

F302 – APPLICATION FOR ACCREDITATION: ILAC G13 / ISO GUIDE 43 PROFICIENCY TESTING PROVIDERS

Introduction

The *A2LA Accreditation Program for Providers of Proficiency Testing (PT) Programs* is designed for proficiency testing providers who wish to demonstrate their competence by formal compliance with a set of internationally-acceptable requirements for the planning and implementation of proficiency testing programs. The program will also provide users of proficiency testing programs (laboratories, accreditation bodies, technical assessors, etc...) increased confidence that the programs being relied upon are being operated competently in accordance with specified technical and management system requirements. This application also accommodates those PT providers (PTPs) that want to be accredited as National Environmental Laboratory Accreditation Conference (NELAC) PTPs. Please look for special Notes within this document that specifically address the NELAC PTP requirements.

The requirements for this program are listed in *C302 – General Checklist: ILAC G13 / ISO Guide 43 Proficiency Testing Provider Accreditation Program* and are based on those contained in the *ILAC- G13:2007 (International Laboratory Accreditation Cooperation) Guidelines for the Requirements for the Competence of Providers of Proficiency Testing*. These ILAC requirements are based on ISO Guide 43-1 (1997) and on the relevant elements of ISO/IEC 17025:2005 applicable to characterization, homogeneity and stability testing of proficiency testing materials.

Note: NELAC PT providers must also meet the requirements of the *NELAC PT Provider Requirements Assessor Checklists (C303 and C311)*: The EPA National Standards for Water Proficiency Testing Studies, Criteria Document 1998; and the combined checklist that includes ILAC–G13:2007 “ILAC Guidelines for the Requirements for the Competence of Providers of Proficiency Testing Schemes”, ISO Guide 34 General requirements for the competence of reference material producers, the Chapter 2 NELAC requirements and applicable sections of Chapter 5 NELAC.

This program applies only to the use of inter-laboratory comparisons for the purpose of proficiency testing (to determine the performance of individual laboratories for specific tests or measurements and to monitor laboratories’ continuing performance). It does not include determining the effectiveness and precision of test methods or determining the characteristics of a material to a particular degree of accuracy, such as in the preparation of reference materials.

A2LA recommends that, whenever possible, A2LA-accredited testing and calibration laboratories use *accredited PT providers* to meet the A2LA requirements for participation in proficiency testing.

Application Documents

The full application package includes the following three documents:

- (1) This *Application Form*
- (2) *R302 - General Requirements: ILAC G13 / ISO Guide 43 Proficiency Testing Provider Accreditation Program*
- (3) *C302 – General Checklist: ILAC G13 / ISO Guide 43 Proficiency Testing Provider Accreditation Program*

Note: NELAC PT provider applicants must have:

- (1) This *Application Form*
- (2) *R303 – Specific Requirements: NELAC Proficiency Testing Provider Accreditation Program*
- (3) The *NELAC PT Provider Requirements Assessor Checklists identified above (C303, C311)*.

If you do not have the appropriate documents, please contact A2LA Headquarters (301) 644-3248 to obtain them.

ACCREDITATION PROGRAM FOR PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS

Typical Steps in the Accreditation Process

1. The applicant obtains an official copy of ILAC G13:2007 from http://www.ilac.org/documents/ILAC_G13_08_2007.pdf.

Note: In addition to ILAC G13, NELAC PTP applicants shall also obtain ISO Guide 34 and ISO/IEC 17025-2005 and complete and fax the ownership confirmation form (F303) to A2LA.

2. A2LA provides the applicant with an electronic or hard copy version of the ISO/IEC Assessor Checklists so the applicant can perform a self-assessment to verify compliance to the requirements. The applicant may download the NELAC Chapter Two Checklist and the EPA National Standards for Water Proficiency Testing Studies Criteria Document Assessor Checklists from the A2LA Website www.A2LA.org. **However, due to copyright restrictions, in order to obtain the ISO Guide 34 / ISO Guide 43, ISO/IEC 17025 and relevant sections of the NELAC Chapter 5 Checklists, the applicant will need to complete the ownership confirmation form (F303).**

3. The applicant PTP completes and returns this full application for accreditation with payment and all **required supporting documentation outlined on page 8.**

4. A2LA reviews the application documents for completeness and develops the DRAFT “Scope of Accreditation” based on the information provided by the applicant. Appropriate assessor(s) are then assigned, with the PTP’s concurrence.

