**CERTIFICATION APPLICATION**

**Please complete, sign and return to CSIA. Retain a copy for your reference.**

*Member Profile:* This section communicates a member’s intent to apply for certification status and describes criteria for becoming CSIA Certified and maintaining the certification. Much of the information is for the auditor to understand your company prior to visiting for the audit.

|  |  |
| --- | --- |
| Certification Contact Name:        | Job Title:       |
| Company Name:        | Contact Phone:       |
| Contact Email Address:       |
| Head Office Mailing Address:      City:       State/Province:       Postal Code:       Country:       |
| Certification Site Mailing Address (if different from above mailing address):      City:      State/Province:       Postal Code:       Country:       |

You may choose to be auditing using CSIA Best Practices and Benchmarks version 5 or 6 until April 30, 2024. Any new applications received for certification or recertification on or after May 1, 2024 will use version 6.

[ ]  It is April 30, 2024 or before and I choose to be audited to BPB version 5

 [ ]  It is after April 30 and/or I choose to be audited to BPB version 6

1. Is this office “standalone,” with no dependence on other offices for the purpose of the audit\*?

[ ]  Yes [ ]  No
If No, complete a Multi-office Preaudit Checklist form. \*See the Certification Manual – Branch Office Audits section for further explanation.

1. Total number of employees at this location:

Number of full-time equivalent employees, as averaged over the last three years, who are performing design, programming and/or engineering:

*Not to be included in the count of the number of employees performing design, programming and/or engineering are those:*

* *Performing construction, wiring or assembly tasks*
* *Serving a majority of their time as staff augmentation for clients*
* *Primarily engaged in commissioning or providing field service and support*
1. First time certification? [ ]  Yes [ ]  No If no, list date of last audit and auditing company:
2. Type of audit being requested:

[ ]  Onsite (Auditors travel to the SI site to conduct the audit. This has been our traditional and was the only option in the past)

[ ]  Remote (Note: Available for all members for Branch office audits; limited to currently certified for Head offices. See the Certification Manual – Head Office recertification for further explanation)

1. If you have a preferred CSIA approved auditor, please provide the company and auditor name:
2. If you have a conflict of interest with an auditor(s), provide the company and auditor name and describe the conflict. “Conflict of Interest” is described in the Certification Manual.
3. How many office locations do you currently have?
4. How many offices do you plan to have audited for certification?

*If only one location will be certified proceed to question 8.*

**Additional Locations to be certified:**

|  |  |
| --- | --- |
| Location # 2 | Address:      City:       State/Province:       Postal Code:       Country:       |
| First time certification? [ ]  Yes [ ]  No If no, list date of last audit/auditing company:       |
| Total number of employees at this location:        |
| Number of full-time equivalent employees, as averaged over the last three years, who are performing design, programming and/or engineering:       *Not to be included in the count of the number of employees performing design, programming and/or engineering are those:** *Performing construction, wiring or assembly tasks*
* *Serving a majority of their time as staff augmentation for clients*
* *Primarily engaged in commissioning or providing field service and support*
 |
| Is this location “standalone,” with no dependence on other offices for the purposes of the audit\*? [ ]  Yes [ ]  No If No, complete a Multi-office Preaudit Checklist form. \*See Certification Manual-Branch Office Audits section for further explanation. |
|  |  |
| Location # 3 | Address:      City:       State/Province:       Postal Code:       Country:       |
| First time certification? [ ]  Yes [ ]  No If no, list date of last audit/auditing company:       |
| Total number of employees at this location:        |
| Number of full-time equivalent employees, as averaged over the last three years, who are performing design, programming and/or engineering:       *Not to be included in the count of the number of employees performing design, programming and/or engineering are those:** *Performing construction, wiring or assembly tasks*
* *Serving a majority of their time as staff augmentation for clients*
* *Primarily engaged in commissioning or providing field service and support*
 |
| Is this location “standalone”, with no dependence on other offices for the purposes of the audit\*? [ ]  Yes [ ]  No If No, complete a Multi-office Preaudit Checklist form. \*See Certification Manual-Branch Office Audits section for further explanation. |

