



**TO:** TERO-CERTIFIED VENDOR  
**FROM:** TERO STAFF  
**RE:** INDUSTRY AREA ADDITION CERTIFICATON

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Thank you for applying to add an area of certification. The complete application must be turned in **ten (10) calendar days prior** to the monthly Commission meeting (normally held on every third Thursday of the month). Please pay a **\$100.00** for each trade area you want to add (a fees form is attached).

**TURN IN COMPLETE APPLICATION TEN DAYS PRIOR TO MEETING)**

If and when your business is approved, you will be required to pay an additional **\$100.00** certification fee. ***You are not considered certified in an additional area until your area has been approved by the TERO Commission.***

**Please note:** TERO Vendors are required to re-certify their status annually by March of each year. Vendors shall pay \$175 for each area of re-certification. New Vendors certified by the Commission before September shall pay the re-certification fee for the upcoming year.

If you have any questions regarding the application or the program, please contact a Compliance Officer.

**Jim Panther, Compliance Officer**  
(d) 828.359.6543  
(m) 828.736.3627  
[jamepant@nc-chokeee.com](mailto:jamepant@nc-chokeee.com)

**Jake Crowe, Compliance Officer**  
(d) 828.359.6544  
(m) 828.736.6703  
[jacocrow@nc-chokeee.com](mailto:jacocrow@nc-chokeee.com)

**Heather Younce, Compliance Officer**  
(d) 828.359.6545  
(m) 828.736.3318  
[heatyoun@ebci-nsn.gov](mailto:heatyoun@ebci-nsn.gov)

Thank you.

**Please initial to confirm that you have read this page**



# TERO Vendor Industry Area Addition Application

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**Name** **Title**

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**Name of Business**

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**Mailing Address**

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**Physical Address**

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**Business Phone** **Mobile Phone** **Fax**

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**EMAIL Address**

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**Tribal Affiliation (please provide copy of Enrollment Card)** **Enrollment Number**

**Area(s) of Certification requested** (please refer to the North American Industry Classification website, [NAICS Search \(census.gov\)](http://census.gov) (or ask for assistance from assigned Compliance Officer). Each area of certification is treated independently and requires a separate application fee:

- 1) 

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- 2) 

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- 3) 

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**List all licenses, training and certification held by owners and employees.**

	<i>Name License Holder</i>	<i>Issuing Authority &amp; Name of License/Certification</i>
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>

**List three major projects performed within past twelve months:**

	<i>Name</i>	<i>Contact</i>	<i>Location/Address</i>	<i>Phone No.</i>
1)	<input type="text"/>			
2)	<input type="text"/>			
3)	<input type="text"/>			

**List major business equipment/assets possessed:**

	<i>Quantity</i>	<i>Description</i>	<i>Owned or Leased?</i>
1)	<input type="text"/>		
2)	<input type="text"/>		
3)	<input type="text"/>		

**Please turn in the following required documentation:**

- Addition of new services on insurance policy
- Applicable licenses
- \$100.00 application fee receipt

**FOR OFFICE USE ONLY**

**Name of Business** \_\_\_\_\_

**Information verified by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Industry Area Addition Certification**  APPROVED /  DENIED on Date: \_\_\_\_\_

**Notes:** \_\_\_\_\_

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