



# **PDCA Accreditation Renewal**

## **Maintaining Accreditation**

Continuing education in today's world is not a luxury...it is a business imperative. That is why the painting field's premier seal of excellence, Accreditation, requires continuing staff development.

## **Requirements**

During each two year Accreditation period companies are expected to complete a total of 24 credits allocated to the subject areas as listed below. Most courses are applicable to multiple categories. Courses may only be claimed for credit once. This applies to *all* previously claimed and allocated programs. Instances where a program is completed by more than one staff member of the company may not be submitted for multiple claims. Courses must be submitted/reported to PDCA Headquarters by the deadline for the Accreditation period in which they were completed. Credits earned are applied to the company renewal period based on the completion date of the activity. Credits are not eligible to be transferred from one Accreditation period to another. Companies will receive a 90 day grace period for submission of materials after the end date of the Accreditation period. Submission of the renewal form (included in this document) and payment of the Accreditation Renewal fee are required.

## **Credit Distributions/Allocations**

- Accounting (2 credits)
- Finance (2 credits)
- Human Resources (2 credits)
- Management (2 credits)
- Products / Equipment (2 credits)
- Production (2 credits)
- Risk Management (2 credits)
- Sales / Marketing (2 credits)
- Electives (8 credits - up to 4 credits of waivers may be applied, see below)

## **Electives Waivers**

In addition to educational activities the following accomplishments may be applied to the Elective requirements up to a maximum of four (4) credits waivers.

- Annual PDCA Membership (1 credit per year / max 2 per Accreditation period)
- Attendance at PDCA's Annual convention (1 credit per event / max 2 per Accreditation period)
- \$100 purchase of PDCA publications (1 credit per purchase / max 4 per Accreditation period)
- Annual service as a PDCA National, Council or Chapter Board member (1 credit per year / max 2 per Accreditation period)
- Annual service as a PDCA Committee member (1 credit per year / max 2 per Accreditation period)
- Attend a PDCA Council Convention (1 credit if not approved through Contractor College / max 4 per Accreditation period, proof of participation required)
- Attend ½ or more local Chapter meetings during the renewal period – (1 credit / max 1 per Accreditation Period, proof of participation required)

## **Contact PDCA**

- Phone: (800) 332-7322
- Email: [contractorcollege@pdca.org](mailto:contractorcollege@pdca.org)



# Accreditation Renewal Application



Contact Information

**Complete this form and return to PDCA with payment.**

*(If PDCA has accurate contact details for your company only complete the Company Name, Contact Name and Membership Id portions of the contact information section below.)*

\_\_\_\_\_  
Company Name Membership ID (if applicable)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
Email Website

Payment Information

**Renewal Fee**

Member Rate: \$199<sup>00</sup>  Non-Member Rate: \$299<sup>00</sup>

If paying by check, make checks payable to "Painting and Decorating Contractors of America".

Credit Card Type :  Visa  Mastercard  American Express

\_\_\_\_\_  
Card Number Expiration Date

\_\_\_\_\_  
Name on Card *(if different from contact information above)*

\_\_\_\_\_  
Signature Date

**Billing Information/Address** *(if different from contact information above)*

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**Send this completed form to PDCA Headquarters**

Mail: PDCA Headquarters      Fax: 314-514-9417      Email: [contractorcollege@pdca.org](mailto:contractorcollege@pdca.org)  
Attention: Contractor College  
1801 Park 270 Drive Suite 220  
St. Louis, Missouri 63146