1. List corporate certifications currently held (e.g., ISO 9001, CMMI)

*Please do not list personal certifications*

1. Year corporation was formed.
2. Legal status (i.e., LLC, S Corp, GMBK etc.)
3. In what language(s) does your company conduct business?
4. Business description (select all that apply):

|  |  |
| --- | --- |
| [ ]  Programming  | [ ]  Construction |
| [ ]  Design  | [ ]  Service/Support Contracts |
| [ ]  Engineering | [ ]  Sell Products |
| [ ]  Panel Shop | [ ]  Other:       |

1. List annual revenue (turnover) for systems integration work, as defined in Question 2, for each of the past three fiscal years at this location (including this year).

20      $      20      $      20      $
*Include systems integration materials and labor. Do not include field construction labor and materials, or revenue from other types of business.*

1. Does this system integration work account for more than 50% of your total revenue at this location?
 [ ]  Yes [ ]  No
2. Of the revenue (turnover) generated at this location, what is the percentage of labor/non-labor? (i.e. 60%/40%)       *Answer does not have to be exact. Round it to the nearest tens (i.e. 60/40, 70/30 etc.)*
3. What software tool do you use for financial accounting?
4. What software tool do you use for project accounting?
5. What are the typical industries you serve?
6. Executive overview (a brief description of business objectives, products, etc.):

20. Describe your reasons for seeking or maintaining CSIA Certification.

**Terms and Conditions**

**GENERAL CONDITIONS**

1. A CSIA member company that is audited and found to meet the requirements of CSIA Certification may be granted the CSIA Certified designation. Certifications are valid for (3) three years after which another audit is required to maintain CSIA Certification. All CSIA Certification designations are nontransferable. Any company planning to become CSIA Certified or recertified will be required to pay CSIA a Certification Management fee. This fee is due upon the signing of this application and is nonrefundable for any reason.
2. The auditing process is a matter of contract between the CSIA member company and a third-party auditing company. Other than CSIA’s obligation of confidentiality (as stated below), the CSIA member company agrees that its application to be audited does not create any type of legal or contractual obligation on the part of CSIA to the CSIA member company. The CSIA member company expressly agrees to hold harmless CSIA and all of its employees and other representatives from and against any and all other claims of loss or other liability arising from the audit (other than a breach by CSIA of its confidentiality obligation).
3. Certification is a privilege and not a right granted to any CSIA member that meets the applicable eligibility criteria within the sole discretion of CSIA. Attaining certification does not bestow any property rights or standing of any kind in any CSIA member company.

**REQUIREMENTS**

*The CSIA member company will:*

1. Be a member in good standing during the audit and the entire certification period. All outstanding balances will be paid in full prior to the audit.
2. Prior to an audit, the member company will provide CSIA with the following:
* Completed and signed Certification Application
* Signed Auditing Company Guidelines
* Certification Management fee
1. Inform CSIA in writing if any significant change takes place in the company’s organization after submitting the Certification Application, such as change in ownership, key personnel or changes in facilities. A change in ownership automatically triggers a re-evaluation of the CSIA member company’s certification status within the sole discretion of CSIA.
2. Supply any information needed for evaluation by the auditor.
3. Meet the requirements and abide by the guidelines for CSIA Certification as defined on the Audit Report and in the Certification Management System (CMS) Manual during the entire period of its certification.
4. Agree to have its name and location included in CSIA's Company Directory as being CSIA Certified upon successful completion of a Certification audit.

*CSIA may:*

1. Publicize the accomplishment of CSIA Certification as per standard procedure during the period of certification.
2. Inform the CSIA Certified member six months before their Certification expiry date that an audit is required soon.
3. Notify the CSIA Certified member of any complaints received by CSIA relating to their services or practices.
4. Suspend the CSIA Certification if the Certified member improperly uses the CSIA Certification logo. The policy for use of the logo is found in the CSIA resource library.
5. Withdraw CSIA Certification if the Certified member does not remain a member of CSIA in good standing or does not recertify at the end of a three-year Certification period or extension, if an extension is applicable.

