



2025

Accredited Quality Contractor
RECERTIFICATION CRITERIA

abc.org/aqc



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Accredited Quality Contractor **RECERTIFICATION CRITERIA**

This form is intended to assist you with the preparation of collecting the required data. This document is NOT the application. Responses are required for ALL questions, and all applications must be submitted online at abc.org/aqc. If you are unable to meet any of the core requirements, you are not eligible for recertification.

All responses will be held in strict confidence. If you have any questions regarding this application, call the ABC National office at (202) 595-1378 or email aqc@abc.org.

REQUIRED CORE CRITERIA

- Receive a minimum of two quality-based honors within the past five years.
- Demonstrate financial stability per the company's financial institution of choice.
- Bonded adequately for the scope of service provided or share financial indicators to a satisfactory level.
- Maintain a company quality control program.
- Maintain STEP® Gold or higher, upholding an incident rate at or below the industry average. Contact stepsupport@abc.org for more information.
- Provide and require continuing craft education for all craft professionals (for companies that self-perform only).
- Provide and require continuing management education.
- Regularly participate and/or encourage employees to participate in civic-oriented and community activities.
- Maintain and adhere to an Equal Employment Opportunity policy.
- Maintain and adhere to a harassment-free workplace policy.
- Provide examples of how your company's leadership demonstrates commitment to attracting, developing and retaining the best talent.

COMPANY INFORMATION

- Full Company Name
- Contact First Name
- Contact Last Name
- Contact Title
- Contact Email Address
- Contact Phone Number
- Company Mailing Address
- Company Website
- ABC Primary Chapter
- Type of Contractor (General/Prime/Specialty)
- Primary Type of Company (NAICS Code)
- Primary Scope of Work Performed MasterFormat® (CSI Codes)
- Locations Where Your Company Performs Work
- Identify Business Management and Jobsite Technologies Used
- Annual Volume (\$)
- Annual Work Hours
- Full-time Salaried Craft Professionals Employed
- Full-time Hourly Craft Professionals Employed
- Average Number of Seasonal Craft Professionals Employed
- Full-Time Salaried Office Staff Employed
- Full-Time Hourly Office Staff Employed
- Full-Time Equivalent (FTE) Employee Calculation
- Total Number of Employees (Office and Field/Salaried and Hourly)
- Company Logo
- Special Designation (i.e., MBE, WBE, Veteran-Owned)
- Social Media Handles (Facebook/X/LinkedIn/Instagram)



ABC CODE OF ETHICS

Accredited Quality Contractor members of Associated Builders and Contractors will strive to observe the following principles in the conduct of their businesses:

- A. Maintain a standard of performance that meets the owner's expectations and fulfills the contractor's obligations.
- B. Quote only realistic prices and completion dates and perform accordingly.
- C. Cooperate to the fullest extent with the architect and/or engineer, and other agents of the owner toward fulfillment of a common goal.
- D. Solicit quotations only from firms with whom they are willing to do business.
- E. Make all payments promptly within the terms of the contract.
- F. Observe and foster the highest standards of safety and working conditions.
- G. Establish realistic wage schedules for employees commensurate with their ability and their industry so that they may enjoy the dignity to which they are entitled.
- H. Actively participate in the training of skilled craft professionals for the future welfare of the merit shop industry.

ELIGIBILITY

- ☐ My company is an ABC contractor member.
- ☐ My company continues to uphold the ABC Code of Ethics outlined above.
- ☐ My company achieved STEP Gold, Diamond or Platinum in the current year.
- ☐ I have reviewed the recertification criteria and understand the application fee is nonrefundable.

Payment is required before continuing to the following application sections.

1. QUALITY

1.1 Provide verification that your company received two or more forms of quality-based recognition within the past five years.

This may include project-based awards (i.e., Excellence in Construction® awards from ABC National or a chapter, or similar awards from other organizations), recognition by a quality-certified entity and/or an owner letter of praise or recommendation.

Provide copies of the awards, certificates or letters of acknowledgement specifying the project name, type of work, organization granting the award or recognition (including chapter versus national, if applicable), and the year the recognition was received. The scope of any letters submitted must be quality-based.

***Note:** This section is related only to project-specific recognition. Honors related to safety, etc., may be used to satisfy requirements in other sections of this application but do not satisfy the project-specific recognition requirement.



1. QUALITY CONTINUED

1.2 Submit a letter from your bank or financial institution, on their letterhead, stating the length of the financial relationship and indicating the strength of the company's financial standing.

This letter must be dated within six months of the application submission. No confidential information is required.

1.3 Submit a letter from your bonding company, on their letterhead, stating your company's bonding capacity is adequate for the scope of service provided.