5. The lead assessor contacts the PTP to discuss the scheduling of the on-site assessment. Once documentation is reviewed for compliance, the assessment can be scheduled with the assessor(s).

6. The assessment or the pre-assessment is performed and includes, where applicable: entry briefing; review of quality documentation, records, reports, interviews with staff, demonstration of processes, written report of assessor’s findings, and exit briefing. The scope of the assessment is limited to the specific PT programs for which the PT provider is seeking accreditation.

7. The PT provider responds to any deficiencies with a written corrective action response within 30 days.

8. The corrective action response is reviewed by A2LA staff. Once all deficiencies have been resolved, the PT provider’s assessment package is forwarded to the Accreditation Council for a vote.

9. Accreditation is granted when affirmative votes are received from the Accreditation Council members, all concerns are resolved, and all fees are paid in full.

10. Accreditation is granted for a four-year period. An on-site surveillance assessment is conducted at the first year anniversary date. A yearly document review of a percentage of PT reports issued during the previous year is performed at the end of the first, second and third years of accreditation. Full renewal assessments are then conducted every four years.

Note: Accreditation as a NELAC PT provider is valid for two years. Once accredited, the applicant shall submit data sets from all of the studies in an agreed-to electronic format and frequency. Full renewal assessments are conducted every two years.

ACCREDITATION PROGRAM FOR PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS - POLICIES

Confidentiality Policy: A2LA is responsible for seeing that confidentiality is maintained by its employees and assessors concerning all confidential information with which they become acquainted as a result of their contacts with PT providers. The Association agrees to hold all disclosed confidential or proprietary information or trade secrets in trust and confidence. The information shall be used only for assessment purposes, and shall not be used for any other purpose, nor shall it be disclosed to any third party without written consent of the applicant PT provider.

Refund Policy: If a PT provider withdraws the application before completion of the assessment, it may apply for a refund of up to 50% of the initial application and annual fees and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be made in writing. Note: Fees in future years are subject to change

Delayed Assessment Policy: If a PT provider fails to undergo its full assessment within one year from receipt of the application at A2LA headquarters, the PT provider is prompted by A2LA to take action. If no action is taken within thirty (30) days of that reminder, the PT provider is required to begin the application process again and pay the new PT provider accreditation fees in effect at that time. Any fees paid with the initial application are refunded according to the A2LA Refund Policy (see above).

Pre-assessment Policy: A2LA assessors are permitted to conduct pre-assessments. There are two situations when a pre-assessment may be conducted:

- 1. When the lead assessor finds major gaps in the PT provider's quality manual, or actually begins the assessment and finds a large number of problems. In this case, the assessor identifies them and suggests to the PT provider that a full assessment should wait until the problems have been addressed. This first identification of the problems would be considered a pre-assessment.*
- 2. When a PT provider requests a pre-assessment to better prepare for the final assessment. In this case, the PT provider has applied, but is unsure of its documentation or system and wants someone to perform a pre-assessment to identify areas of non-compliance. The full assessment follows later. Note that in the case of a pre-assessment, the assessor cannot consult with the PT provider on resolution of any identified non-compliance(s). The assessor can only point out gaps and/or omissions in the quality system.*

To implement the pre-assessment program, the PT provider must first apply for accreditation, paying the appropriate fees and assessor deposit. A lead assessor is assigned, with the PT provider's concurrence. If, during the discussions between the PT provider and assessor in preparation for the assessment, the PT provider concludes that it is in its interest to have a pre-assessment, it informs the assessor. The assessor notifies A2LA that the PT provider wants a pre-assessment. The cost of the pre-assessment is not included in the estimated cost of the assessment. A2LA bills the PT provider after the pre-assessment for any additional costs incurred that are not covered by the amount of assessor deposit submitted with the initial application. The assessor will identify the findings in a pre-assessment report. Careful attention to the requirements should preclude the need for a pre-assessment.

