

NIPA Accreditation and Renewal Check List

This is meant to be a working document only, it is not necessary to send it with the application.

| ACCREDITATION CHECK LIST | | |
|---------------------------------|---|--------|
| BEFORE YOU START | | Yes/No |
| 1 | Have you read the "How To" document, it will really help? | |
| 2 | Are you aware that there are NIPA Templates to help you complete your application? | |
| 3 | <p>The first thing to do is ask your three best customers for a testimonial. Then send them the Pro Forma so they can fill it out and send it to the Accreditation Assessor.</p> <p>This may take them some time, so get in early.</p> | |
| BEFORE YOUR FINISHED | | |
| 1 | <p>Have you paid the fee? Your application cannot be processed until the fee is paid.</p> <p>NB: If you post a cheque it goes to a <u>different</u> address to that of the application.</p> | |
| 2 | Have you sent your application by registered post? This should avoid postal/delivery problems? | |
| 3 | <p>Have you taken a copy of your application? You will need it in two years time for renewal or to answer questions from the assessor?</p> <p>One easy and quick way to take a copy is go to the local News Agent or Office supplies; they can usually copy multiple pages very quickly with very expensive copiers.</p> <p>The documents you send will not be returned. The application and supporting documentation will be held on file by the third party Accreditation Assessor for validation and future reference.</p> | |
| 4 | Have you enclosed and referenced all supporting documentation requested by the application. Where stipulated, have these been signed by a Justice of the Peace, lawyer or solicitor? | |
| 5 | Have your responses to questions been labelled with same paragraph numbering as in the application. | |
| 6 | Have you organised your documentation to make it easy for the assessor to find things. | |