



Tribal Employment Rights Commission

Poarch Band of Creek Indians

5811 Jack Springs Road, Building 200, 1st Floor

Atmore, Alabama 36502

Phone: (251) 368-9136 Ext. 2027, 2028, 2029, or 2035

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TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) MENTORSHIP INDIAN CERTIFICATION APPLICATION

NOTE: ONLY FULLY COMPLETED ORIGINAL APPLICATIONS INCLUDING ALL ADDITIONAL INFORMATION REQUESTED WILL BE CONSIDERED.

1. Mentorship

- A. Ownership- The Certified Business must constitute at least 51% of the mentorship.
- B. Control- The Certified Business must successfully demonstrate that it has the capability to manage a similar project on its own and has entered into the mentorship because the non-Indian firm provides assistance such as bonding, specialized expertise, or capital.

Official Name of Current TERO Certified business seeking mentorship:

Official Business Name as it appears on legal documentation for non-Indian business:

Mailing Address: _____

Physical Address: _____

Directions to business location:

Phone: _____ Fax: _____

Cell Phone: _____ Website: _____

Email Address: _____

FEIN# (or Social Security Number): _____

What date and year was the establishment of the business: _____

Type of Business: Corporation Partnership Sole Proprietorship Limited Liability Company
 Non-Profit Other

Name of Owner(s):

Licensed Business Categories of the non-Indian Business:

Identification of board of directors and officers if the non-Indian Business is a corporation or limited liability company:

Identification for which the Mentorship is being formed (Identify what project the mentorship is being formed):

Explain the anticipated professional benefit that the Certified Business will obtain from the mentorship (Attach and/or include additional documentation for the analysis/forecast analysis of the anticipated professional benefit that the Certified Business will obtain from the mentorship):

Note: All Businesses may be Subject To an Interview by TERO Prior to Certification Determination.

Required Documentation to be submitted with Application for **Mentorship**:

1. The Certified Business' and the non-Indian Business' knowledge and/or experience with similar projects.
2. The amount of capital that each party to the mentorship will invest in the project.
3. Identification of all employees that each party to the mentorship will use in the project with each employee's job description, designation of the employee as full-time or part-time, salary, and designation of Tribal Member of Indian status.
4. Identification of management personnel for the project.
5. Identification of assets that each party to the mentorship will use in the project.
6. The mentorship agreement, detailing the management, operation, and fee arrangements for the mentorship.
7. Copies of all necessary licenses and certifications held by any owner and employee of either party that may be required in order for the mentorship to legally perform activities in the requested registration categories. This may include, but is not limited to, a business license, a sales tax number, state licenses.
8. Resume of all owners and current key employees for either party that demonstrate experience and education to manage a business engaged in the requested registration categories.
9. Copies of personal certifications from state, college, technical school or local agencies for any owners and key employees of both parties demonstrating experience and education to manage a business engaged in the requested registration categories.
10. No less than one (1) recommendation letters from prior employers and/or clients relative each party to the mentorship's qualifications and skills in each requested registration categories. This recommendation letter may not come from the Tribal or a Tribal entity.
11. Any other documentation required by the TERO Office to complete the certification process.

REGISTRATION

Required Documentation to be submitted with the Application for **Registration of Product(s) and/or Service(s) to be provided by the Applicant(s) Mentorship**:

1. Identification of the categories in which the mentorship believes that it is capable and qualified to be registered.
2. Identification of all owners and employees who have a license or certification which is required in order for the mentorship to legally perform activities within the requested registration categories.
3. A list of continuing education completed by any owners and current key employees within the past two years which are applicable to the requested registration categories.
4. For each requested registration category, a list of contracts and/or subcontracts performed within the past two years by each party to the mentorship.

Note: The Mentorship will only be solicited for the product(s) and/or service(s) that has established its Fitness in particular categories of business area(s).

MASTER LIST OF CATEGORIES OF BUSINESS AREA(S) FOR PRODUCT(S) AND/ OR SERVICE(S) FOR REGISTRATION CONSIDERATION.

The Mentorship may be registered in any of the following categories for this mentorship project:

All Mentorships: Identify the categories in which the mentorship is licensed by circling, underlining, and/or highlighting.

Commercial Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.4. through 33.3.14 apply to construction over \$50,000. Registration Categories 33.3.5 through 33.3.14 apply only to construction under \$50,000.