**ACCREDITATION PROGRAM FOR
PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS**

APPLICANT INFORMATION SHEET

PT PROVIDER NAME AND ADDRESS (as you wish it to appear on a certificate of accreditation and on the A2LA web site)

1. PT Provider Name: _____

2. Street Address: _____ 3. Mailing Address: (if different) _____

4. GENERAL DESCRIPTION OF THE TYPES OF PT PROGRAMS TO BE INCLUDED IN THE ACCREDITATION:

5. Number of personnel at this location, associated with the PT programs to be included in the accreditation: _____.

6. Check one of the following as it applies to your PT programs. This information is for reference by A2LA in response to inquiries.

- Commercial service provided
- Commercial services provided on a conditional basis
- No commercial service provided.

AUTHORIZED REPRESENTATIVE of the PT provider who is the contact person responsible for the information provided in this application and for ensuring compliance with the requirements for A2LA accreditation.

Signature Title () - Telephone Number

Printed Name Date () - FAX Number

E-mail Address: _____

For A2LA office use only: MC #: _____ Assessment #: _____

**ACCREDITATION PROGRAM FOR
PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS**

DRAFT SCOPE OF ACCREDITATION

Please complete this chart for all programs for which accreditation is being sought **and attach any relevant program brochures** normally sent to participants of the programs. **Note:** Applicants applying for the NELAC PTP Accreditation Program shall refer to the NELAC field of proficiency-testing lists for sample availability as prescribed in NELAC Chapter 2 Appendix B1.3. Refer to the NELAC Glossary for definitions of matrices. Draft Scopes shall be formatted down to the field of proficiency testing level as defined in NELAC Chapter 2 section 2.1.3.

Program Name (include test/calibration method if relevant)	Frequency of Program	Detailed description of sample/artifact types (include physical description)

For A2LA office use only: MC #: _____ Assessment #: _____

**ACCREDITATION PROGRAM FOR
PROVIDERS OF PT PROGRAMS**

COLLABORATOR (SUB-CONTRACTOR) INFORMATION

Please complete this chart for all collaborators (sub-contractors) with which the PT provider has formal arrangements for the production, testing, measurement, sampling, storage, and distribution of the PT materials/samples or measurement artifacts, and for data processing. *(Note: A collaborator (sub-contractor) is a body (organization or firm, public or private) that undertakes subcontracted activities for a PTP)*

Name	Address & phone number	Description of activity/service rendered

For A2LA office use only: MC #: _____ Assessment #: _____

**ACCREDITATION PROGRAM FOR
PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS**

SUPPORTING INFORMATION SHEET

1. Attach an up-to-date PTP organization chart and identify **by name**, the personnel involved for each function related to the **operation of the PT program** and **statistical analysis of data**.
2. If the PTP is part of a larger organization, attach a chart of its position and reporting relationships within that organization.
3. Please include an uncontrolled copy of the current version of your quality manual and any supporting documentation referenced in the assessor checklist(s), i.e. operating procedures and work instructions. Submitting your quality manual and supporting documentation via email or electronically on disc is preferred.
4. **Note:** Applicants applying for the NELAC PTP Accreditation Program. Please include a copy of your current ISO 9001 registration certificate or any other documents which detail the quality systems required by NELAC Chapter 2 and associated appendices.
5. A2LA **does not** release the name of applicants seeking accreditation **unless the applicant authorizes release of this information**. Please sign below if you wish to authorize release of your organization's name and contact information to those making general inquiries about **applicant** PT providers. Note that only the name of the organization and contact information will be released – not the status of any application or any details of the assessment(s).

