



# Stop, Look & Learn

**No Excuses...  
Know What You  
are Doing**





The only national certification program designed for hearth products planners and installers. NFI Certifications are available for Gas, Woodburning, and Pellet.

- **MHP – Master Hearth Professional:** Individuals who have achieved certifications in all three fields.

## Why Certify?

- **Beat your competition:** Customers expect a well-trained technician with the knowledge to properly plan and install hearth products and their venting systems.
  - Give them extra comfort knowing that they are dealing with a professional technician that is not just meeting their expectations, but EXCEEDING them.
- **Earn stature with local officials:**
  - Many local authorities require NFI Certification to install hearth products.
  - Others simply look at certified installers as the “go to” experts in their area.
- **Insurance premiums may be reduced:**
  - HPBA offers member discounts on liability insurance if you are certified.
- **Environmental Protection Agency (EPA) recommends** and, in some cases, requires that consumers choose an NFI Certified specialist when participating in wood stove changeout programs.

## How Do I Certify?

To become NFI Certified, professionals must take and pass the NFI exam.

- Exam Preparation:
  - Read and study the HEARTH reference manual(s).

- NFI Review Course:
  - Offered by HPBA Affiliates, HPBA member manufacturers, various sponsoring companies, and various partners in the chimney sweep industry.
  - Taught by experienced industry trainers approved by NFI.
- Online study courses available through HE@RTH Online Training.
- Testing Options:
  - HPBExpo.
  - Attend a sponsored NFI event.
  - Find one of 600 LaserGrade/PSI computer testing locations near you.

## Already Certified? Certification Renewal Is Easier Than Ever

- Continuing Education Units (CEUs)
  - HE@RTH Online Training system.
  - HPBExpo.
  - HPBA Affiliate meetings.
  - Manufacturer/distributor meetings.
- Take the exam
  - HPBExpo.
  - Attend a sponsored NFI event.
  - Find one of 600 LaserGrade/PSI computer testing locations near you.

## NFI Advocates

Many manufacturers of hearth appliances recommend that their products are installed by NFI Certified individuals. The installation manual will state:



**We recommend that our gas hearth products be installed and serviced by professionals who are certified in the U.S. by the National Fireplace Institute® (NFI) as NFI Gas Specialists.**

## HE@RTH Online Training



### HE@RTH Online Training

**New classes are regularly added so please check the website for current online training offerings.**

### Quality Training

- Classes taught by industry experts and professional speakers.
- Also includes recordings of many HPBExpo sessions.
- Wide variety of topics.
- NFI study classes.
- Live classes allow for interaction with the instructor.
- NFI CEUs.

### Convenient

- OnDemand recordings available 24 hours a day.
- Available from your home or office.
- Start, stop and repeat classes whenever you want.

### Cost Effective

- Annual subscriptions give you unlimited access to as many classes as you want.
- Classes also can be purchased separately.
- No travel expenses.
- No extra staffing to replace those attending a meeting.
- Company subscription packages are extremely economical.



### Simple to use

- Compatible with Macs or PCs.
- Toll-free tech service if needed.



EDUCATION FOUNDATION

**HPBEF provides industry specific training materials and programs geared toward hearth, patio and barbecue dealers and distributors.**

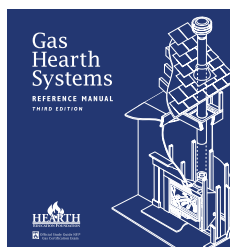
## Hearth Systems Reference Manuals

### Gas Hearth Systems Reference Manual

This recently updated manual is an invaluable tool for keeping up with vital knowledge concerning all gas hearth systems and is an excellent stand-alone reference book for all gas hearth product planners, technicians and installers. In addition, the manual serves as the reference material for the NFI Certified Gas Specialist Exam.

*Topics covered in the text are:*

- Codes and standards.
- Valves.
- Ignition systems.
- Thermostats and remote control.
- Burners.
- Fuel delivery.
- Draft and ventilation principles.
- Venting installation guidelines.
- Heat protection.
- Installation regulations.
- Troubleshooting and appendices on basic electricity, house pressure tests and tools and instruments.

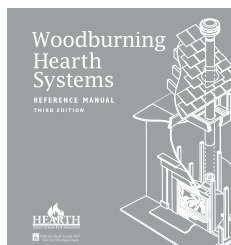


### Woodburning Hearth Systems Reference Manual

A 275-page, completely updated, woodburning reference manual, with new tables and illustrations. This manual is also the standard for all solid-fuel hearth product planners, technicians and installers (except pellet). In addition, the manual serves as the reference material for the NFI Certified Woodburning Specialist Exam.

*Topics covered in the text are:*

- Heat transfer.
- Factors affecting efficiency.
- Codes and standards.
- Venting systems.
- Installation guidelines and troubleshooting.
- Factory-built fireplaces.
- Inserts.
- Wood stoves.
- House pressure tests.
- Tools and instruments.
- Construction fundamentals.
- Safety guidelines.

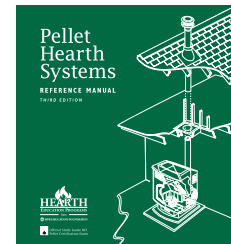


### Pellet Hearth Systems Reference Manual

This recently updated manual is a thorough resource of information about pellet hearth systems. Installers, planners, and technicians can utilize it as a stand-alone reference, and it also serves as the reference manual for the NFI Certified Pellet Specialist Exam.

