

2017 Mandatory Documentation for the CCS Certification Program

The CCS Certification Committee and the CCS Board of Directors have determined that additional documentation will now be required as part of the CCS Certification Program effective January 1, 2017.

Companies that are renewing for 2017 will need to upload their OSHA 300A Logs along with Redacted OSHA 300 Logs by February 1, 2017. All other documentation will need to be uploaded at the time of your annual renewal which coincides with your workers' compensation expiration date.

The following documents will be required to be uploaded effective January 1, 2017:

- **Company Safety Manual/Program*** in one single PDF file. This PDF must include all documents that you reference in your safety program review (SPRS).
- **Redacted OSHA 300 and 300A Logs** – please provide the previous year's redacted (individual names obscured) OSHA 300 log along with the 300A Log. You will be required to provide both logs every January going forward as part of your annual statistical update.
- **Redacted Workers Compensation Loss Runs*** – please provide the past three years redacted (individual names obscured) loss runs. These can be obtained from your insurance carrier.
- **Certificates of Insurance*** – please provide your Workers' Compensation and General Liability certificates of insurance. Please have your insurance carrier provide these to you so that you can upload them to your certification file. It is not necessary for your carrier to mail these or fax them directly to us. CCS should be listed as the certificate holder:

CCS
8909 Purdue Road, Suite 130
Indianapolis, IN 46268

- **Experience Modification Rate (EMR) Letter*** – please provide a letter from your insurance carrier stating your EMR rate for each of the last three years.
- **Minority or Women's Business (MWBE)*** – If you would like to be classified as a minority or women owned business, please provide your certification.

*These documents are to be uploaded as part of your annual renewal in the CCS Certification Program which coincides with your workers' compensation expiration date.