



PDCA Contractor College Accreditation Application

The PDCA created Contractor College to provide a quality source of education in the painting and decorating industry. The Accreditation program from Contractor College provides top quality, practical business educational opportunities for contractors on-line and through its local network of Councils, Chapters and Forums.

Contractor College Accreditation has been created to provide recognition to qualified and distinguished painting and decorating contractors' businesses. PDCA Accreditation identifies to consumers and consumer's agents those companies that have been recognized by PDCA as outstanding painting and decorating companies.

Getting Started

Companies interested in pursuing Accreditation through PDCA's Contractor College should begin the process by submitting an enrollment form. This form can be found online at www.pdca.org.

Timeframe

Companies will be given an 18 month period in which to complete the business documentation and educational requirement for Accreditation starting on the date of enrollment to the program. Companies that fail to complete the requirements within the 18 month time frame must start the process over if they wish to pursue Accreditation. This includes submission of a new enrollment form and payment of the application fee as well as all courses and business documentation. *Educational activities completed up to 30 days prior to enrollment may be submitted for credit with proper course documentation.*

Expectations

Organizations interested in becoming Accredited must achieve a level of recognized business performance by demonstrating they have operated a legitimate business that rests on a foundation of commonly accepted business practices. Documentation requirements serve as a means to establish that the company is operating legally and ethically. Full details on these requirements are contained within this document and online at www.pdca.org. All supporting documentation (course completion certificates, business documentation, etc.) must be sent to PDCA's Contractor College using the contact information below.

Renewal

Companies who achieve Accreditation are required to complete ongoing education and training to maintain active status. The renewal requirements are to be completed during every 24 month period of Accreditation. The first 24 month renewal period begins on the date Accreditation is awarded. Subsequent renewal periods begin on the first day after the previous period expires. More information on the renewal requirements are outlined in the Accreditation Renewal guidelines which are available online at www.pdca.org.

Sub-Contracting Clause

Companies that regularly and customarily utilize other contractors ("subcontractors"), to fulfill services may only use other eligible Accredited contractors ("subcontractors"), or contractors ("subcontractors") enrolled in the Accreditation program. Failure to comply with this provision may result in disciplinary proceedings which may include revocation of Accreditation.

Questions and Submissions

All inquiries and submissions should be directed to PDCA Contractor College: 1801 Park 270 Drive, Suite 220, St. Louis, Missouri 63146; Fax: (314) 514-9417; Phone: (800) 332-7322; or Email: contractorcollege@pdca.org.



Contractor
College



Accreditation Enrollment Form

The PDCA created Contractor College to provide a quality source of education in the painting and decorating industry. The Accreditation program from Contractor College provides top quality practical business educational opportunities for contractors on-line and through its local network of Councils, Chapters and Forums.

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Contact Information	Company Name	Membership ID <small><i>If Applicable</i></small>	
	Applicant Name	Title / Position with Company	
	Company Street Address		
	City	State	Zip Code
	Phone Number	Fax Number	
	Email Address	Website	
	General	1) What services does your company offer? (Check all that apply) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Decorative <input type="checkbox"/> Wallcovering <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Other _____	
2) Does your company derive 75% of its total sales from Painting and Decorating activities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3) Has your company been in a full-time continuous operation for at least three (3) years? This is required for Accreditation. (Two years in the construction field may be substituted for one (1) year as a painting and decorating contractor up to a maximum of two (2) years.) <input type="checkbox"/> Yes <input type="checkbox"/> No			



Educational Requirements



The required 18 credits of educational activity are listed below. Certificates of completion or other course completion verification should be sent to PDCA Contractor College: 1801 Park 270 Drive, Suite 220, St. Louis, Missouri 63146; Fax: (314) 514-9417; or Email: contractorcollege@pdca.org. Courses can be completed online (www.pdca.org), at the annual PACE convention, through PDCA's local network of Councils, Chapters and Forums and through other approved educational activities & course work. Please review the PDCA website (www.pdca.org) for the latest information on courses and approved events.

Twelve (12) Core courses (available online at www.pdca.org)

Eight (8) Technical Courses

- Application
- Coating Technology
- Color
- Environment
- Paint Types and Manufacture
- Safety
- Specifications
- Standards

Four (4) Business Courses

- Building a High Performance Organization
- Building a Powerful Business Strategy
- Managing for High Performance
- Marketing Strategy 1

Four (4) Elective credits from any categories of the Curriculum

- Business Practices and Procedures
- Practical Business Techniques and Applications
- Technology of the Industry and Profession
- General Electives

Two (2) Additional Elective courses - or - Two (2) Industry Involvements from the following list

- PDCA Membership
- PDCA Forum Membership
- Professional Association Membership
- Attendance at PACE
- Presenter for a Seminar or Workshop on a Painting and Decorating industry topic.
- Winner of a PDCA Picture it Painted Professionally (PIPP) award or PDCA Safety Award
- Author of an Article in DECO Magazine or PDCA's Electronic Newsletter
- Contributor of Pro Bono Painting and Decorating services
- Contractor PEER Group Membership
- Service as a PACE education chair

Educational activities completed up to 30 days prior to Accreditation enrollment may be submitted for credit with proper course documentation.

