

C3 Certified Staffing Agency/PEO Application

For a Staffing Agency or Professional Employer Organization who seeks to be fully compliant with C3 principles for its entire craft workforce on C3 Projects.

Organization Name:	Website:	Date:
Organization Address:	City/State:	Zip:
Employer Tax ID #:	Main Phone #:	
Contact Name:	Contact's Email:	
Additional Database Administrator:	Administrator Email:	



Please respond to the following (9) questions:

1. How did you hear about C3?
 Referral Bid requirement Word of mouth C3 website Other
2. Why are you interested in C3?
 Socially responsible On a C3 project Differentiator in market Other
3. Office location (if different from above): _____
4. Name of this C3 project: _____
4. Staffing Agency or PEO: _____
6. Contracted by: _____
7. Number of craft workers in your organization (anyone who performs labor on this C3 project): _____
8. Number of field supervisors on this project in your organization: _____
9. Are you a HUB or Small Business? _____

Applicant agrees to the following checklist of assurances (all must be checked):

- I have watched the Joining C3 video and have submitted the survey to C3.
- This application applies to all craft workers employed by this staffing agency or PEO on behalf of all C3 Accredited Employers and C3 Project Participants
- All C3 project associated craft workers are paid by the hour. All C3 project associated craft workers are W-2 earners and do not receive a 1099.
- Overtime for C3 project associated craft workers is paid in accordance with federal overtime laws.
- Employment taxes, tax and non-tax reporting requirements for all C3 project associated craft workers comply with applicable federal/state laws.
- Workers Compensation Insurance is provided on behalf of all C3 project associated craft workers as required by the Texas Workers' Compensation Act. **A Certificate of Insurance demonstrating Workers' Compensation Insurance coverage must be attached.**
- To fully participate in review of hourly payroll practices described above.
- Supervisors (manager, foreman, etc.) on a C3 Project will be OSHA 30-hour trained prior to arrival on site.
- Craft workers on a C3 Project will be OSHA 10-hour trained prior to arrival on site.
- To provide the Safety Training - 12 Month Modules on a monthly basis for Craft Workers if required and/or participate in C3 Safety Refresher Training if offered on my C3 Project.
- To record and track credentials in the C3 Training Database for all Craft Workers employed by your company. (Link will be sent after approval. Action must be taken within 60 days of approval.)
- To advocate for C3 principles to Owners, Contractors, and Specialty Contractors.
- To pay an annual accreditation fee of \$2,000.00.

**Company Signature
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Company's Safety Training

Name: _____

Phone: _____

Email: _____

I attest that I am the most senior officer/principal of the Division or Location for which this application applies and that this information is true. I agree to abide by the conditions set forth in the C3 Accredited Employer Policy and Procedure Manual. I authorize C3 to validate any and all information contained in this application and to conduct due diligence as C3 deems appropriate or necessary in connection with this application. Before my organization sends workers to a C3 Project, or within 30 days of this application's approval by C3, whichever comes first, I agree to enter my organization's workers and their safety credentials into the C3 Training Database.

Officer/Principal Signature

Date

Printed Name and Title

Applications will be reviewed by the Executive Director for approval. Applicants will be notified in writing of approval. Refer to Policy and Procedure Manual for Glossary of C3 Terms.



Mail this application and fee to:

**Construction Career Collaborative
Attention: Accredited Program
P.O. Box 920920
Houston, Texas 77292**

**Diane Aguilar, 713-999-1324,
diane@constructioncareercollaborative.org**

[Click here to submit application electronically](#)