Instructions – Board Certification Form

The Board Certification Form must be completed annually and submitted to the AAA by July 1.

1. Document the fiscal year in the heading.
2. Executive Director to complete their name and name of the provider agency.
3. Document the requested information in the required fields for the Board President, Vice-President, Secretary, and Treasurer.
4. List required information for other board members.
5. Document the agency in the field certifying that the Board of Directors meets NGA standards and the state fiscal year date.
6. Document the current fiscal year.
7. Signature line for Board President.
8. Document the date signed by the Board President.
9. Board Certification Forms must be updated when there are any changes to board membership and submitted to the AAA.