



**External Organization Recognition  
APPLICATION & QUESTIONNAIRE**

1. NAME OF APPLICANT ORGANIZATION:  
\_\_\_\_\_
  
2. ADDRESS:  
\_\_\_\_\_
  
3. PHONE: \_\_\_\_\_ 4. FAX: \_\_\_\_\_
  
5. WEBSITE: \_\_\_\_\_
  
6. ORGANIZATIONAL CONTACT:  
NAME: \_\_\_\_\_  
  
PHONE: \_\_\_\_\_  
  
EMAIL: \_\_\_\_\_
  
7. DATE ORGANIZATION FOUNDED: \_\_\_\_\_  
  
7A. PARENT ORGANIZATION(S):  
\_\_\_\_\_  
  
7B. OTHER SPONSORING ORGANIZATION(S): -  
\_\_\_\_\_
  
8. FEDERAL TAX EXEMPTION STATUS: \_\_\_\_\_  
  
8A. DATE OF ORIGINAL APPLICATION (IF APPLICABLE): \_\_\_\_\_  
  
8B. TAX IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

9. STATE INCORPORATED AS NON-PROFIT: \_\_\_\_\_

9A. DATE OF INCORPORATION: \_\_\_\_\_

10. PLEASE ATTACH THE FOLLOWING INFORMATION IN APPENDIX FORMAT. EACH APPENDIX SHOULD BE ADDRESSED IN THE ORDER BELOW AND SEPARATED BY TABS FOR CLARITY AND ACCESSIBILITY.

- A. Formal letter of request for recognition as tax exempt entity on organizational letterhead and copy of response from IRS (if applicable).
- B. Documentation that demonstrates formal endorsement and support by the applicant for the ARC/STSA's mission, accreditation activities and services.
- C. Copy of current Articles of Incorporation and organizational Bylaws.
- D. Roster of current Board of Directors/Trustees governing the applicant organization including names, mailing addresses, email addresses and telephone numbers.
- E. List of applicant's parent or sponsoring organization(s) with current contact information or a formal statement specifying that there is no parent or sponsor.
- F. Description of the principle activities sponsored by the applicant organization, including regular and recurring events over the last three years.
- G. Copy of applicant's organizational policy manual, operational guidelines, or similar documents.
- H. Proof of current National Commission for Certifying Agencies (NCCA) accreditation for credentialing program in surgical technology and/or surgical assisting offered by or administered by the applicant. Or, a formal statement specifying that there is no credentialing program offered by the applicant in either of those disciplines.
- I. Copy of most recent Form 990

11. PLEASE SUBMIT THE ARC/STSA RECOGNITION APPLICATION PROCESSING FEE (\$1,000) WITH THIS APPLICATION.

Legal Review (3/27/2015)  
Executive Committee Approval (4/14/2015)  
BoD Adoption (4/18/2015)  
Effective (4/24/2015)