



Specialty Contractor Tool Kit

Complying with C3 requirements on this project is not difficult and the following information is intended to guide you through the process.

Useful Definitions from the Glossary of C3 Terms that can be found in the C3 Accredited Employer Policy and Procedure Manual:

Accredited Employer - A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 principles for its entire craft workforce on all projects.

Project Participant - A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 principles for all its craft workers on a designated C3 project.

Specialty Contractor - A subcontractor of any tier.

The Owner for this project has designated it as a C3 Project.

C3 -The Construction Career Collaborative (C3) is an alliance of owners, contractors and specialty subcontractors, dedicated to promoting the sustainability of the greater Houston area construction workforce. The mission of C3 is to provide a method whereby responsible owners, contractors and specialty contractors can positively affect the growth of a sustainable construction workforce by advancing principles that raise the image of the industry by attracting and retaining qualified workers; providing a safer and healthier work environment and improving quality, efficiency and productivity.

C3's Commitment to Sustainable Careers for our Workforce includes commitment to these three principles:

- 1. Promote the financial security, health and well-being of all craft workers.***
- 2. Require construction industry safety training standards for the workforce.***
- 3. Commit to craft training.***

Following these steps will help you understand the process.



Specialty Contractor Tool Kit

Decide whether you want to be an Accredited Employer (option 1) or a Project Participant (option2).

Option 1: Becoming a C3 Accredited Employer please follow these steps:

Step 1

- Submit C3 Accredited Employer application along with \$1,500.00 Annual Fee.
- Submit the C3 Employer's Craft Training Statement of Participation which is page two of the application.
- Reference C3 Accredited Employer Policy & Procedure Manual.
- Notification of application approval will be received within 1 week.

Step 2

- Approved Specialty Contractors will receive an email to access the C3 Database.
- Review your company's information and make any adjustments. Assign Users and Administrator for your company.
- Enter all of your company's field supervisors and craft workers, along with each individual's safety training records, into the C3 Database.

Step 3 (only for C3 projects)

- Once there is a project designated as C3 and if you have been selected by the associated Contractor, expect to receive an email invitation from the Database inviting you to the C3 project.
- Accept the link from the Database on behalf of the Contractor.
- Enroll all project specific field supervisors and craft workers, along with each individual's safety training record, into the C3 Database for that particular C3 project.

Option 2: Becoming a C3 Project Participant please follow these steps:

Step 1

- Submit C3 Project Participant application along with the appropriate fee which is lesser of ½% of the sum of all contracts held by you on the C3 Project, or a minimum of \$100.00 and a maximum of \$2,000.00.
- Submit the C3 Employer's Craft Training Statement of Participation which is page two of the application.
- Reference C3 Accredited Employer Policy & Procedure Manual.
- Notification of application approval will be received within 1 week.

Step 2

- Approved Specialty Contractors will receive an email to access the C3 Database.
- Review your company's information and make any adjustments. Assign Users and Administrator for your company.

Step 3

- Once there is a project designated as C3 and if you have been selected by the associated Contractor, expect to receive an email invitation from the Database inviting you to the C3 project.
- Accept the link from the Database on behalf of the Contractor.
- Enroll all project specific field supervisors and craft workers, along with their safety training records, in the C3 Database for that particular C3 Project.