

APPLICATION SUBMISSION REQUIREMENTS



Our company currently upholds the following NALP Accredited Company requirements:

- Utilizes standard written contracts or agreements that include scope of work as applicable to state/provincial laws.
Provide: Sample of a recent contract or agreement – do not include client information. *Note: This may be formal or informal but must include information detailing what the client should expect in return for services rendered.*

- Maintains written warranty on materials and installation, or statement saying otherwise.
Provide: Sample warranty document – do not include client information.

- 1 in 10 non-seasonal/full time staff for each location are Landscape Industry Certified with at least one person on staff holding the designation of Landscape Industry Certified Manager. *For companies with less than 10 full time employees, there must be at least one Landscape Industry Certified manager on staff.*
Provide: No documentation required. NALP will verify certification status.

- Offers ongoing training for staff and management.
Provide: Sample of training program materials and roster of attendance for current year.

- Distributes an employee handbook that outlines fair and equitable practices, and adheres to legal and regionally specific requirements.
Provide: a) Copy of the handbook that includes signature lines for employee and supervisor to be signed annually, as well as statement verifying supervisor-led overview of handbook for employee; and b) Completed Safety and Employee Checklist Policy included in this application process.

- Runs a financially stable business.
Provide: A statement or letter from an independent third party – an accountant or bank manager – that confirms the financial stability and viability of the company. Do NOT submit financial data.

- Maintains a current certificate of workers compensation.
Provide: A copy of certificate and workers compensation insurance mod rate. U.S. companies: Provide a copy of your company's voluntary or non-voluntary OSHA review if received within the previous 12 months.

Signature: _____

Date: _____