

Continuing Education (minimum of 40 points required)

List any continuing education courses you or your employees attended within the last year. Be sure to list the name of the course, the instructor, the organization that presented the course and the date and location of the course. If not a WTCABC offering, please provide a syllabus, course outline or brochure for the committee's review.

Management Seminars (WTCABC Seminars are worth 10 pts. Others are worth 5 pts.)

Course Name	Instructor	Organization	Date & Location

Classes and Short Courses (i.e. Blueprint Reading, Estimating Project Management) (WTCABC Courses and construction or business-related course from an accredited college or university are worth 10 pts. Others are worth 5 pts.)

Course Name	Instructor	Organization	Date & Location

Conferences and Conventions (Attendance at an ABC educational conference or convention is worth 5 points. Other conferences or conventions related to business management or construction are worth 1 point)

Course Name	Instructor	Organization	Date & Location

Administrative skills (WTCABC Courses or courses from an accredited college or university are worth 10 pts. Others are worth 5 pts.)

Course Name	Instructor	Organization	Date & Location

Other Continuing Education (Other seminars, courses or similar type training not applicable to one of the categories above may be listed here for consideration by the committee. The number of points awarded is at the sole discretion of the committee and final)

Course Name	Instructor	Organization	Date & Location



Certified Commercial Contractor

APPLICATION

Introduction

The Certified Commercial Contractor (CCC) program is designed to recognize commercial construction contractors who provide quality workmanship, who are committed to personal and professional growth through continuing education and who provide a safe and positive working environment for their employees. Regardless of the size of your company, any West Tennessee Chapter member company that demonstrates a commitment to these tenets can qualify to become CCC.

Application Instructions

The CCC application asks a series of questions about the operation of your company. Supply the appropriate answer that best describes your company's policy or involvement in the specific activity or program. Please note that compliance with some of the questions is mandatory, while others are optional.

Application Scoring Procedures

The CCC review committee accepts applications year-round. Receiving the CCC designation is based on compliance with the items in the application marked "mandatory" and receiving a minimum of 150 points. Bonus points may be given at the discretion of the committee on items marked with the words "bonus" or "up to." Applications not approved will be returned with a letter of explanation from the committee. Companies who are not certified are asked to wait 90 days before resubmitting.

Application Fee

There is a nominal fee of \$100 for each application submitted. The CCC program is not a profit center for the chapter, but the application fee helps defray a portion of the costs associated with promoting our CCC designees. We can invoice your company for the application fee, but your application cannot be processed until payment is received.

Benefits of Certification

- Recognized among elite in local contracting community
- Promoted in annual publication in Memphis Business Journal & Memphis Daily News
- Press Release to all local media outlets and regional construction publications
- Recognition on WTCABC website and in Construction Advocate e-newsletter
- Recognition at WTCABC functions
- Discounts on all WTCABC training classes and short courses
- Use of special Certified Commercial Contractor logo and decals
- Exclusive opportunities for networking or company promotion
- Letter announcing your certification and describing your achievement for use in company promotional materials





Once selected as a Certified Commercial Contractor, a company must participate in a minimum of 40 points worth of continuing education every year to maintain the designation. After 3 years, the company must reapply to maintain its status.

Company Information

Primary Contact Name _____ Email _____

Name of Company _____

Company Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Company website address _____ Type of Contractor _____

Volume _____ No. Employees _____ Annual Man Hours Worked _____

I have honestly and accurately answered each of the questions in this application to the best of my ability. I understand that the Certified Commercial Contractor committee of the West Tennessee Chapter of Associated Builders and Contractors has the right to request additional information to verify the validity of this application. I also understand that my company name and logo may be used in recognizing our company's achievement as a Certified Commercial Contractor and grant permission for our name and logo to be used.

Name & Title of Authorized Company Representative

Signature of Authorized Company Representative

Date

You may use additional sheets in responding to this application.

Quality (up to 25 points or 5 points per letter)

Provide at least three, but no more than five letters of recommendation from clients worked for in the last two years.

Safety (35 points)

Our company participates in STEP (provide a copy of your STEP application from the current or previous year) **(mandatory)**

You may complete the STEP application as a part of this application. It is not necessary to submit the completed STEP application to National to qualify for CCC.

Provide a copy of your safety handbook or similar information **(mandatory)**

Provide a copy of your company's substance abuse policy **(mandatory)**

If you comply with Tennessee Drug-Free Workplace, you receive an additional 5 points.

Equal Opportunity (10 points)

Please provide a copy of your company's Equal Employment Opportunity statement **(mandatory)**

Professional Accreditations & Certifications (5 points each)

List any nationally or internationally recognized professional certifications and/or accreditations you or your employees currently hold.

Craft Training (10 points)

Describe the types of craft training your company provides, who conducts the training and how often training occurs. Provide sufficient supporting documentation.

Community Relations (up to 15 points)

Describe how your company and your employees give back to your community. Provide supporting documentation.

Employee Benefits (15 points for providing insurance. Additional 10 points for paying 50% or higher)

Does your company provide access to medical insurance coverage for all employees? **(mandatory)**

If so, what percentage does your company pay?

Bonus Section (up to 50 points at the discretion of the committee)

Is your company in good standing with the Better Business Bureau?

Is your company in good standing with the Chamber of Commerce?

Does your company have a safety director?

Does your company have a policy statement on diversity?

Does your company encourage the use of minority vendors?

Is your company STEP Platinum or Gold?

List any employee benefits you provide other than medical insurance. Provide sufficient supporting documentation.

