

# SPF ASSISTANT CHECKLIST



## **Step 1 - Complete & submit the following:**

\_\_\_\_\_ SPFA PCP SPFA PCP Enrollment Order Form - F-222-003

## **Step 2 - Forms & Documentation - Complete & submit the following:**

\_\_\_\_\_ SPFA PCP Individual Certification Agreement - F-222-052

## **Step 3 - Examinations - Successfully pass the following:**

### **Written Exams:**

### **Individual Single Exams: (paper or online)**

\_\_\_\_\_ SPF Assistant Written Exam

PLEASE SUBMIT ALL DOCUMENTS TO:  
SPFA Professional Certification Program (PCP)  
1600 Boston-Providence Hwy  
Walpole, MA 02081

Fax: 1-866-242-5000 or e-mail: [admin@spfapcp.org](mailto:admin@spfapcp.org)  
Questions? Please call: 1-866-222-5000