

Executive Verification

We certify that the following documents and internal procedures have remained operational and have not substantially changed since the last COA accreditation review, and are in compliance with the 8th Edition Standards. Please note; COA recognizes that some documents listed below will be non-applicable to organizations depending on their operating practices and corporate structure. If necessary, we will have evidence available during the on-site review.

- a) Mission Statement (GOV 3)
- b) Articles of Incorporation/Bylaws/Charter/Other Documents Demonstrating Legal Authority to Operate (GOV 1, GOV 5.01)
- c) Licenses (ASE 3.01, RPM 1)
- d) Certificates of Occupancy and Other Documentation of Compliance (ASE 3.02)
- e) Internal Accounting Procedures (FIN 7)
- f) Payroll Procedures (FIN 8)
- g) Insurance Policies (RPM 4)
- h) Legal compliance with accessibility laws (ASE 2)
- i) Information provided to staff regarding insurance coverage (RPM 4)
- j) Fundraising practices, policies, and procedures (ETH 3)
- k) Policies/procedures governing the confidentiality of donors (ETH 3)
- l) Human subject research policies and procedures (ETH 6)
- m) Budget and budget planning procedures (FIN 5)
- n) Performance evaluation forms/templates (HR 6)
- o) Performance review process (HR 6)
- p) Procedures regarding access to personnel records (HR 7)

CEO Signature

CEO Printed Name

Date

Board Chair Signature, if applicable

Board Chair Printed Name

Date