

Accredited Company Liaison Checklist



The Accredited Company Liaison is the point person between Accredited Company and PCP. The 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 Enrollment Order Form to pay for exams: Assistant, Installer, Master Installer, Project Manager:
[SPFA Enrollment Order Form for A, IN, MI, PM-F-222-153 rev 0](#)
- _____ [SPFA Enrollment Form-F-222-003 rev 14](#) (digital form embedded in online exam and completed at that time)
- _____ [SPFA Certification Agreement-F-222-052 rev 9](#) (digital form embedded in online exam and completed at that time)
- _____ [SPFA Insulation Experience Declaration-F-222-004 rev 8](#) (digital form embedded in online exam and completed at that time)
- _____ [SPFA Roofing Experience Declaration-F-222-048 rev 9](#) (digital form embedded in online exam and completed at that time)

Contractor Company Accreditation Only:

- _____ SPFA PCP Company Liaison Checklist- F-222-032
- _____ SPFA PCP Company Accreditation Agreement – F222-033
- _____ SPFA PCP Contractor Company Accreditation Experience Declaration - F-222-035
- _____ SPFA PCP Contractor Company Accreditation Registration Form - F-222-037
- _____ Ensure all eligible company SPF field personnel successfully complete CPI on-line Health and Safety Course.
The link for the free online training is: [CPI Training](#)
- _____ Submit a copy of the Contractor company Certificate of Liability
- _____ Submit a copy of the Contractor company Workers Compensation
- _____ Submit a copy of the Contractor company License or Registration
- _____ Submit a copy of the Contractor company Proof of Business
- _____ Submit a copy of the Contractor company Safety Program-electronic version
- _____ Submit a copy of the Contractor company Annual Training Signature Sheet
- _____ Submit a copy of the Contractor company Toolbox Talk
- _____ Submit payment for the company accreditation fee (only once all above items are completed)
Online payment Link: [SPFA Accredited Contractor Company Order Form-F-222-146 rev 0](#)

Accredited Company Liaison Checklist



Supplier Company Accreditation Only:

- _____ SPFA PCP Company Liaison Checklist- F-222-032
- _____ SPFA PCP Company Accreditation Agreement – F222-033
- _____ SPFA PCP Supplier Company Registration Form - F-222-043
- _____ Ensure all eligible company SPF field personnel successfully complete CPI on-line Health and Safety Course.
The link for the free online training is: [CPI Training](#)
- _____ Code of Conduct – details explaining what this is, found on Form F-222-040 Accredited Supplier Company Checklist
- _____ Submit payment for the company accreditation fee (only once all above items are completed)
Online payment link: [SPFA Accredited Supplier Company Order Form-F-222-147 rev 0](#)
- _____ Employ minimum 2 Written Examiners or contracted – contact SPFA office for requirement details
- _____ Employ minimum 1 Field Examiner or contracted – contact SPFA office for requirement details
- _____ Employ minimum 1 Supplier Representative - must successfully complete the SPFA PCP Supplier Representative Certification

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