

# Credentials & Insurance Verification

Documentation of trade licenses, professional certifications, and current commercial insurance coverage. Required before any job dispatch and on every policy renewal.

**Purpose of this document: Captures evidence of the credentials and insurance the Subcontractor must maintain under NPSA-001 § 6. This document is the operational record of compliance — it does not modify the underlying obligations in NPSA-001, address banking (NPSA-004), or address jobsite conduct (NPSA-006).**

## Section 1 — Subcontractor Identity

Full legal name: \_\_\_\_\_

Business name (if any): \_\_\_\_\_

Primary trade(s) — list all: \_\_\_\_\_

Years of professional experience in primary trade: \_\_\_\_\_

## Section 2 — Active Trade License(s)

List every active trade or professional license held. Attach a clear photocopy or PDF of each license. Examples: PA Master Electrician License, PA Home Improvement Contractor (HIC) Registration, Master Plumber municipal registration, EPA 608 universal certification, ASME welding certification, crane operator NCCCO card, OSHA-30 wallet card.

#	License / cert type	Issuing authority	License #	State	Expires
1	_____	_____	_____	___	__/__/__
2	_____	_____	_____	___	__/__/__
3	_____	_____	_____	___	__/__/__
4	_____	_____	_____	___	__/__/__

### Section 3 — Specialty Certifications

Mark all that apply, and provide proof. Add expiration dates where applicable.

- OSHA 10-hour Construction Issued: \_\_/\_\_/\_\_
- OSHA 30-hour Construction Issued: \_\_/\_\_/\_\_
- EPA 608 (refrigerant) Type: \_\_\_\_ Issued: \_\_/\_\_/\_\_
- EPA 609 (MVAC) Issued: \_\_/\_\_/\_\_
- Welding certification (AWS / ASME) Process: \_\_\_\_\_ Issued: \_\_/\_\_/\_\_
- NCCCO crane operator Class: \_\_\_\_\_ Expires: \_\_/\_\_/\_\_
- Aerial / scissor lift (OSHA 1926.453) Expires: \_\_/\_\_/\_\_
- Forklift / powered industrial truck Expires: \_\_/\_\_/\_\_
- Confined space entry Expires: \_\_/\_\_/\_\_
- NFPA 70E arc flash Expires: \_\_/\_\_/\_\_
- First aid / CPR / AED Expires: \_\_/\_\_/\_\_
- Other: \_\_\_\_\_

### Section 4 — Commercial Insurance

Per NPSA-001 § 6, the Subcontractor must maintain Commercial General Liability (CGL), Workers Compensation (per PA law), and Commercial Auto coverage. Provide carrier and policy data below, and attach a current Certificate of Insurance (COI) listing NEPA-PRO LLC as a certificate holder and additional insured on the CGL.

Coverage	Carrier	Policy #	Limit per occ.	Aggregate	Effective	Expires
CGL	_____	_____	_____	_____	__/__/__	__/__/__
Workers Comp	_____	_____	_____	_____	__/__/__	__/__/__
Commercial Auto	_____	_____	_____	_____	__/__/__	__/__/__
Excess / Umbrella	_____	_____	_____	_____	__/__/__	__/__/__

**Workers Comp exemption (sole proprietors).** If you are a sole proprietor with no employees and you have lawfully elected exemption from PA workers compensation, mark "EXEMPT" in the WC carrier field above and attach (i) the PA Department of Labor & Industry exemption acknowledgment, and (ii) proof of occupational accident insurance of not less than \$250,000 per occurrence.

### Section 5 — Work Vehicle (if applicable)

Year / Make / Model: \_\_\_\_\_

License plate / state: \_\_\_\_\_

VIN: \_\_\_\_\_

Driver license # / state \_\_\_\_\_  
/ expiration: \_\_\_\_\_

### Section 6 — Acknowledgments

- (a) I certify that the information above is true, complete, and correct as of the date of signing.
- (b) I will **notify NEPA-PRO LLC within seven (7) calendar days** if any license is suspended, revoked, allowed to lapse, or has its scope materially changed; if any insurance policy is non-renewed, canceled, or has its limits reduced; or if my driver license status changes.
- (c) I authorize NEPA-PRO LLC to verify any of the credentials, certifications, or insurance policies listed above with the issuing authority or carrier directly.

(d) I understand that lapse of any required license or insurance coverage **immediately suspends** my eligibility for new engagements until cured, and may be grounds for termination of NPSA-001.

**Return instructions. Once signed and dated, return this document by email to [service@nepa-pro.com](mailto:service@nepa-pro.com) with the subject line including your full legal name and the document code shown in the header. Mailed copies may be sent to: NEPA-PRO LLC, 14012 Orchard Drive, Clarks Summit, PA 18411. Documents must be received and countersigned by NEPA-PRO LLC before any subcontractor onboarding is finalized.**

**SUBCONTRACTOR**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

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