



We Have a Professional for that!  
[www.LGAPPROVED.ca](http://www.LGAPPROVED.ca)

### Leeds & Grenville Approved Professionals Inc.

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## Program Information Package

# What is: Leeds & Grenville Approved Professionals Program?

The **LG Approved Professionals Program** has been established to help the general public of Leeds and Grenville County connect with high quality and authentic professionals.

Our goals for the **LG Approved Professionals** are:

- To ensure quality, integrity and consistency in local professionals who offer services to the public
- To connect local consumers with our Approved Professionals who represent a variety of business sectors within the established Program Divisions throughout Ontario.
- To ensure that our Approved Professionals possess the necessary certifications, insurances and / or educational training to provide the products and services they offer
- Follow a Code of Conduct to ensure consumers receive the highest level of service

## Expanding our Reach for More Professionals:



A Business Network of  
**Professionals**  
for all of Canada!



A Business Network of  
**Professionals**  
for all of Ontario!



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We Have a Professional for that!  
[www.SDGAPPROVED.ca](http://www.SDGAPPROVED.ca)



We Have a Professional for that!  
[www.KSFAPPROVED.ca](http://www.KSFAPPROVED.ca)

## What Types of **Professionals do we Support?**

**LG Approved Professionals** supports all segments and sizes of local professionals providing high quality products and services, are accountable, credible and possess all the necessary insurances, certifications and education.

The **LG Approved Professional** network is looking for all ranges, types and branches of professionals! If your company follows the rules, regulations and standards of your trade, showcase yourself with us and set your firm apart from the rest!

Today's consumer is savvy and well-researched, taking the steps to check the backgrounds and certifications of the professionals they seek to hire. They require proof or evidence that they are hiring and entrusting a true professional. Our network showcases these types of professionals to today's savvy consumer.

## Why Join with the **LG Approved Program:**

Aligning with **LG Approved Professionals**, you're promoting your company as one of high quality, with guarantees to the public.

- As a member, you benefit from the "Go To" network we've created for consumers and members alike
- The LG Approved Professionals logo serves as a symbol of quality, integrity, and consistency of service
- Our "Go To" network is utilized by potential clients and professionals through our social media presence, website and active community involvement
- Participating in monthly events / meetings
- Approved Professionals are heavily involved in our local communities by way of private & public events, training & information programs and charity functions
- Group insurance for members
- Save money through member to member referral programs and discount offers

## Selecting Our **Members?**

**LG Approved Professionals** complete a standard Member Application, which will verify Professional Standing, Insurances, Education, Government Regulations, Recent Work and Professional References. (*Credentials will all be in relation to the Applicants Trade / Service.*) All this will help us ensure that we can label successful applicants as an **LG Approved Professional**.

The application process includes an extensive screening process, which generally includes:

- Trade References: reaching out to trade references, to get professional feedback on professionalism, conduct in the workplace and quality of workmanship.
- Client References: reaching out to recent client references, to get firsthand client experiences and feedback on conduct in the workplace and quality of workmanship.
- Professional Requirements: we ask all applicants to provide evidence of trade professional certifications (*BCIN, Master Licenses, Tarion Warranty, etc....*)
- Insurance Requirements: all applicants are to provide evidence of required insurance coverages (*Liability Insurance, WSIB, Workers Compensation, etc....*)

All applications are reviewed & verified by our divisional membership review team. This is a confidential review panel of professionals. This Membership Review Team will be made up of three existing members.

## Where do **Membership Fees Go?**

**LG Approved Professionals** operates as a private affiliation organization. Membership fees will be used primarily for the following:

- Advertisement & print media for group
- Recruitment & expansion of the brand
- Subsidy for member expenses towards group events / meetings / training / education
- Website hosting & management and dedicated social media presence
- Sponsorships or charitable contributions based on members / group

## LG Approved **Public Review System:**

The work of **LG Approved Professionals** network is to be one of high standards. We consistently seek feedback from our members' clients with respect to the quality of work completed, quality of service, professionalism and overall experience. The public are a key component to our system and are encouraged to contact us and provide us with feedback, both positive and negative.

Should an **LG Approved Professional** fall short on their service requirements, or is not compliant with the Code of Conduct, the Approved will review the issues / situations and the member may be removed from the Approved Professional Program.

Professional or public comments or complaints are submitted in confidence and reviewed by the Membership Review Board. They will then act as a disciplinary committee and review the complaint to validate, confirm and suggest solutions to the member in question.

Complaints will remain confidential until reviewed & investigated.

## LG Approved **Code of Conduct:**

All **LG Approved Professionals** are required to sign off upon registration, follow and adhere to our Code of Conduct.

- Service the clients with courtesy & respect.
- Maintain a clean, safe workplace.
- Present yourself in a tidy, clean & professional manor.
- Provide written quotes / estimates that are honest, accurate and accountable.
- Communicate project status with client on regular basis and upon modification.
- Complete work to an acceptable professional industry standard.
- Ensure all employees are trained to complete tasks assigned and to ensure a safe working environment.
- Maintain insurances and comply with all relevant regulations.
- Comply with all Municipal By-laws and Regulations.
- Encourage the use of Approved Professionals Program.

## LG Approved **Group Benefits for Members:**

Group Benefits are available to all Approved Professionals members and are offered by:

ONT Approved Professionals Member:

**Meagan Bingley, ProCorp Financial.** *(A local & licensed third party)*

LG Approved Professionals Member:

**Lisa Bell Financial, IG Wealth Management.** *(A local & licensed third party)*

*To apply or for further details, please contact your corresponding Division Membership Director.*

Value of products are not set by price alone as they are not the same – when comparing with other carriers, it is necessary to compare benefits vs. price.

## **LEEDS & GRENVILLE APPROVED PROFESSIONALS PROGRAM INC.**

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### **Membership Services**

Telephone: 613-865-8999

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