

Instructions for Professionals

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

- ✓ Ensure you have a valid license with the Oklahoma CIB to be eligible for certification.

Requirements pursuant to CIB:

- Proof of General Liability Insurance of at least \$500,000
- Proof of Workers' Compensation Coverage
- Affidavit of lawful presence in the US
- Federal Tax ID

Helpful Links: [CIB Main Page](#)

Step 2 – Submit Provider Application to IBHS FORTIFIED to obtain an 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:

- Proof of General Liability Insurance of at least \$1 million
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Proof of Professional liability of at least \$500,000 (not required but strongly recommended)
- Proof of years in business matching one of the following:
 - A licensed, or registered general contractor, residential contractor/builder, or building contractor- Minimum 5 years' experience.
 - An unlicensed residential or general contractor- Minimum 5 years in a supervisory capacity (team leader, project manager, or supervisor)
 - A registered, or licensed architect or engineer- Minimum 5 years' experience
 - An ICC-certified building code official- Minimum 3 years' experience
 - An ICC-certified residential code inspector- Minimum 3 years' experience and 250 verifiable home inspections
 - A licensed, or registered home inspector- Minimum of 3 years' experience and 250 verifiable home inspections

Requirements are also outlined in the [FORTIFIED Professional 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 (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:
 - [FORTIFIED Professional 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 and 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 Professionals](#) (add link)