



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.

The Liaison must be able to:

- _____ Review and implement the applicable steps as defined in the Accreditation and Certification Handbooks.
- _____ Ensure all eligible company personnel successfully complete CPI on-line Health and Safety Course and keep it current.
- _____ Ensure all appropriate SPFA PCP Paperwork is completed and submitted in timely fashion*. This includes, but may not be limited to:
 - _____ Certification Registration Form and Fee for all eligible personnel
 - _____ Accredited Company Cost and Fees Forms (as applicable)
 - _____ Experience Declaration Form(s) (as applicable – Contractor Only)
 - _____ Accreditation Agreement (as applicable for company accreditation)
 - _____ Certification Agreement (as applicable for individual certifications)
 - _____ Written Examiner Paperwork
 - _____ Field Examiner Paperwork and annual renewals
 - _____ SPFA PCP Written and Field Exam schedule and appropriate paperwork(Supplier Company Only)

***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 - Signature: _____

Date: _____

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