



Quick Start to IQ Certification

Follow these 10 steps to IQ Certification!

1. Designate a staff member as the IQ Compliance Officer.
2. Assemble a Quality Control team for your company.
3. Review the IQ Certification Program Policies and Guidelines. Have the compliance officer and company officer sign the last page for submission.
4. Complete the 'Application for Certification'. Have the compliance officer and company officer sign the form.
5. Complete the 'Certification Officer Compliance Form'. Have the compliance officer and company officer sign the form.
6. Complete the 'Police Dispatch Form'. Have the compliance officer and company officer sign the form.
7. On company letterhead, create a company policy that states the company intention for follow the IQ Guidelines. Have the compliance officer and company officer sign the policy.
8. Provide a copy of an insurance certificate naming the IQ Certification Board as an additional insured.
9. Submit a copy of appropriate state and local licenses.
10. Submit all above items along with Initial Certification fee of \$500 to the IQ Certification Program offices at:
Installation Quality Certification Program
7918 Jones Branch Drive, Suite 510
McLean, VA 22102
Phone: 703-660-4617
Email: iqprogram@tma.us

Questions of how to apply? Call 703-660-4917 we will be glad to assist you in the application process!