

## QA Program Renewal Confirmation Checklist

Circle the answer applicable for your company. A "No" answer is acceptable. For all "No" answers, please email a copy of the updated information. If you have any questions about this form, please call or email the QA Program ([qaprogram@acca.org](mailto:qaprogram@acca.org), 703-824-8877)

Does the company still have policies to support the QA Contractor Elements in effect?

**Yes No**

A sample template of company policies is available at <http://qacontractors.org/resources> as a free MS Word download. Feel free to use this template as the basis for devising or revising your applicable company policies.

Is your insurance broker still the same?

**Yes No**

Circle "Yes" if you have the same insurance broker. If the insurance carrier (e.g., Federated) is the same, but the broker has changed, then please stop and upload a certificate of insurance from the new brokerage. Please ensure ACCA is listed as a certificate holder.

Is the company's Insurance (General Liability, Auto, and Workers Compensation) current?

**Yes No**

All three types of insurance coverage must be current, though they may be provided by different carriers or brokers.

If your company has an exception for Workers Compensation insurance, it must be current.

Is the Corporate Business Registration for the state current?

**Yes No N/A**

Required for companies that are "S" Corporations, "C" Corporations, LLCs, LLPs, and other types of corporate entities. This may not be applicable to a sole-proprietor therefore, select N/A.

Does the same person hold the state Mechanical Trade License, and is it current (has not expired)?

**Yes No N/A**

This applies in states that require a trade license (or in some cases, a Home Improvement License). The person named on the license must still be properly affiliated with this company and the license must be current.

Is the local Business Registration for the City, County, and Municipality current?

**Yes No N/A**

Your business must be properly registered as required by the city, county, and/or municipality. Typically, only one jurisdiction requires the business to be registered, although some do require concurrent registrations.

This company agrees to fulfill the promises and agreements documented in the QA Accreditation Program's Contractor's Agreement (dated January 2014) as indicated by the signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date