In conformity with Alabama's classification and Licensure of Construction Contractors, all construction contractors providing construction services in Alabama shall be classified by the TERO Office in accordance with the following major classifications:

- 4.01 **Building Construction:** This shall include the construction of building structures including modifications thereof or additions thereto, intended for use for shelter, protection, comfort or convenience. Building construction shall include the excavation and foundations for buildings and work incidental thereto.
- 4.02 **Building Construction under Four Stories (BCU4):** This shall include the construction of building structures, including modifications thereof, that do not exceed three stories in height, and any roof structure or component of such structure does not exceed fifty feet in height, which are intended for use for shelter, protection, comfort or convenience. BCU4 shall include the excavation and foundations for buildings and work incidental thereto for buildings less than three stories in height. BCU4 shall include interior nonstructural alterations and repairs to existing buildings exceeding three stories in height. In addition to the above, BCU4 shall include the construction of building structures, including modifications thereof exceeding three stories in height on projects but only under the direction and supervision of a General contractor or Construction Manager licensed under Building Construction.
- 4.03 **Highways and Streets:** This shall include the construction of roads, streets, guardrails, fences, parkways, parking areas, bridges, grading, drainage and all other types' incidental thereto.
- 4.04 **Municipal and Utility:** This shall include clearing, grubbing, paving, curbs, gutters, walks, alleys, driveways, sewer projects, water projects, gas projects, electric projects, telephone projects and work incidental thereto.
- 4.05 **Heavy and Railroad Construction:** This shall include the construction of railroads, bridges, foundations, pile driving, cofferdams, tunnels, drainage projects, irrigation projects, hydro-electric development, transmission lines, pipe lines, marine construction, runways and any other work incidental to the above types.

- 4.06 **Specialty Construction:** This is defined as any work in connection with construction, erection, alteration, modifications or additions requiring special skills and/or trades or crafts for any particular part of the work, and work incidental thereto.

Building Construction Specialty Construction (BC-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major Classification of Building Construction, a business may be licensed under any of the following Specialties.

- 5.01 **Site work:** Earthwork, Fencing, Other
- 5.02 **Concrete:** Foundations, Structural Concrete Erection, Reinforcing Steel, Precast and Restressed Concrete Installation, Other
- 5.03 **Masonry:** Restoration, Other
- 5.04 **Metal:** Structural and Miscellaneous Steel Erection, Ornamental and Miscellaneous Metal, Metal Studs, Other
- 5.05 **Carpentry:** Framing, Millwork and Finish Carpentry, Other
- 5.06 **Moisture Protection:** Roofing and Sheet Metal, Sheet Metal and Metal Siding, Metal building erection, Insulation, Exterior Insulation and Finish Systems, Sprayed on Fire Proofing, Joint Sealers, Other
- 5.07 **Doors, Windows and Glass:** Glass Windows and Doors, Specialty Door and Hardware, Glazed Curtain Wall, Other
- 5.08 **Finishers:** Painting and Wall Coverings, Special Coatings and Waterproofing, Sandblasting, Terrazzo, Hard Tile and Stone, Carpet and Resilient Tile Lath and Plaster, Drywall and Metal Studs, Acoustical Treatments and Insulation, Other
- 5.09 **Specialty:** Building Accessories, Other
- 5.010 **Equipment:** Kitchen Equipment, Theater and Stage, Millwright, Other
- 5.011 **Furnishings:** Furniture Installation, Millwork and Casework, Window Treatments, Auditorium and Theater Seating, Bleachers, Other
- 5.012 **Special Construction:** Pre-engineered Metal Buildings, Conveying, Elevators and Escalators, Handicap Lifts, Other
- 5.013 **Other:** Building, Maintenance Repair, Remodeling and Alteration

Highways and Streets Specialty Construction (HS-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Highways and Streets, a business may be licensed under any of the following Specialties.

- 6.01 **Guardrails**
- 6.02 **Fencing**
- 6.03 **Bridges**
- 6.04 **Earthwork**
- 6.05 **Drainage and Culvert**
- 6.06 **Hot and Cold Asphalt Plant Mix Paving**
- 6.07 **Asphalt Surface Treatment**
- 6.08 **Concrete Pavement**
- 6.09 **Base and Soil Stabilization**
- 6.010 **Erosion Control/Mowing**
- 6.011 **Grassing**
- 6.012 **Grinding, Grooving or Milling**
- 6.013 **Traffic Control and Safety**
- 6.014 **Painting, Sandblasting, and Bridge Repair**
- 6.015 **Steel** (all classes)
- 6.016 **Other**

Municipal and Utility Specialty Construction (MU-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Municipal and Utility, a business may be licensed under any of the following Specialties.

