

**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 8<sup>th</sup> 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 (PA-AM 1)
- b) Licenses (PA-ASE 3.01, PA-RPM 1)
- c) Certificates of Occupancy and Other Documentation of Compliance (PA-ASE 3.02)
- d) Payroll Procedures (PA-FIN 5)
- e) Insurance Policies (PA-RPM 4)
- f) Legal compliance with accessibility laws (PA-ASE 3)
- g) Information provided to staff regarding insurance coverage (PA-RPM 4)
- h) Fundraising practices, policies, and procedures (PA-ETH 3)
- i) Policies/procedures governing the confidentiality of donors (PA-ETH 3)
- j) Human subject research policies and procedures (PA-ETH 6)
- k) Financial management (PA-FIN 4)
- l) Performance evaluation forms/templates (PA -HR 6)
- m) Performance review process (PA-HR 6)
- n) Procedures regarding access to personnel records (PA-HR 7)

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CEO Signature

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CEO Printed Name

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Date

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Board Chair Signature, if applicable

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Board Chair Printed Name

\_\_\_\_\_  
Date