*Topics covered in the text are:*

- Pellet fuel combustion.
- Pellet fuel standards.
- Fuel delivery systems.
- Combustion air delivery.
- Venting systems.
- Installation planning.
- Service and troubleshooting guidelines.
- Codes and standards.
- Fuel corn characteristics.
- Combustibles and floor protection.

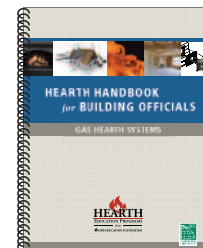


## Handbooks for Building Officials

The HPBEF works closely with building and code officials to facilitate the development of stronger working relationships and the understanding between the officials who monitor and inspect hearth product installations and the professionals installing these products. Under the name, HEARTH, the Foundation publishes a set of two handbooks, *Hearth Handbook for Building Officials: Gas Hearth Systems*, and *Hearth Handbook for Building Officials: Solid Fuel Systems*. The books provide information on important installation and code issues that building officials may not be entirely acquainted with. The books are co-branded by the International Code Council (ICC).

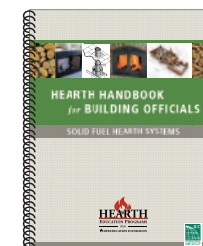
### Hearth Handbook for Building Officials – Gas Hearth Systems

- Quick reference charts identify the sections of the National and International Fuel Gas Codes that apply to hearth installations.
- Categories and descriptions of gas appliances by type and standards.
- Categories and configurations of venting systems.
- Guide to calculating combustion air needs and sources with calculation examples.
- And much more!



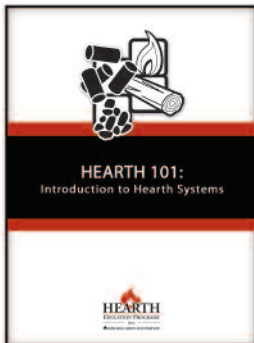
### Hearth Handbook for Building Officials – Solid Fuel Systems

- Quick reference charts identify sections of NFPA 211 and International Residential Code that apply to hearth installations.
- Complete coverage of categories of cordwood and pellet appliances by type and standard.
- Categories and configurations of venting systems.
- Guide to calculating floor protection requirements.
- And much more!



## HEARTH 101: Introduction to Hearth Systems

HEARTH 101 is specifically designed to provide basic product and technical information about all major hearth categories that is ideal for new hires. Product knowledge is the foundation of high-end specialty retailing. While HEARTH 101 is specifically designed in the context of selling, your entire staff will benefit from this knowledge.

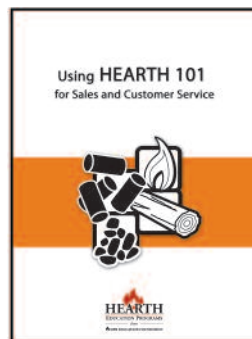


This volume is an ideal tool for learning the concepts of hearth systems so that every member of your staff can answer customer questions. The workbook covers fuels, appliances, venting systems, safety, basics of combustion and draft, installation configurations, and more.

## Using HEARTH 101 for Sales and Customer Service

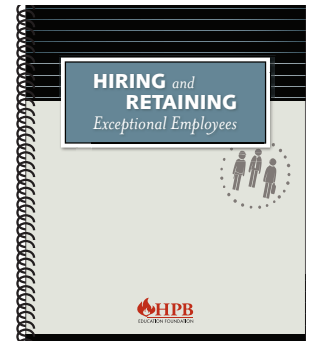
This follow-up workbook is for sales and customer service personnel and provides the tools for effectively combining technical knowledge, sales technique, and customer service skills to make sales...and to get referrals and repeat sales. Using HEARTH 101 offers practical guidance in:

- Understanding customer needs and desires
- Responding clearly and effectively to customer questions and comments
- Providing accurate technical information that relates clearly to product features and benefits



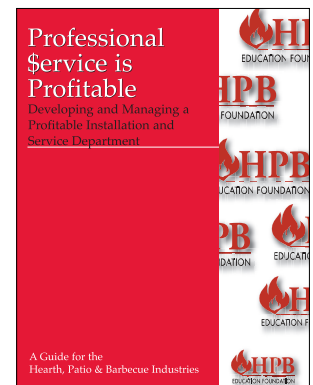
## Hiring and Retaining Exceptional Employees – 2nd Edition

The best way to find and keep good employees is explored through top notch recruiting and hiring techniques. Includes guidelines for creating staff budgets, best practices, standard forms such as applications, performance evaluations, job descriptions and budget worksheets. Tips for motivating and retaining employees completes the guide.



## Professional Service is Profitable

Running a profitable service department is much different than selling products. This guidebook serves as a reference tool to assist hearth professionals in creating a service department, or better managing this essential activity within the business. The workbook provides solid insight for developing business plans, managing service department finances (including the "real costs" of service), overseeing installation and service personnel, writing service contracts, and other crucial installation and service topics. An appendix of sample service forms and checklists is included.



**For pricing and purchasing information,  
visit the HPBEF Online Store at  
[www.hpbef.org/online\\_store.html](http://www.hpbef.org/online_store.html)**



**All Roads Lead to the Foundation**

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