- 7.01 **Sewer Projects**
- 7.02 **Water Projects**
- 7.03 **Gas and Oil Projects**
- 7.04 **Power Projects and Plants**
- 7.05 **Telecommunication Projects**
- 7.06 **Clearing and Grubbing**
- 7.07 **Site Work Grading**
- 7.08 **Drainage and Culvert**
- 7.09 **Paving and Asphalt**
- 7.010 **Concrete**
- 7.011 **Pipelines**
- 7.012 **Gunite**
- 7.013 **Facilities**
- 7.014 **Other**

Heavy Railroad Specialty Construction (H/RR-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Heavy/Railroad, a business may be licensed under any of the following Specialties.

- 8.01 **Foundations, Piling, and Cofferdams**
- 8.02 **Retaining Walls**
- 8.03 **Tunnels**
- 8.04 **Drainage, Irrigation, and Flood Control Projects and Dams**
- 8.05 **Marine Construction**
- 8.06 **Industrial Projects**
- 8.07 **Oil and Gas Field Projects**
- 8.08 **Dredging**
- 8.09 **Gunite**
- 8.010 **Slurry Walls**
- 8.011 **Membrane Liners**
- 8.012 **Runways**
- 8.013 **Other**

9.0 Swimming Pools (SP)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for the construction, repair, or renovation of Swimming Pools and work incidental thereto.

Mechanical (M)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Mechanical or may request specific sub classifications such as the following Specialties.

- 10.01 **Heating, Ventilating and Air Conditioning**
- 10.02 **Plumbing**
- 10.03 **Refrigeration**
- 10.04 **Fire Protection Systems**
- 10.05 **Pollution Control**
- 10.06 **Industrial Pipe Work and Insulation**
- 10.07 **Boiler and Refractory Construction Maintenance and Repair**
- 10.08 **Other**

Electrical (E)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Electrical or may request specific sub classifications such as:

- 11.01 **High Voltage (120 and up)**
- 11.02 **Low Voltage**

11.03 Substations

11.04 Other

12.0 Demolition (D)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Demolition.

Environmental (EV)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be Licensed for Environmental or may request specific sub classifications such as:

13.01 Environmental Remediation

13.02 Abatement

13.03 Reclamation

13.04 POL Dispensing System

13.05 Landfills

Other Specialties (SC)

A business may be licensed for "Other Specialties" such as:

14.01 Golf Course

14.02 Tennis Courts

14.03 Running Tracks

14.04 Landscaping

14.05 Fencing

14.06 Sprinkler Systems

14.07 Outdoor Advertising Signs

14.08 Cell Towers

14.09 House Moving

14.010 Others

Residential Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.15.01 applies to construction over \$10,000. Registration Categories 33.3.15.02 applies to construction under \$10,000.

In conformity with the State of Alabama Homebuilder Licensure Board, all contractors providing residential construction in Alabama shall be classified by the TERO Office in accordance with the following classifications:

01. Over \$10,000

(a) Unlimited Home Builders License - All residential construction related to a single family dwelling which may include, but not be limited to, building a new home or remodeling an existing home.

(b) Limited Structural Home Builders License – Single trade/structural residential construction to a single-family dwelling, which may include, but not be limited to, foundation, framing.

(c) Limited Non-Structural Home Builders License - Single trade/non-structural residential construction to a single-family dwelling, which may include, but not be limited to, siding, sheetrock, roofing.

02. Under \$10,000

All residential construction to a single-family dwelling under \$10,000 with the proper City or County license.

Categories of Business Areas for Vendor Goods and/or Services

A Business Applicant may be registered in any of the following broad categories and also provide a certificate of certification specifically listing the primary business activities to be performed. If something requires a license under construction then it must fall under commercial or residential construction services.

16.01 Agriculture, Forestry, Fishing and Hunting: This may include, but not be limited to, crop production; beef cattle ranching and farming, including feedlots; all other animal production; forestry and logging; support activities for forestry; and farm management services.

