

Accredited Company Liaison Checklist



The Accredited Company Liaison is point person between Accredited Company and PCP. Liaison should have working knowledge of PCP procedures, paperwork, deadlines and standard operating procedures. If unfamiliar with any of these items, SPFA and PCP staff are always available to assist.

Responsibilities:

- _____ Review and implement the applicable steps as defined in the Accreditation and Certification Handbooks.
- _____ Ensure all eligible company SPF field personnel successfully complete CPI on-line Health and Safety Course.

Forms & Documentation:

- _____ Ensure all appropriate SPFA PCP Paperwork is completed and submitted in timely fashion.* This includes, but may not be limited to:

Individual Certifications:

- _____ SPFA PCP Certification Registration Form for all eligible personnel – F-222-002
- _____ SPFA PCP Individual Certification Agreement – F-222-052
- _____ SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing (Contractor only))
- _____ SPFA PCP Order Form – F-222-003

Contractor Company Accreditation Only:

- _____ SPFA PCP Contractor Company Accreditation Registration Form - F-222-037
- _____ SPFA PCP Company Accreditation Agreement – F222-033
- _____ SPFA PCP Contractor Company Accreditation Experience Declaration - F-222-035
- _____ SPFA PCP Contractor Company Accredited Company Cost and Fees Forms – F-222-036

Supplier Company Accreditation Only:

- _____ SPFA PCP Supplier Company Registration Form - F-222-043
 - _____ Written Examiner Paperwork - SPFA Written Examiner Agreement F-222-006
 - _____ Field Examiner Paperwork and annual renewals - SPFA PCP Field Examiner Pre-Qualifications Form F-222-046 & letter of reference
 - _____ SPFA PCP Supplier Representative Paperwork and annual renewals
 - _____ SPFA PCP Written and Field Exam schedule and appropriate paper work - SPFA PCP Work Order for Field & Written Examiners - F-222-030
- _____ SPFA PCP Company Accreditation Agreement – F222-033
- _____ SPFA PCP Supplier Company Accreditation Fee & Costs Order Form - F-222-042

***Liaison must submit all paperwork together, and not in piecemeal fashion. It is role of Liaison to track down any missing paperwork or criteria from that company's personnel.**

I acknowledge my responsibilities as Liaison -

Date: _____

Signature: _____

PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP), 1050 Connecticut Avenue NW Suite 500, Washington, D.C. 20036
Fax: 1-866-242-5000 or e-mail: admin@spfapcp.org Questions? Please call: 1-866-222-5000