

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 Sumitomo Electric Lightwave website at www.Sumitomoelectricleightwave.com. If interest continues, the LFI Candidate should do the following:

- Complete and electronically submit the LFI Candidate Information/Enrollment Form from the “Become an LFI” in the SUPPORT section of the Sumitomo Electric Lightwave 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 via DocuSign®.
 - 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 and execute via DocuSign®. Upon full execution, all parties will receive a final copy electronically.
2. Pay the training fee for the appropriate class, either Tier 1 or Tier 2 training fee by 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 6 BICSI CECs for Tier 1 and 5 BICSI CECs for Tier 2.

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. Appropriate members completing the training shall include a BICSI RCDD and a Project Manager.
- In order to maintain a valid License, appropriate members of the LFI Candidate's organization must be retrained a minimum of every two years from the date last trained. Appropriate members requiring retraining shall include Project Managers and Installers.
- SEL's FF101 FutureFLEX designer/installer training course (Tier 1) is a Virtual class and the FF101 1-day FF101 FutureFLEX® designer/installer training course (Tier 2) will be presented at the LFI Candidate's site(s). The Tier 1 FF101 course fee is \$1,500.00 and the FF101 course fees is \$3,200.00 per occurrence based on a maximum class size of 12 students. More than 12 students will require a second class date.

FutureFLEX Training Tier 1 - (Virtual Training Class) shall be conducted in (2) segments requiring approximately (4) Hours / 1/2-Day) per segment. The 1st Segment covers Modules 1 & 2 of the manual and includes (5) Instructional Video's demonstrating various ABF installation techniques. Modules 1 & 2 shall be delivered on a Flash Drive to your Company Contact arriving shortly after payment has been received and is the responsibility of the class attendee's to review/study prior to the date of the Virtual Class. All hands-on materials and training manuals for the class will be shipped to the customer supplied address prior to the scheduled class date. The 2nd Segment covers Modules 3 & 4 of the manual and shall be conducted "Virtually" by an SEL Engineer/Instructor. Microsoft Teams shall be the preferred collaboration and meeting software used and MUST be supported from your training site.

SEL's FutureFLEX Training Tier 2 - (In-Person Training Class) shall be conducted at the Customer's site. This will be a Hands-On Class covering all 4 Modules of the FF101 Installation Course in One (1) 8-hour day. All hands-on materials and training manuals for the class will be shipped to the customer

supplied address prior to the scheduled class date. The Maximum class size is limited to (12) students. More than (12) students require the purchase of a second class at the Standard Unit Price listed above.

***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.*

- 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 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. Should the recipient of the training certificate change employers, then the training certificate stays with the original company and does not transfer to another company.
- At the end of each 1-year License period, the LFI may choose to renew their License for another 1-year period. Training for any newly involved individuals may be required.

NOTE:

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.

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.