

**Executive Verification**

We certify that the following documents and internal procedures have remained operational and have not substantially changed since the last COA accreditation review, and are in compliance with the 8<sup>th</sup> Edition Standards. Please note; COA recognizes that some documents listed below will be non-applicable to organizations depending on their operating practices and corporate structure. If necessary, we will have evidence available during the on-site review.

- a) Mission Statement (CA - GOV 3)
- b) Articles of Incorporation/Bylaws/Charter/Other Documents Demonstrating Legal Authority to Operate (CA-GOV 1, CA-GOV 5.01)
- c) Licenses (CA-ASE 3.01, CA-RPM 1)
- d) Certificates of Occupancy and Other Documentation of Compliance (CA-ASE 3.02)
- e) Internal Accounting Procedures (CA-FIN 7)
- f) Payroll Procedures (CA-FIN 8)
- g) Insurance Policies (CA-RPM 4)
- h) Legal compliance with accessibility laws (CA-ASE 2)
- i) Information provided to staff regarding insurance coverage (CA-RPM 4)
- j) Fundraising practices, policies, and procedures (CA-ETH 3)
- k) Policies/procedures governing the confidentiality of donors (CA-ETH 3)
- l) Human subject research policies and procedures (CA-ETH 6)
- m) Budget and budget planning procedures (CA-FIN 5)
- n) Performance evaluation forms/templates (CA-HR 6)
- o) Performance review process (CA-HR 6)
- p) Procedures regarding access to personnel records (CA-HR 7)

_____ CEO Signature	_____ CEO Printed Name	_____ Date
_____ Board Chair Signature, if applicable	_____ Board Chair Printed Name	_____ Date