



## CONTRACTOR ACCREDITATION APPLICATION FORM

Please complete form entirely and forward along with payment to:  
 BPI CANADA  
 410-250 McDermot Ave  
 Winnipeg, MB R3B 0S5

phone: 1-204-956-5888  
 fax: 1-866-956-5819  
 email: [admin@bpicanada.org](mailto:admin@bpicanada.org)  
 web: [www.bpicanada.org](http://www.bpicanada.org)

(Please print or type)

Representative (Primary Contact)		
Companies Legal Name		
Companies Trade Name		
Mailing Address		
Courier Address		
Website		
City	Province	Postal Code
Telephone	Facsimile	E-Mail
Additional Branch Locations		
Contractor GST Number	Business License Number (where applicable)	

### Supplier Information

List your Main Suppliers (Minimum 3. Include address and telephone number)

Name	Name	Name
Address	Address	Address
Phone	Phone	Phone

**THIS FORM MUST BE COMPLETED FULLY OR THE APPLICATION WILL NOT BE PROCESSED**

**Financial Information**

Name of Financial Institution (Primary)	
Branch Address	
Contact	Position
Telephone	Fax

Name of Accounting Firm	
Address	
Contact	Position
Telephone	Fax

**Legal Information**

Name of Legal Firm	
Address	
Contact	Position
Telephone	Fax

**Insurance Information**

Name of Insurance Company	
Address	
Contact	Position
Telephone	Fax

Amount of Comprehensive General Liability Insurance: \_\_\_\_\_

**A copy of Insurance Certificate is required to be attached to this application, minimum liability:  
\$ 5 000 000.00**

**THIS FORM MUST BE COMPLETED FULLY OR THE APPLICATION WILL NOT BE PROCESSED**

Has your Company ever been bonded?  Yes  No

Why was the Bonding obtained? \_\_\_\_\_

Amount of Bonding \$ \_\_\_\_\_

Has the Company ever been refused bonding?  Yes  No

Why was bonding refused? \_\_\_\_\_

Name of Bonding Company	
Address	
Contact	Position
Telephone	Fax

A letter of credit, bond or cash must be received to a minimum \$ 25,000.  
One of those three must be attached to this application.

**Installer Information** \_\_\_\_\_

Installer Name(s)	Certification Number (If Applicable)

To qualify as a BPI Canada Accredited Contractor you must employ at least one Certified Installer and have at least one BPI Canada Certified Installer on every jobsite.

Experience Declaration & Project List \_\_\_\_\_

Please list your experience in the following areas:

- Air-Leakage Control                          No. of years of experience \_\_\_\_\_
- Conventional Insulation                      No. of years of experience \_\_\_\_\_
- Siding & Cladding                              No. of years of experience \_\_\_\_\_
- Doors & Windows                              No. of years of experience \_\_\_\_\_
- Spray Polyurethane Foam (SPF)          No. of years of experience \_\_\_\_\_

Project List – please list a minimum of 25 projects:

Completion Date	Project Name	Location	Project Description

**Safety Training Program Information**

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Have your employees participated and completed safety training?

Yes                       No

Please list the safety training courses completed -

Name of Course	Certification/Completion #

**Complaint Resolution Process Declaration**

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Should an issue arise between a homeowner and a BPI Accredited Contractor, the BPI Accredited Contractor is required to follow these steps throughout the complaint process:

- 1. A file must be created regarding the complaint
- 2. All correspondence regarding the complaint must be included in the file
- 3. All correspondence regarding how the complaint was resolved must be kept for a minimum of 3 years past the original complaint date.

*I hereby agree to abide by the complaint resolution process.*

\_\_\_\_\_   
Date

\_\_\_\_\_   
Authorized Signature

# Code of Ethics Declaration

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*I hereby certify that to the best of my knowledge, the foregoing statements are true and correct, and they have been made to facilitate an agreement with BPI Canada.*

*I hereby authorize BPI Canada to contact and obtain credit and other information as necessary from the references listed on this application, as well as to conduct any other personal or company investigation necessary for the purpose of qualifying as an ABAA licensed contractor.*

*I hereby agree to abide by the code of ethics.*

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Date

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Authorized Signature

*All information received on this form is held in strictest confidence. The purpose of this form is strictly to facilitate the process of becoming an accredited contractor under the BPI Canada rules and regulations and to facilitate a way to track industry market information. The information is kept on file at the Building Professionals office. Under no circumstances is any one to have access to any information on this form other than the Building Professionals office.*

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## Method of Payment: Accreditation Year (January 1– December 31)

- My check, made out to BPI Canada
  - Annual Contractor Accreditation Fee: **\$700.00**
- Charge the Application Fee to my VISA or MASTERCARD:

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Amount Authorized: \$ \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Cardholder's Name

**SPECIAL NOTE:** THE FULL ACCREDITATION FEE IS CHARGED AT ALL TIMES AND IS NOT PRORATED

**Thank you for your application!**