**FINANCIAL**

The Certification Management fee is paid to CSIA and is nonrefundable for any reason. The CSIA member company will be billed by the auditing company according to the terms of the auditing company’s agreement with the CSIA member company for all of the auditor’s fees including travel and living expenses. In the event that a follow-up audit is required, additional fees may be incurred. The audit cancellation or postponement policy of the auditing company applies.

Below is a table outlining the approximate cost of CSIA Certification:

|  |  |
| --- | --- |
| **CSIA Certification** | **Cost** |
| Certification Management fee | $700 (per location) |
| Projected audit fee for a head office. Branch offices may be less. Audit fees are paid directly to the auditing company. | $5,000 - $10,0000 (estimated)Audit expenses vary depending on location, on-site/remote (which may or may not be less expensive), travel time and expenses. Contact the auditing firm for a quote.  |
| **CSIA Recertification** | **Cost** |
| Recertification Management fee | $500 (per location) |
| Projected audit fee for a head office. Branch offices may be less. Audit fees are paid directly to the auditing company. | $5,000 - $10,0000 (estimated)Audit expenses vary depending on location, on-site/remote (which may or may not be less expensive), travel time and expenses. Contact the auditing firm for a quote. |

**WAIVER OF NONDISCLOSURE**

The CSIA member company hereby gives permission to the auditor and auditing company to share the results of its CSIA Certification Audit Report with CSIA staff and the CSIA Certification Committee. This information will be used for the purpose of review and pass/fail determination by the CSIA CEO. It will also be combined with information from other audit reports for data analysis purposes. The information will remain confidential and will not be used nor disclosed in any promotion of the CSIA Certification process. This is a one-time release and does not apply to any future audits. See the Pilot Audit Participants section below for an exception.

**CONFIDENTIALITY**

It is understood that employees and other representatives of CSIA may review confidential information provided by the CSIA member company. To ensure the protection of such information, CSIA agrees that confidential information about a member shall not be disclosed to a third party without the written consent of the member or as required by the law. Where the law requires information to be disclosed to a third party, the member shall be informed of the information that was provided.

**ONLY AGREEMENT**

This application is the only understanding between the CSIA member company and CSIA on the topic of the CSIA member company’s application to become CSIA Certified or recertified. This application expressly supersedes all prior commitments, statements, representations or agreements between the parties of any kind.

     (CSIA member company) hereby applies to CSIA for CSIA Certification at the location(s) listed on this application. The undersigned is the owner, manager, officer or principal of the CSIA member company with full authority to execute this application on its behalf.

Signed:

Printed Name:       Title:       Date:

[ ]  I certify that the applicant meets all of the certification requirements described above and that the above information is correct.

**Pilot Audit Participation Agreement** (*Only complete if you have reviewed the pilot audit criteria and are interested in being a pilot audit participant. Pilot audits are performed when the audit criteria have changed. Each request for participation will be reviewed for suitability. Some requests for participation may not be accepted.)*

By entering into this Pilot Audit Participation Agreement, the member agrees to allow the CSIA Best Practices Committee to use the results of the audit for the purpose of assessing and finalizing scoring and pass/fail benchmarks. Initial audit results will be reviewed with the member at the time of the audit but final results will not be available until all pilot audits are complete. Upon finalization of scoring and pass/fail benchmarks from all pilot audits, a final assessment of the member’s audit results will be made relative to the finalized benchmarks. Certified Member status of the member shall remain in effect until results are finalized provided the member remains in good standing. Once the final audit results are complete, reviewed and signed, a copy of the audit report will be provided for the member’s records and copies will be retained by the auditor and CSIA. If the member meets the passing requirements, the new certification expiration date will be 3 years from the date the pilot audit was initially performed. If the member does not meet the passing requirements CSIA will provide an extension of 6 months as a remediation period. During this period, Certified Member status will remain in effect. Upon meeting the passing requirements, the new certification expiration date will be 3 years from the date the pilot audit was initially performed.

Signed:

Printed Name:       Title:      Date:

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| --- |
| **FOR STAFF USE ONLY** |
| **Eligible: Yes No** | **Certification Level:**  |
| **Comments:** |