**Checklist**

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|  | **Before you start** | **Yes/No** |
| 1. | Have you read the “How to Guide for Accreditation” document can be found under accreditation application – general information  <http://interiorplantscape.asn.au/accreditation> |  |
| 2. | Are you aware there are IPA templates in IPA member login section that may help you complete your application? <http://interiorplantscape.asn.au/member-resouces> |  |
| 3. | **Speak to 3 of your clients utilizing more than 6 plants for a testimonial** This may take time, so get in early! Make sure you submit testimonials with your application otherwise it can hold up the Accreditation week and/or months.  Template for testimonials can be found in the members login section |  |
| 4. | Have you paid your accreditation fee & notified IPA administration of payment [info@interiorplants.asn.au](mailto:info@interiorplants.asn.au)  ***Note: your application cannot be processed until fees are paid*** |  |
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|  | **Before you finish** |  |
| 5. | Have you taken a copy of your application & evidence supplied*?*  *You will need these documents in two years for renewal or to answer any questions from IPA assessor. Note: Your application & supporting documents* ***WILL NOT BE RETURNED*** *& will be held confidentially by IPA assessor* |  |
| 6. | Have you certified (signed by JP etc) all of your supporting documents as requested? Ref to page 7 of this document |  |
| 7. | Have you labeled your response to each question with the same reference number as on the application form? |  |
| 8. | Have you organized your documentation in order making it easier for the assessor to mark? |  |
| 9. | Have you sent your application by registered post?  Note: If you do not send your documents by registered post make a note of date posted & send IPA assessor [paulp@plant.id.au](mailto:paulp@plant.id.au) & IPA administration [info@interiorplantscape.asn.au](mailto:info@interiorplantscape.asn.au) an email stating when you have sent your documents. |  |

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