16.02 Architectural and Structural Metals Manufacturing: This may include, but not be limited to, ornamental and architectural metal work products manufacturing; ornamental and architectural metal work manufacturing; sheet metal manufacturing; plate work manufacturing; fabricated structural metal manufacturing; prefabricated metal building and component manufacturing; and metal window and door manufacturing.

16.03 Machine Shops and Metal Hardware, Tools, and Machine Manufacturing: This may include, but not be limited to, machine shops; precision turned product manufacturing; hardware manufacturing; screw, nut, and bolt manufacturing; metalworking machinery manufacturing; machine tool (metal cutting types) manufacturing; machine tool (metal forming types) manufacturing; special die and tool, die set, jig, and fixture manufacturing;

cutlery and hand tool manufacturing; hand and edge tool manufacturing; saw blade and hand saw manufacturing; and powder metallurgy part manufacturing.

- 16.04 **Other Fabricated Metal Product Manufacturing:** This may include, but not be limited to, industrial mold manufacturing; forging and stamping, iron and steel forging; metal stamping; metal can, box, and other metal container manufacturing; and any other metal manufacturing.
- 16.05 **Gaming Equipment Manufacturing:** This may include, but not be limited to, Class II or Class III gaming equipment manufacturing; gaming device manufacturing; gaming device component manufacturing; and equipment ancillary to gaming devices manufacturing.
- 16.06 **Other Manufacturing:** This may include, but not be limited to, any other manufacturing not included in this Section.
- 16.07 **Printing:** This may include, but not be limited to, commercial lithographic printing; commercial gravure printing; commercial flexographic printing; commercial screen printing; quick printing; digital printing; manifold business forms printing; other commercial printing; and support activities for printing.
- 16.08 **Automobile Dealers and Automotive Parts and Accessories Retailers**
- 16.09 **Furniture and Home Furnishing Retailers:** This may include, but not be limited to, furniture stores, floor covering stores, and window treatment stores.
- 16.010 **Food and Beverage Retailers:** This may include, but not be limited to, grocery stores; supermarkets; convenience stores; specialty food stores; meat markets; fish and seafood markets; fruit and vegetable markets; beer, wine, and liquor stores; tobacco stores.
- 16.011 **Health and Personal Care Retailers:** This may include, but not be limited to, pharmacies; drug stores; optical goods stores; cosmetic and beauty supply stores; health food supplement stores.
- 16.012 **Gasoline Stations and Fuel Dealers:** This may include, but not be limited to, gasoline stations with or without convenience stores; heating oil dealers, and liquefied petroleum gas (bottled gas) dealers.
- 16.013 **Office Supplies and Stationary Retailers:** This may include, but not be limited to, any writing materials, such as paper, envelopes, pens, ink, rulers.
- 16.014 **Clothing Retailers:** This may include, but not be limited to, suppliers of clothing goods and/or services to consumers.
- 16.015 **Casino and Gambling Retailers:** This may include, but not be limited to, suppliers of equipment ancillary to Class II or Class III gaming devices; suppliers of implements of Class II or Class III gaming activities such as playing cards and dice; and other goods, services or concessions which are only used in connection with Class II or Class III gaming activities.

- 16.016 ATM and Vending Machine Operators:** This may include, but not be limited to, coin or card-operated machines that dispense currency or sell tangible personal property.
- 16.017 Transportation and Warehousing:** This may include, but not be limited to, local and long-distance general freight trucking; local and long-distance specialized freight trucking; and motor vehicle towing.
- 16.018 Information:** This may include, but not be limited to, periodical publishers; directory and mailing list publishers (includes compiling mailing lists in conjunction with providing direct mail advertising services); sound recording industries; record production; sound recording studios; and telephone-based recorded information services.
- 16.019 Finance and Insurance:** This may include, but not be limited to, portfolio management; investment advice; insurance and employee benefit funds; health and welfare funds; consumer lending; investment banking and securities dealing; securities brokerage; other financial investment activities; insurance agencies and brokerages; claims adjusting; third party administration of insurance and pension funds; cash management services; and money counting machines.
- 16.020 Real Estate and Rental and Leasing:** This may include, but not be limited to, real estate agents and brokers; real estate property managers; lessors of residential buildings and dwellings; lessors of nonresidential buildings; lessors of mini-warehouses and self-storage units; lessors of RV and mobile home lots; and real estate appraisers.
- 16.021 Equipment Rental and Leasing:** This may include, but not be limited to, truck, utility trailer and RV rental and leasing; home health equipment rental; recreational goods rental; and commercial and industrial machinery rental and leasing.
- 16.022 Legal Services:** This may include, but not be limited to, offices of lawyers; offices of notaries; title abstract and settlement offices; and all other legal services.
- 16.023 Accounting, Tax Preparation, Bookkeeping, and Payroll Services:** This may include, but not be limited to, services provided to manage, prepare, record, and/or audit financial files for the day-to-day operation and management of a business.
- 16.024 Architectural, Engineering, and Related Services:** This may include, but not be limited to, architectural services; landscape architectural services; engineering services; drafting services; and building inspection services.
- 16.025 Geophysical Surveying and Mapping Services:** This may include, but not be limited to, surveying and mapping; geophysical surveying and mapping; and testing services.
- 16.026 Specialized Design Services:** This may include, but not be limited to, interior design services; industrial design services; graphic design services; computer systems design; and computer facilities management services.

