



SPF CONTRACTOR COMPANY CHECKLIST

- _____ Fill out and return the SPFA PCP Accreditation Registration Form
- _____ Fill out and return the SPFA PCP Accreditation Costs & Order Form & Fee
- _____ Fill out and return the SPFA PCP Accredited Company Liaison Form
- _____ Fill out and return the SPFA PCP Accreditation Company Experience Form
- _____ Sign and return the SPFA PCP Accreditation Agreement
- _____ Submit documentation verifying your company met the criteria for:
 - _____ Proof of Business
 - _____ Licensing or Registration
 - _____ Certificate of Insurance
 - _____ Copy of Written Safety Program (electronic)
 - _____ Annual Training (Proof/Sign in Sheet, etc)
 - _____ Tool Box talks (Sampling only)
 - _____ Personnel
 - _____ Field Personnel (all have to have current CPI)
 - _____ Liaison
 - _____ Qualified Individuals
 - _____ 1-10 employees or contracted personnel
 - 1 Project Manager and 1 Master Installer or Installer*
 - _____ 11-20 employees or contracted personnel
 - 1 Project Manager and 2 Master Installers or Installers

(*Installers must be supervised by Project Manager or Master Installer)

_____ 21-+employees (see Handbook)

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