

# 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), 1600 Boston-Providence Hwy Walpole, MA 02081  
Fax: 1-866-956-5819 or e-mail: [admin@spfapcp.org](mailto:admin@spfapcp.org) Questions? Please call: 1-866-222-5000