I authorize release of our organization's name and contact information to those making general inquiries about applicant PT providers seeking accreditation:

PRINTED NAME: _____ SIGNATURE: _____

6. Please indicate your reason(s) for pursuing accreditation with A2LA (answering is optional):

For A2LA office use only: MC #: _____ Assessment #: _____

ACCREDITATION PROGRAM FOR PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS

CONDITIONS FOR ACCREDITATION

To attain and maintain accreditation, an applicant must agree to:

- 1) Afford accommodation and cooperation as is necessary to enable A2LA to verify compliance with the requirements for accreditation including provision for examination of documentation (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable) and access to all calibration and testing areas, equipment, records and personnel (including arrangements for witnessing accredited activities when requested and practicable) for the purposes of assessment, surveillance, reassessment, resolution of complaints, and fulfillment of Mutual Recognition Arrangement (MRA) and/or specifier requirements;
- 2) Comply at all times with the criteria, relevant requirements documents (e.g., R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories where relevant, P101 – Reference to A2LA Accredited Status-A2LA Advertising Policy and P102 – A2LA Policy on Measurement Traceability), and conditions for accreditation;
- 3) Maintain impartiality and integrity;
- 4) Retain all quality records and technical records supporting reported results (as defined in the relevant management system standard(s) such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) throughout the period between A2LA full assessments bearing in mind that adequate records (e.g. measurement uncertainty estimates, complaint records, etc.) must be available to demonstrate full compliance with the requirements for accreditation;
- 5) Claim that it is accredited only in respect of services for which it has been granted accreditation and which are carried out in accordance with these conditions;
- 6) Pay such fees as shall be determined by A2LA;
- 7) Not use its accreditation in such a manner as to bring A2LA into disrepute and not make any statement relevant to its accreditation which A2LA may consider misleading or unauthorized;
- 8) Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto and return any certificates and scopes of accreditation to A2LA. In addition, Product Certification Bodies must notify any affected customers of the change in their accredited status;
- 9) Not use its accreditation to imply product approval by A2LA;
- 10) Endeavor to ensure that no report, nor any part thereof, is used in a misleading manner;
- 11) In making reference to its accreditation status in communication media such as advertising, brochures or other documents, comply with the requirements of A2LA;
- 12) Inform A2LA headquarters within 30 days and in writing of changes or pending changes in any aspect of the organization's status or operation that affects the organization's legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the laboratory's capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;

CONDITIONS FOR ACCREDITATION (continued)

- 13) Carry out any adjustments to its procedures in response to due notice of any intended changes by A2LA to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of A2LA is reasonable.

An accredited laboratory's AUTHORIZED REPRESENTATIVE¹ is responsible for ensuring that all of the relevant conditions for accreditation are met. In order to apply, the applicant's AUTHORIZED REPRESENTATIVE, must agree to the above conditions for accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization's AUTHORIZED REPRESENTATIVE is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed. During the on-site assessment, the assessor will determine that the Authorized Representative and a deputy are knowledgeable about the accreditation requirements and will examine records and documentation to verify compliance with these Conditions for Accreditation as of the date it was signed.

As the applicant organization's AUTHORIZED REPRESENTATIVE, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

SIGNATURE _____ DATE _____

PRINTED NAME _____ TITLE _____

DEPUTY AUTHORIZED REPRESENTATIVE -

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

For A2LA office use only: MC #: _____ Assessment #: _____

NOTE: Updates to A2LA policies will be provided to enrolled and accredited organizations via email, whenever possible.

¹An Authorized Representative is: an official who represents the organization in all matters related to attaining and maintaining A2LA accreditation. This official is A2LA's point of contact with the organization. The Authorized Representative may be any senior person in the organization from either the technical or managerial staff. He or she should be in a position of authority to ensure that the organization complies with the A2LA criteria and conditions for accreditation.

**ACCREDITATION PROGRAM FOR PROVIDERS OF (PT) PROGRAMS
DESCRIPTION OF FEES**

Initial Application Fee (\$ 800) - One time fee for all new applicant PT Providers. This fee is waived if the applicant is already accredited with A2LA under another program such as laboratory accreditation.

