

Checklist for Accreditation

	Before you start	Yes/No
1.	Have you read the “How to Guide for Accreditation” document can be found under accreditation – 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@interiorplantscape.asn.au <i>Note: your application cannot be processed until fees are paid</i>	
	Before you finish	
5.	Have you taken a copy of your application & evidence supplied? <i>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</i>	
6.	Have you certified (signed by JP etc) all of your supporting documents as or if requested?	
7.	Have you labeled your response to each question with the same reference number as on the application form?	
8.	Have you organised 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 and send IPA administration info@interiorplantscape.asn.au an email stating when you have sent your documents.	