

# CCNA Certification Application with Palm Beach County

## Checklist for Application

- \_\_\_\_\_ Forms I & 10-1.10 Complete
- \_\_\_\_\_ Name & contact info complete on Form I page 1
- \_\_\_\_\_ Company Name on Form I page 2
- \_\_\_\_\_ Form I signed and dated
- \_\_\_\_\_ Mark new certification categories with \* and categories to be deleted with \*\*
- \_\_\_\_\_ Provide copies of professionals' licenses with the state of Florida. Verify that all are current and in good standing.
- \_\_\_\_\_ Provide a copy of firm's license to operate with professional licensing board(s).
- \_\_\_\_\_ Provide copy of Sunbiz information
- \_\_\_\_\_ Firm Info Items complete on Form 10-1.10
- \_\_\_\_\_ Firm Info items match sunbiz information and website. If not, add footnote to explain.
- \_\_\_\_\_ A PE is required to be listed for each example in categories:  
2.0\_, 3.0\_, 4.0\_, 8.0\_, 9.0\_, 10.0\_, & 11.0\_
- \_\_\_\_\_ A PLS is required to be listed for each example for category 5.0\_
- \_\_\_\_\_ A licensed Architect is required to be listed for each example for category 7.01-7.05
- \_\_\_\_\_ A LA is required to be listed for each example for category 7.06
- \_\_\_\_\_ Experience (past/present): Are at least 5 examples given for each category checked on Form I? (*the five examples can be split between past/present*)
- \_\_\_\_\_ Project descriptions detailed enough to determine if category is applicable. (i.e. does description reference work done to backup certification category)
- \_\_\_\_\_ List all FL licensed professionals on Employees Listing. Only personnel with valid FL licenses are eligible as backup for certification.
- \_\_\_\_\_ Is firm planning to submit for an RFP with the County soon? If so, note when submitting and let us know what the RFP due date is.

### Notes:

- ~ Feel free to add notes to the application to clarify any item
- ~ Please include enough detail in your experience descriptions for us to see that the experience does indeed match the CCNA certification category. Most projects have multiple consultants, please describe the work done by your firm.
- ~ Additional information such as resumes, marketing info, etc is welcome
- ~ Only list professional Florida licensed personnel who are available to work on Palm Beach County projects in your application (*unless category does not require a license*).
- ~ Email Forms I & 10-1.10 and backup information to JaeAnn Dean at [jdean@pbcgov.org](mailto:jdean@pbcgov.org)
- ~ If you need a certification approved quickly to be eligible for an RFP submittal, please let us know. It is recommended that you apply for only the categories which are immediately needed, and then resubmit later to add additional categories.
- ~ This certification is only for those professional services that fall under the Florida CCNA Statute