Note: **Initial Application Fee for the NELAC PT Provider Accreditation Program is \$ 2,000.** The application fee is a one-time fee for all new applicant NELAC PT Providers. Accredited PT Providers currently accredited by A2LA, are subject to a **\$ 1,000** application fee.

Annual Review Fee (\$ 1,300.00) - Accreditation is granted for four years. The Annual Review Fee is required to continue accreditation after the 1st, 2nd, and 3rd years of accreditation. This fee is reduced to \$1,000 if the applicant is already accredited with A2LA under another program such as laboratory accreditation. PT providers are required to submit updated information on their organization, facilities, and proficiency testing programs. Objective evidence of completion of the internal audit and management review is also required.

Note: Accreditation as a NELAC PT provider is granted for two years. An Annual Review Fee of **\$ 5,000** is required to continue accreditation after the first year of accreditation.

Annual PT Report Review Fee (\$ 1,080) - After each year of accreditation, a representative sample of the PT reports issued during the previous year will also be reviewed by an assigned technical assessor. The number of reports sampled will depend on the number and types of reports issued by the accredited PT provider in the past year. Total charges for the annual PT report review should not exceed one 8-hour review day per year (maximum \$1,080/year) unless significant technical issues reveal the need for further review. There are no additional assessor expenses (such as travel) associated with the review.

Note: A **\$ 5,000 Ongoing Monitoring Fee deposit is required with the initial application fee.** The following table includes the fee structure for the ongoing monitoring. A2LA will invoice the applicant for the monitoring on a quarterly basis.

Type of PT Study	Oversight Fees per Study
Drinking water	US\$ 600
Non-Potable water	US\$ 400
Soils	US\$ 300
Add-ons	
Microbiology	US\$ 250
Radiochemistry	US\$ 400
Asbestos	US\$ 400
Environmental toxicology	US\$ 250
Air	US \$ 400

Assessment Fee (you pay the actual cost of assessment) - A2LA requires an initial Assessor Deposit of **\$ 2000 per assessor** towards the actual costs of the assessment. These actual costs can vary significantly depending upon a PT provider's size, desired scope of accreditation, and adequacy of its preparation for the assessment. Assessors can provide cost estimates before the visit and will leave a written estimate of actual assessment costs upon departure. After the assessment takes place, you will be billed (or refunded) the difference between the actual costs and the Assessor Deposit. Actual costs are computed based on:

Total Assessment Time² at \$ 1,080 per 8-hour day; travel (airfare, rental car, or private auto @ IRS allowable rate); and Accommodations & Miscellaneous (hotel, meals, parking, calls, etc.) A full renewal assessment is conducted every four years. If there are substantial changes in operations or concerns about the PT provider's performance, reassessment at actual cost may be required sooner than the normal four-year interval. Additional PT programs may be added to a PT provider's scope of accreditation at any time, but may result in the need for an interim on-site assessment.

TO INITIATE THE ACCREDITATION PROCESS, PLEASE SUBMIT THE FOLLOWING FEES:

² Assessment Time. An assessment of one PT provider can take from 1 to 4 days, with additional time taken for preparation and report writing. If travel takes more than two hours, an additional cost at one half the assessment rate will be added for each additional hour. It is to the PT provider's advantage to be prepared and to help prepare the assessors beforehand. If the quality system documentation is not sent to assessors beforehand, assessors will need additional time at the PT provider facility. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged. A2LA audits the expenses and pays assessors. Do not pay assessors directly. Do check the assessor's written estimate of assessment costs.

