✓ Submit the Strengthen Oklahoma Homes Fortified Contractor Application and the following documentation to OKReady@oid.ok.gov (add link to application):
 - Oklahoma Tax Commission Compliance Letter
 - Provide Certificate of General Liability Insurance of at least \$500,000 and Certificate of Workers' Compensation Insurance
 - Certificate of Good Standing from Secretary of State
 - Provide a copy of your Valid and Active CIB Registration or other applicable Certification.
 - Provide a copy of IBHS Certification
 - Provide notification of any conflicts of interest

Helpful links: [Strengthen Oklahoma Homes Checklist for Contractors](#) (add link)