



## **SPF PROJECT MANAGER CHECKLIST**

### **3rd Party H&S - Successfully complete & submit copy of current certificate or card:**

- CPI on-line Health and Safety Course
- OSHA 30 hour Construction Course
- Adult CPR Course **AND** Adult First Aid Course

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

- SPFA PCP Certification Registration Form - F-222-002
- SPFA PCP Order Form - F-222-003
- SPFA PCP Individual Certification Agreement - F-222-052
- SPFA PCP Experience Declaration (F-222-004 Insulation/F-222-048 Roofing)
- Digital color photo of yourself for certification ID card

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

- SPF Assistant Written Exam
- SPF Installer Written Examination
- SPF Master Installer Written Examination
- SPF Project Manager Written Examination

PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP)  
1050 Connecticut Ave., NW, Suite 500  
Washington, DC 20036

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

Questions? Please call: 1-866-222-5000