QCP Certification Checklist

Project Information:

Project Name: ______________________________________

QCP Project Number: ______________________________________

Project Status: ______________________________________

Est. Shop Drawing Start Date: ___________________ Est. Project Completion Date: ___________________

Design Firm

Contact Name ________________________________ Address (City, St, Zip) ________________________________

Phone ________________________________ Email ________________________________

General Contractor

Contact Name ________________________________ Address (City, St, Zip) ________________________________

Phone ________________________________ Email ________________________________

Woodworker

Contact Name ________________________________ Address (City, St, Zip) ________________________________

Phone ________________________________ Email ________________________________

QCP License #: ________________________________

Get Started

☐ Confirm woodworker holds the correct QCP licenses

☐ Register project with QCP

☐ Include project number in specs

☐ Upload project documents to QCP

In Process

☐ Update project status monthly

☐ Request inspection

☐ Order project certification

☐ Pay QCP contract fees

Final Steps

☐ Provide final contract amount

☐ Update completion date

☐ Share project completed