

APO Application

Congratulations on taking the first step to pursue the Accredited Parking Organization (APO) designation. Earning the APO designation assures the public that a parking program meets nationally and internationally endorsed standards for professionalism, accountability, creativity, responsibility, and performance. By undertaking this process, your organization demonstrates its commitment to ongoing evaluation and improvement of program outcomes through the implementation of industry best practices.

Date of Application¹: _____

Organization/Company Name: _____

IPI Member **yes** **no** _____ **IPI Member Number:** _____

Type:

- Academic (college/university, school)
- Airport
- Commercial Operations (private operators, shuttle services)
- Corporate (building owners, developers, entertainment, resort, retail)
- Hospital/Medical or Healthcare Facility
- Public (city, economic development, municipality, public works, police, law enforcement)
- Transit/Transportation (bus highway, rail)
- Other (please specify): _____

This application is for (select one of two choices below).

- Parking Organization** — A parking organization is an entity that operates, manages, owns or leases parking facilities (defined as: parking lot(s), garage(s), ramps, carparks, etc. and on-street parking spaces).

Example: ABC airport has parking that is close to the airport and also runs multiple airports within the state. IPI Member pricing: Application Fee (\$250); Accreditation Fee (\$2,500).

OR

- Multi-Site Parking Organization** — A parking organization may operate, manage, own or lease parking sites that are not in close physical proximity. Despite geographic distance, sites are managed with common policies and procedures by the same parking organization. In this case, they may be included in the same APO application.

Example: ACME University operates, manages, owns or leases parking facilities that are not in close proximity, for instance in separate cities. Member pricing: Application Fee (\$250); Accreditation Fee (\$2,500, including first three facilities) plus \$500 per additional facility.

Please provide a short narrative providing detail on the scope of your organization (i.e. number of facilities, type of facilities, etc.):

¹ IPI will confirm receipt of application. On the date that the applicant organization receives confirmation, the one year submission period begins. Applicant must submit full documentation package to IPI within that one year period, or the application process will start anew with a new application and accompanying fee.

Website: _____

Primary Contact Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Email: _____

Secondary Contact Name: _____ Title: _____

(if applicable)

Mailing Address: _____

Telephone: _____ Email: _____

Fees:

Application fees are due at the time of application (\$250 IPI member/\$750 non-member¹).

Accreditation fees for the three year accreditation (\$2,500 IPI member/\$4,500 non-member) are due at the time of submission of complete documentation package.

Please note that payment and completed application must be received before candidate may begin the accreditation process.

Check one:

- I have included a check with this application. Check # _____
- I have paid for the application fee online at parking.org.

Initial the following:

- _____ I have reviewed and understand the requirements and criteria outlined in the APO Manual for Applicants and the APO Matrix. I have conducted an internal self-assessment of my organization, and have determined that I am eligible for Accredited and/or Accredited with Distinction status, and that my organization will be able to provide documentation to support the criteria.
- _____ I agree to abide by the Code of Ethics contained in the APO Manual for Applicants.
- _____ I understand the application fee is non-refundable.
- _____ I understand that the applicant organization will be responsible for the cost to procure Site Review by an IPI-approved Site Reviewer², and that this is a required and critical step in the accreditation process³.
- _____ I understand that I will be required to submit a Site Reviewer Potential Conflict of Interest Form when Site Reviewer is selected, which will disclose existing relationships required (vendor/client, former employee/ employer, other relationships, etc.)⁴.

Signature: _____ Date: _____

Printed Name: _____

¹ Member rates apply to the organization pursuing accreditation, not to the selected Site Reviewer.

² IPI recommends that applicants budget \$5,000 for reviewer fees, report, travel, and expenses for a two-day on-site meeting and review, but acknowledges that each organization is unique and may require a customized approach.

³ Accreditation is based on a third-party review and final approval by the APO Board, and IPI is not responsible for the outcome of the accreditation process.

⁴ Conflicts of interest that disqualify a site reviewer from performing services include: 1) existing employee of applicant organization or 2) family relationship to employees of applicant organization.