



# Completing the Intent to Apply/Eligibility Form

- 1. Applicant:** Provide the official name and address of your organization.
- 2. Size and Locations:** Provide the number of full-time equivalent employees (FTE) working at the organization. NOTE: Full-time equivalent employees are defined as those who regularly work 37.5 or more hours a week and are entitled to benefits. Additionally, indicate the number of sites to be included in the evaluation.
- 3. Industry Sector:** Select the sector that best describes your organization.
- 4. Industrial Classification:** Indicate the North American Industry Classification System (NAICS) codes most relevant to your organization's products and/or services. To search for the appropriate NAICS codes, visit <https://www.naics.com/search/>.
- 5. How did you Hear About Us:** Take a moment to tell us how you learned about TNCPE.
- 6. Official Organization Contact:** In these fields provide complete contact information (using a street address) for the person at the organization who will be the point of contact for the TNCPE office and the examiner team leader.
- 7. Alternate Official Contact:** Provide contact information for an alternate contact with the authority to provide additional information in the event the official contact is not available. If the official or alternate contact changes during the application process, please inform TNCPE.
- 8. Return Applicant?:** Indicate if the organization has previously applied for an assessment with TNCPE. If so, please indicate the year(s) of application.
- 9. Application Level:** Choose the level of recognition for which your organization plans to apply: Commitment Award (Level 2), Achievement Award (Level 3), or Excellence Award (Level 4).
- 10. Assurance and Authorizations:** Your organization's highest-ranking official must authorize the application. This indicates that your organization will comply with the responsibilities associated with participating in the TNCPE Award Program.
- 11. Participation on the Board of Examiners:** One of the best ways to gain knowledge of the TNCPE Baldrige Excellence Framework is to serve as an examiner and see how the framework has been

applied to other, diverse organizations. Past applicant organizations have benefited from having examiners on staff and TNCPE is pleased to provide this benefit to future applicants.

We are happy to provide training free of charge to one employee of each applicant organization. Indicate contact information for the employee you would like to attend training. If your examiner candidate is unable to fulfill all requirements of the review schedule, TNCPE will invoice you the value of examiner training (\$795).

- 12. Subunits:** If your organization is a subunit of a larger organization, attach a line and box organizational chart showing your organization's relationship to the highest management level of the parent organization, including intervening levels. On a separate attachment, briefly describe the major functions provided to the applicant by the parent or by other subunits of the parent.
- 13. Intent to Apply Fee:** A \$250 non-refundable Intent to Apply Fee is required to cover the costs associated with the initial processing and eligibility determination. The Intent to Apply Fee may be paid by check or with a credit card. Select "Invoice Me" to pay by check or select "Pay Now" to pay by credit card.

## Submitting your Intent to Apply/Eligibility Packet

Your Intent to Apply/Eligibility Packet should include:

- The Intent to Apply/Eligibility Form
- Organizational chart or charts
- Attachments that, if appropriate, describe the relationship with the parent organization (#12)
- \$250 fee (paid only with a credit card or invoiced to your organization)

Attach these items to the online registration form by the deadline.