



Contractor Certification Application Instruction Guide

This instructional guide is to help you understand how to complete the application process for the CCS Certification Program. The application is the first step to being evaluated. It is important that applicants answer the questions as accurately as possible as inaccurate information may lead to rejection of an application. Once you have submitted your application, you have 60 days to complete the Safety Program Review Score Sheet (SPRS) and submit it for review.

**Please note that you will need to have OSHA data and EMR information for the last three years in order to be evaluated. If you have been in business for less than three years, you will not be eligible to attain “Certified” or “Qualified” status until you have three full years of data.*

APPLICATION

1. Company Profile

Please be sure that your company name is spelled correctly and that all of the information is entered correctly. You will need to provide your company’s tax identification number. If you have subsidiaries that have the same tax identification number that you would like to include in your record, you will need to answer “yes” to that question and then list the subsidiaries that you wish to include. *Please note that subsidiaries that have a separate tax identification number will have to have a separate record and pay a separate application fee.*

a. Corporation or Division: We also ask if you are applying for a division or corporation. In order to apply for a division, all of the hours that emanate from that division must operate under the same safety program and management. If they do not, then the company must use man-hours and statistics for the entire corporate entity.

b. Worker’s Compensation Expiration Date: The expiration date for your worker’s compensation insurance policy will be used as your annual renewal date.

c. NAICS Code: The NAICS code is used to compare your statistical data to others that do like work. It also allows owners to search by NAICS when they are in need of specific types of contractors.

d. Contact Information: This is the primary person responsible for maintaining your record in the CCS Certification Program. We strongly recommend that you provide two email addresses for your company as the CCS Certification Program uses email to communicate with companies in the program. *All notifications and other communication are sent to the email(s) listed on your record. Please be sure that any email address is one that is checked regularly and that it is entered correctly.*

e. **User Name/Password:** There is only one user name and password allowed for a record. Please be sure to keep a record of these as you will need them to access your record and any information in the database.

f. **Access to Data:** By submitting this application, you are agreeing that all information related to your participation in the CCS Certification Program will be posted on the CCS Certification website for review by owner companies. You also have the option to allow all other participating contractors to view this information. If you don't grant permission, companies will only be able to view your company name and status in the program.

2. Company Data

In order to correctly evaluate and score your company's safety program, we need to know some basic information about the type of work that you perform. We require you to enter your NAICS code, but this section delves more into specifics. This will allow owner companies to better locate you based on the type of work that you do as well as allow an accurate review of your safety program and performance.

a. **Construction Specification Institute (CSI) Code:** Please mark each type of work that you perform.

b. **Type of Work Questionnaire:** In order to properly evaluate your safety program, you must complete this series of Yes/No questions. Please answer "Yes" if any of these are activities that your company currently performs or is likely to perform in the near future. This ensures that the policy requirements of the Safety Program Review Score Sheet (SPRS) match up with the types of work that you perform.

c. **Scope of Work:** This allows you to better describe all of the types of work that your company performs. It also allows the reviewer to better understand the work that you do.

d. **Experience Modification Rate (EMR):** We ask that you provide your EMR rate for the last three years as well as a letter from your insurance provider stating your rate for the last three years. If your company does not receive an EMR for some reason, you will be considered 1.0, which is the basis for the EMR calculation. You will need to provide a letter from your insurance provider stating that your company does not receive an EMR rate.

e. **Injuries and Illnesses:** You will need to provide your company's OSHA 300A Log information for the three most recent years. This information is mandatory for the MICCS Certification Program as part of the evaluation process even if you are not required by OSHA to complete these forms. We also require that you upload the 300A Logs for the three most recent years. The 300A Log form can be found at www.osha.gov.

f. **OSHA Violations:** If your company has had a willful or repeat serious violation or a failure to abate, we need you to provide that information for the last three years.

g. **Fatalities:** If your company has had any fatalities in the last three years, we need you to provide that information. This includes the date of the fatality, a description of the incident as well as the outcome of the OSHA investigation.

h. **Consulting/Loss Prevention Services:** We ask that you provide the name(s) of any safety consultant or loss prevention service that you utilize. We use outside safety consultants as reviewers in the program so we want to prevent any conflict of interest.

PAY

When you get to the Payment Options page, you can choose to pay with a credit card or indicate that you will be mailing a check to the CCS office at 8909 Purdue Rd., Suite 130, Indianapolis, IN 46268. The application fee is \$850 for CCS Association members/\$950 for non-members. *See the list of CCS Association member companies [here](#) if you are unsure whether your company is a CCS Association member.* **The application fee payment must be received by CCS in order for us to assign you to a reviewer to review and score your application. If you have not paid the application fee within sixty (60) days of applying, your application will be rejected.**

DOCS

This is where you will need to upload your company safety manual/program in one single PDF file. This PDF must include all documents that you reference in your safety program review (SPRS). Please upload your three most recent years of OSHA 300A logs as well as a letter(s) from your insurance carrier with your EMR for the three most recent years. *Please note that the EMR letter must include the rate as well as the policy expiration date.*

SPRS

This is where you will reference where the various policies can be found in your written safety manual/program. An SPRS instruction guide is available at the top of each page of the SPRS or by going to the “Program Overview” section on the home page of www.ccs-certification.org.

Once you have completed the SPRS, you will need to submit the SPRS for review. Once you have submitted the SPRS and we have received payment, your program will be evaluated and scored.

Please note that the system will walk you through these steps or you can use your Company Dashboard as a guide to determine what still needs to be completed. Simply click on any of the buttons for the above items to access them.