This letter must be dated within six months of the application submission. If your company is not bonded, provide the following information signed by your CPA on their letterhead:

- a. Your current ratio (current assets divided by current liabilities)
- b. Your debt-to-equity ratio (total liabilities divided by total net worth)
- c. Your ratio of backlog divided by working capital
- d. Your ratio of backlog divided by total net worth
- e. Your current Dun & Bradstreet rating
- f. Your current Paydex score
- g. Your financial risk ratings

1.4 Submit the table of contents of your company's quality control program or manual.

2. SAFETY

2.1 Provide your company's current year STEP verification email or certificate from ABC:

[STEP Diamond/STEP Platinum/STEP Gold]

STEP levels below Gold are not eligible. The STEP verification email states your achieved level and that your status has been confirmed; this is not the email stating your STEP application has been completed.

2.2 Does your company have a policy for cybersecurity? [Yes/No]

If yes, provide a one-page summary or table of contents.

2.3 Do you have a technical professional on staff, or on contract, responsible for cybersecurity? [Yes/No]

2.4 Do you have insurance coverage for cybersecurity risks and threats? [Yes/No]

2.5 Do you have a recovery plan in place in the event of a cybersecurity attack? [Yes/No]

2.6 Does your company conduct cybersecurity training (i.e., simulating phishing attacks, education of the risks)? [Yes/No]



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3. CRAFT AND MANAGEMENT EDUCATION

3.1 Does your company self-perform work? [Yes/No]

If yes, provide supporting documentation that your company provides continuing education for all craft professionals. A letter from an ABC chapter, NCCER or other educational institution confirming your company regularly participates in a craft education program is preferred. If you are unable to provide such a letter, upload any of the following documents: curriculum, education schedule, curriculum assessment and examples of education announcements or notices. Be sure to include who conducts the education. Do not include information regarding OSHA, first aid or CPR.

If no, skip this question, but include a statement certifying that your company does not employ craft professionals at any time.

3.2 During the program year, has your company [decreased/maintained/enhanced] its commitment to management education?

If enhanced or decreased, provide an explanation.

4. COMMUNITY RELATIONS

4.1 In the past five years, your company must have participated in and/or encouraged employees to partake in civic-oriented and/or community activities and/or construction activities that positively affect the community.

Provide materials used to promote and communicate your company's efforts. Examples include blood drives, toy drives, athletic team sponsorships, United Way support, Habitat for Humanity activities, charitable fix-up efforts and/or building, school projects, ACE Mentor Program, etc. Include a summary or explanation of the material provided.

5. TALENT MANAGEMENT

5.1 Equal Employment Opportunity (EEO)

5.2 Attract, Develop and Retain the Best Talent

Describe two examples of how your company's leadership demonstrates their commitment to creating a workplace culture that promotes putting the best talent on the construction field.

Accredited Quality Contractors maintain a commitment to placing the best talent on the construction field based on merit and the principles of nondiscrimination. This means creating opportunities for skilled, qualified and capable individuals—selected and compensated based on their performance, experience, work ethic and proven ability to deliver high-quality results—all while upholding the core values of the merit shop philosophy.

Examples include successful outcomes related to recruiting and supporting growth opportunities for all individuals; providing opportunities where everyone has a fair chance to excel based on merit, performance and potential; providing education and development programs that promote the principles of merit, total human health and a respectful workplace; and comprehensive performance management, compensation and employee benefit offerings designed to support all needs and lifestyles, reinforcing personal and professional well-being.



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5. TALENT MANAGEMENT CONTINUED

5.3 Supply Chain Management

Describe your company's approach to recruiting suppliers and contractors. Describe approaches to creating the opportunity for all those suppliers and contractors to compete on a fair and level playing field and to be successful based upon merit.

Examples may include joint ventures, sponsorships, strategic relationships, etc.

5.4 Harassment-Free Workplace

Provide a copy of your company's harassment-free workplace policy.

5.5 During the program year, has your company [decreased/maintained/enhanced] its commitment to employee benefits?

If enhanced or decreased, provide an explanation.

6. RECOMMENDATIONS

6.1 Please list any companies you know to be outstanding ABC contractor members that would likely meet the criteria for the AQC program, along with contact information.

FINALIZE

Prior to finalizing your AQC application, you will be required to declare the below statement to be true:

I verify the information provided in this application is accurate. I understand that Associated Builders and Contractors is authorized to request additional information to assist its efforts in authenticating this application. I understand ABC National will contact the local ABC chapter in order to gather information about my company, our AQC eligibility and our ABC membership. I understand ABC National has ownership of the materials provided and has the permission of this company to refer its name to construction buyers and other construction users.