FEES	APPLICANT	Note NELAC PTP APPLICANT
<p>Initial Application Fee (new PTP in the system, first year only).</p> <p>Note: This fee is waived if the applicant is already accredited with A2LA under another program such as laboratory accreditation.</p> <p>Note: The application fee is a one-time fee for all new applicant NELAC PT Providers. Accredited PT Providers currently accredited by A2LA, are subject to a \$ 1,000 application fee.</p>	\$ 800	\$ 2,000
<p>Annual Fee</p> <p>Note: For non-NELAC applicants, this fee is \$ 1,000 if the applicant is already accredited with A2LA under another program such as laboratory accreditation.</p>	\$ 1,300	\$ 5,000
<p>Assessor Deposit (for each assessor)</p> <p>Note 1: Depending on the number and technical nature of PT programs for which accreditation is sought, additional assessors may be necessary. Once your application is reviewed at A2LA Headquarters, you will be notified if additional assessors will be assigned.</p> <p>Note 2: The PTP will be billed or refunded the difference between actual cost and the assessor deposits paid. Accreditation will not be granted until all fees are paid.</p> <p>Note: All initial NELAC PTP Assessments will require a minimum of a team of 2 assessors; therefore a \$ 4,000 assessor deposit is required upon applying.</p>	\$ 2,000	\$ 4,000
<p>Note: The NELAC PTPA/PTOB Program includes PT Monitoring and Oversight Fees. A \$ 5,000 Ongoing Monitoring Fee deposit is required with the initial application fee. A per study fee will be charged based on the rates identified in the table above.</p>	N/A	\$ 5,000
<p>Total (to be submitted with application)</p> <p>Note: Total is \$ 4,100 (\$ 800 Initial Application Fee + \$ 1,300 Annual Fee + \$ 2,000 Assessor Deposit). For applicants already accredited by A2LA under another program such as laboratory accreditation the total is \$ 3,800, (\$ 800 Initial Application Fee + 1,000 Annual Fee + \$ 2,000 Assessor Deposit).</p> <p>Note: For NELAC PTP applicants, the total is \$ 16,000 (\$2,000 Application Fee + \$5,000 Annual Fee + \$ 4,000 Assessor Deposit + \$ 5,000 PT Monitoring deposit) for applicants already accredited by A2LA under another program such as laboratory accreditation.</p>	\$ 4,100	\$ 16,000

**ACCREDITATION PROGRAM FOR
PROVIDERS OF PROFICIENCY TESTING (PT) PROGRAMS**

APPLICATION CHECKLIST

Please use this checklist to review your application package prior to submitting it to A2LA.

Completion of the required items is necessary for the efficient processing of your application. Delays may occur if additional or clarifying information is needed. Before mailing your application to A2LA, have you done the following:

- Identified your PT provider's Authorized Representative (page 5)?
- Completed the APPLICANT INFORMATION Sheet (page 5)?
- Completed the DRAFT SCOPE OF ACCREDITATION sheet (page 6) and attached relevant brochures?
- Completed the COLLABORATOR (SUB-CONTRACTOR) INFORMATION sheet (page 7)
- Completed the SUPPORTING INFORMATION sheet (page 8) and attached organizational charts?
- Read, understood and signed the CONDITIONS FOR ACCREDITATION OF PT PROVIDERS (pages 9)?
- Reviewed the DESCRIPTION OF FEES sheet (pages 11 and 12) and submitted a check made payable to "A2LA" in US\$ for the appropriate amount. An application cannot be considered until payment, or an arrangement for payment, is made.
- Read ***R302 - General Requirements: ILAC G13 – ISO Guide 43 Proficiency Testing Provider Accreditation Program*** to ensure a basic understanding of the accreditation process?

Note: NELAC PT providers must read ***R303 – NELAC Proficiency Testing Provider Accreditation Program***.

- Completed and submit ***F303 – Ownership Confirmation: ISO Guide 43, ISO Guide 34, ISO/IEC 17025***. Complete ***C302 – General Checklist: ILAC G13 / ISO Guide 43 Proficiency Testing Provider Accreditation Program*** in accordance with the guidance given and submit a copy to A2LA.

Note: NELAC PT providers must complete the ownership confirmation form (F303) and also complete the ***NELAC PT Provider Requirements Assessor Checklists (C304, C311)***.

Return to A2LA the following pages: this checklist page, and pages 5, 6, 7, 8, 9, 10 and 11 of the Application, all attachments in response to any question in this application, the completed PT Provider Requirements Assessor Checklist(s), and a check in the appropriate amount, to A2LA at the address below.

Completed by (Name): _____ Date: _____

For A2LA office use only: MC #: _____ Assessment #: _____