

**Union Construction Workers' Compensation Program**  
**Enrollment Checklist**  
(Updated March 2010)

**Contractor Company:** \_\_\_\_\_

**Mail this form and the documents listed below to the Program Administrator.**

- Complete *Enrollment Application* (@: [www.ucwcp.com/documents](http://www.ucwcp.com/documents) to print a copy)
- Provide Certificate of Insurance for current workers' compensation coverage.
- Provide a copy of the most recent MCPAP Credit Factor Application (filed April 1 annually) or prior calendar year payroll by class code or workers' compensation premium audit.
- Do you currently work with an independent safety consultant?

**If yes, Consultant & Firm Name:** \_\_\_\_\_

- For Metro-area Contractors who want a free consultation regarding pre-employment services, injury care protocols, drug testing requirements, or creation of a sub-network of Occupational Medicine Clinics within the EPO, please contact either:
  - Bob Weeks at Minnesota Occupational Health (651) 968-5255 (office)  
or (651) 245-5041 (cell)
  - John Eibs at North Works Occupational Health (612) 727-1167 (office)  
or (612) 209-5768 (cell)
  - Kim Johnson at NOW Occupational Health (952) 767-2344 (office)
- Enrollment materials and instructions will be mailed to you prior to your start date. Any staff that interacts with injured employees must attend a 20-minute telephonic training session conducted by UCWCP staff. Please indicate who will attend:  
  
\_\_\_\_\_

**Program Subscription Fees:** Contractors are assessed an annual fee based upon a formula using their prior calendar-year payroll for union employees.

For the fiscal year of July 1, 2009 through June 30, 2010, the following formula is used:  
2008 C.Y. union labor payroll X .0013 = Annual fee. Regardless of payroll amounts, the minimum fee is \$1,020.00 and the maximum is \$7,800.00. Fees are prorated if the contractor joins the program mid-year.

Subscription Fees can be invoiced at your option of quarterly, semi-annual or annual.

Please circle your billing preference:    Quarterly        Semi-annual        Annual (July-June)