



## CERTIFICATION/ACCREDITATION SUPPLEMENT AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES

**NOTE:** If you are completing a renewal application within the program, this supplement is only necessary if there have been additions/revisions to your programs in the past year.

1. Please list the certification and/or accreditation programs administered by the applicant along with a description of each program (all questions also apply to any subsidiary or affiliate being considered for coverage under the policy).  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the applicant issue any seals or stamps of approval to certify compliance with a standard or specification?  
 Yes  No  
If yes, attach a specimen copy of criteria utilized to evaluate compliance (prior to issuing a seal or stamp of approval).
3. Does the applicant have written procedures for appealing the denial, withholding or withdrawal of a certification, accreditation, seal or stamp?  Yes  No
4. Does the applicant consult with legal counsel familiar with association law prior to changing to modifying compliance requirements for a certification or accreditation?  Yes  No
5. A. Does the applicant utilize external entities (i.e. testing labs, quality control) to test, examine or analyze items, persons or processes to be certified or accredited?  Yes  No  
Describe services these external entities provide. \_\_\_\_\_  
\_\_\_\_\_
- B. If 5.A. above is yes, attach a specimen copy of an agreement, contract, work order or other written documents used to establish the scope of services to be provided and define responsibilities by each party.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Applicant's Title**

\_\_\_\_\_  
**Date**