Contractor College online courses are typically one (1) hour in length and are accompanied by a test which must be completed with a score of 70% or higher in order for the course to apply toward the 18 hour education requirement. Participants may retake tests to achieve a passing score.

Any employee of the company may complete courses toward these requirements. Courses taken by any individual other than the owner of the company must be accompanied by a proof of knowledge transfer to the company's employees. For example, course knowledge can be discussed at weekly and/or monthly company meetings. This requirement can be verified through completion of the Verification Form or written confirmation from the owner of the company (included in this document).



Business Documentation



Every company must provide copies of the specific documents listed below to complete the program. These documents must be submitted no later than the Accreditation criteria's 18 month deadline. These documents may be submitted separately or together. Submissions become the property of PDCA. Send materials to PDCA Contractor College: 1801 Park 270 Drive, Suite 220, St. Louis, Missouri 63146; Fax: (314) 514-9417; or Email: contractorcollege@pdca.org.

Business Documents *(Do not send original documents.)*

- Mission Statement
- Sample Business Proposal
- Business License (when required by local laws)
- Contractors License (when required by local laws)
- EPA Registration (for companies which provide Lead services)
- Federal Tax Identification Number
- State Tax Identification Number
- Code of Ethics (with signature) *included in this document*
- Proof of Insurance — Auto
- Proof of Insurance — Liability
- Proof of Insurance — Worker's Compensation
- Sample Budget
- Safety Plan *
- Accreditation Affidavits (two required) *included in this document* **
- Cash Flow Projections
- Estimating Procedures
- One (1) Year Objectives
- Five (5) Year Business Plan

* Safety Plan including:

- Safety Policy
- Safety Rules
- Hazard Communication Program
- Respiratory Protection Program
- Lead Compliance Program
- Fall Protection Program
- Safety Meeting Training Log

** The Verification Affidavit form is to be submitted by two (2) third-party references for the company. Submissions may come from customers, suppliers and other vendors , etc.



Accreditation Affidavit Form



You have been selected as a reference for a PDCA Contractor College Accreditation enrolled company. Thank you in advance for providing your opinion as a part of this process. Please complete the following Affidavit Form and return it to PDCA Contractor College: 1801 Park 270 Drive, Suite 220, St. Louis, Missouri 63146; Fax: (314) 514-9417; or Email: contractorcollege@pdca.org.

Company	<hr/> Company Name
Description	Please provide a brief description of the applicant company's business activity. <hr/> <hr/> <hr/>
Reputation	Please provide your view of the general reputation of the applicant company. <hr/> <hr/> <hr/>
Signature	I attest that the information submitted is true and correct to the best of my knowledge. <hr/> Signature Company <hr/> Print Name Phone Number Email



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ACCREDITATION CODE OF ETHICS

This Code of Conduct serves as the foundation for PDCA Accreditation. Every Accredited Contractor participant has agreed to adopt these guiding principles in all business activities.

Pledge of Accredited Contractors

- ◆ To develop through continuing education the highest degree of business and technical knowledge.
- ◆ To Provide the services of the profession and industry to the fullest technological ability.
- ◆ To faithfully fulfill all contracts.
- ◆ To adhere to federal, state & local laws and administrative regulations regarding the use and disposal of paints and supplies.
- ◆ To promote the spirit of this Code and objectives of our profession and industry.
- ◆ To establish and maintain the highest level of reciprocal respect and goodwill with all segments of the industry.
- ◆ To provide a safe working environment by establishing good safety practices in compliance with federal, state & local laws and administrative.
- ◆ To conduct individual operations according to the highest professional and industry standards.
- ◆ To conduct one's self in a professional manner at all times and in an ethical manner.
- ◆ To report to PDCA, contractors tarnishing the Accreditation privilege (through misuse of the Accreditation logo, hiring of contractors who are not Accredited, or other Accreditation violations).

PDCA's Obligation to Accredited Contractors

- ◆ To encourage the free exchange of ideas.
- ◆ To maintain receptivity to suggestions and the willingness to adapt to the changing needs of learners.
- ◆ To continually develop and expand the educational offerings presented through Contractor College.
- ◆ To promote all the precepts of this Code.
- ◆ To present a broad and favorable image the painting and decorating profession & industry across the Nation.
- ◆ To promote equal treatment of all learners.
- ◆ To provide fact-based, progressive education through PACE, the Internet and participating Councils, Chapters and Forums using highly qualified instructors.

This company has read and agrees to adopt the Accreditation Code of Ethics in all business activities and understands that failure to adhere to the Accreditation Code of Ethics herein may result in suspension or revocation of Accreditation.

Signature

Date

Print Name

Title

Company