



**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) business days prior** to the monthly Commission meeting (normally held on every third Wednesday 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 BUSINESS 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.***

An economic entity shall also have been operational for at least one year in any areas of trade they **add** later and shall provide additional business plans for the additional areas they seek to be certified in.

**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.

Jake Crowe, Compliance  
Manager  
(d) 828.359.6544  
(m) 828.736.6703  
[jacocrow@ebci-nsn.gov](mailto:jacocrow@ebci-nsn.gov)

Heather Younce, Compliance  
Officer  
(d) 828.359.6545  
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John Taylor, Compliance  
Officer  
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Thank you.

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



# TERO Vendor Industry Area Addition Application

\_\_\_\_\_  
**Name** **Title**

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

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Physical Address**

\_\_\_\_\_  
**Business Phone** **Mobile Phone** **Fax**

\_\_\_\_\_  
**EMAIL Address**

\_\_\_\_\_  
**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 \(census.gov\)](https://www.census.gov/naics/) or [www.naics.com](https://www.naics.com). A TERO Compliance Officer will be happy to assist you upon request. Each area of certification is treated independently and requires a separate application fee:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

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

- Addition of new services on insurance policy
- Applicable licenses
- Business Plan
- 3 Reference Letters
- \$100.00 application fee receipt

**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) _____	_____
2) _____	_____
3) _____	_____

**List three major projects performed within past twelve months with attached reference letters:**

<i>Name</i>	<i>Contact</i>	<i>Location/Address</i>	<i>Phone No.</i>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

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

<i>Quantity</i>	<i>Description</i>	<i>Owned or Leased?</i>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**FOR OFFICE USE ONLY**

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

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

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

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