- 16.027 **Advertising, Public Relations, and Related Services:** This may include, but not be limited to, direct mail advertising; advertising agencies; public relations agencies; media buying agencies; display advertising; advertising material distribution services; marketing research and public opinion polling.
- 16.028 **Other Professional, Scientific, and Technical Services:** This may include, but not be limited to, any other specialized services not included in this Section.
- 16.029 **Administrative and Support Services:** This may include, but not be limited to, employment services; employment placement agencies; executive search services; temporary help services; document preparation services; telephone call centers; telephone answering services; collection agencies; repossession services; travel agencies; tour operators; investigation and security services; security system services; armored car services; locksmiths; exterminating and pest control services; janitorial services; landscaping services; and carpet and upholstery cleaning services.
- 16.030 **Waste Management and Remediation Services:** This may include, but not be limited to, waste collection; waste treatment and disposal; hazardous waste treatment and disposal; remediation services; and septic tank and related services.
- 16.031 **Educational Services:** This may include, but not be limited to, computer training; exam preparation and tutoring; sports and recreation instruction; and automobile driving instruction.
- 16.032 **Health Care and Social Assistance:** This may include, but not be limited to, offices of physicians; offices of dentists; offices of optometrists; offices of mental health practitioners; offices of other health practitioners; family planning centers; kidney dialysis centers; home health care services; ambulance services; psychiatric and substance abuse hospitals or facilities.
- 16.033 **Arts, Entertainment, and Recreation:** This may include, but not be limited to, musical groups and artists; nature parks and other similar institutions; agents for artists, athletes, entertainers, and other public figures; museums; amusement arcades; casinos; golf courses; fitness and recreational sports centers; and bowling centers.
- 16.034 **Accommodation and Food Services:** This may include, but not be limited to, hotels; motels; casino hotels; RV parks and recreational campgrounds; rooming and boarding houses; full service restaurants; limited-service eating places and restaurants; cafeterias; grill buffets; buffets; snack and nonalcoholic beverage bars; caterers; mobile food services; and alcoholic drinking places.
- 16.035 **Automotive Repair and Maintenance:** This may include, but not be limited to, general automotive repair; automotive body, paint, and interior repair and maintenance; automotive oil change and lubrication shops; automotive glass replacement shops; and car washes.

RELEASE OF INFORMATION:

I hereby authorize release of my tribal enrollment records from _____ to the TERO Office.
Name of federally recognized ("Tribe")

CERTIFICATION OF INFORMATION:

I hereby certify that the information in this application and attached documents hereto is true and complete to the best of my knowledge and belief. _____ and _____
Initials of Owner(s) of TERO Certified Business Initials of Owner(s) of non-Indian Business

AS A REMINDER TO THE APPLICANT(S):

False information can lead to withdrawal and other legal actions.

Signature of Owner of TERO Certified Business

Date

Title

Signature of Owner of non-Indian Owned Business

Date

Title

Form Number: TERO 1202

Date Approved: 07/12 JLS

Date Revised: (09/14 ETJ) (10/15 WCM) (12/17 WCM)(04/19 CRH)
(5/21 JNR)

FOR TERO OFFICE USE ONLY:

Approved _____ Denied _____

Signature: _____

Date: _____