

OPERATION ACCREDITATION MANUAL

FINAL Version approved 07.01.2020

4th Edition released 03.31.2025



ACCT MISSION AND VISION STATEMENT

Content and Application, and Disclaimer of Liability

These guidelines and procedures herein are intended for use by professionals who have experience in challenge course, canopy/zip line tour and aerial adventure/trekking park course operations. The procedures in this document supersede all drafts and information printed or discussed prior to the distribution of this manual.

IMPORTANT:

The parties both acknowledge that the operation of, and participation in, challenge course programs, including high and low challenge course elements, climbing, ziplining, and aerial trekking, involve risk that necessitates comprehensive management planning. Accidents may occur even if the standards of the Program are followed. ACCT does not assume, and expressly denies, responsibility and legal liability for loss or damage to persons who rely on these standards, or who use the activities, facilities, equipment, or services contemplated by them. In writing standards and developing a system to review and systematically accredit that an operation met current ACCT standards on a given day and at a given time, ACCT does not intend to create legal duties or liabilities, for ACCT or for those who rely on the standards, which would not otherwise exist. An operator's compliance with the ACCT Accreditation Program is not a guarantee of the Operation's compliance with state and federal laws, regulations, industry standards, or manufacturers' requirements. An Operation's membership in the ACCT Accreditation Program is not a guarantee of safety, nor does accreditation mean that accidents and injury cannot occur.

Copyright © 2019 by Association for Challenge Course Technology.

All rights reserved. No part of this work covered by the copyrights hereon may be reproduced or distributed in any form or by any means—graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems—without prior written permission of the copyright holder.

Boulder, CO

303.827.2432

office@acctinfo.org

www.acctinfo.org

TABLE OF CONTENTS

ACCT MISSION AND VISION STATEMENT	2
TABLE OF CONTENTS	1
INTRODUCTION	2
OVERVIEW	2
PURPOSE	2
PROCEDURE	3
ROLES & STRUCTURE	3
Board of Directors (BOD)	3
Executive Director (ED)	3
Program Manager (PM)	4
Program Work Group (PWG)	4
Operation Reviewer (Qualified Course Professional)	4
PROCEDURES	5
ACCREDITATION CATEGORIES	5
Full Accreditation	5
Suspended Accreditation	5
AREAS FOR ACCREDITATION	5
APPLICATION REQUIREMENTS	5
General Requirements and Documents	5
Inspection Requirements	6
Operation Review Requirements	7
OPERATION ACCREDITATION APPLICATION PROCESS	7
ACCREDITATION STATUS DETERMINATION	8
Awarding Accreditation	8
Accreditation Rejection	9
REPRESENTATION OF ACCT ACCREDITED OPERATION STATUS	9
MAINTAINING ACCREDITATION	9
Notification to ACCT Program Manager	10
Annual Report	10
REACCREDITATION	11
Major Change / Incident Audit	11
Requests for Information	11
FEE STRUCTURE	11
APPLICATION CHECK LIST: guidance for operators preparing for the application	12

INTRODUCTION

This manual outlines the process by which Business to Client members pursue Association for Challenge Course Technology (ACCT) Operation Accreditation. This document is intended for use by Operation Accreditation Applicants, Qualified Course Professional (QCP), Operation Reviewers (OR), ACCT Accreditation & Certification Committee (ACC), the ACCT Operation Accreditation Panel (OAP), and ACCT staff.

OVERVIEW

Operation Accreditation is a review process administered by ACCT recognizing, challenge courses, aerial adventure/trekking parks, zip lines, and canopy tour sites (referred to as courses) that meet the procedural and standard compliance requirements established by ACCT. The accreditation is conferred on one site that has demonstrated compliance with the ACCT Standards through inspection, training documentation, and a detailed on-site operation review. Organizations having multiple sites will require a separate review process for each location.

ACCT staff will oversee accreditation, with advice and support from appointed volunteer groups. A reviewer meeting the ACCT Operational Reviewer qualifications and approved by ACCT Staff will provide all Operation Accreditation site visits.

The Operation Reviewer, their organization, and their organization's owner(s) shall not be directly involved in the operation of the site. The Operation Reviewer, their organization, and their organization's owner(s) shall not have a financial interest in the operation seeking accreditation through ownership, employment, or investment. The ACCT Staff, with the assistance of appointed group(s), shall address conflicts or perceptions of conflicts related to the accreditation process.

Reviewers are responsible for completing the ACCT Site Visit Report form. Applicants will complete an application, attach the required documents, and pay associated fees. The application is received by ACCT Staff, and reviewed and approved by ACCT Staff with the assistance of appointed volunteer groups.

PURPOSE

Operation Accreditation's purpose is to identify challenge courses, aerial adventure/trekking park courses, zipline, and canopy tour organizations that serve the general public through a commitment to quality, professional conduct/business practices, and ongoing use and adherence to ACCT standards. Organizations will be required to demonstrate compliance with all accreditation requirements and the current ANSI/ACCT standards.

Operation Accreditation benefits the industry, organization, and staff being reviewed, and the end user by:

- Elevating professionalism
- Providing accountability of the organization through ongoing quality review
- Identifying a list of accredited organizations
- Recognizing the commitment of accredited organizations toward industry excellence
- Creating a benchmark for Authorities Having Jurisdiction regarding operation quality
- Providing awareness of ACCT and its services

PROCEDURE

Operation Accreditation will be managed by the ACCT Staff under the authority of the Executive Director. All ACCT forms will be created and updated by the ACCT Staff. The ACCT Staff will oversee an advisory group to provide a collective resource with a broad knowledge base. ACCT Leadership will establish and maintain an appeals panel to assist the ACCT Staff if needed. The operation shall submit documentation to ACCT, as outlined in the Accredited Operation Documents. Once accredited, the operation will gain access to digital files of the current ACCT Accredited Operation logos for use and display; an accreditation certificate and the rights to display it at the accredited location; a listing on the ACCT website as an Accredited Operation; and additional benefits described in the Accredited Operation Documents.

ROLES & STRUCTURE

Operation Accreditation is intended to align with other ACCT accreditation services. The ACCT Staff oversees this accreditation program and has an advisory group for support. An ACCT-Approved Operation Reviewer performs the on-site review.

BOARD OF DIRECTORS (BOD)

The Board of Directors has a fiduciary responsibility to ACCT to act in good faith in the best interest of ACCT. New programs or substantial changes to existing programs shall be approved by the Board of Directors. Substantial changes to a program shall include:

- Changes to the program's purpose or goals
- Changes to the business structure of the program
- Changes to the fundamental structure of the program (i.e., levels)
- Conduct appeals process should it be elevated to the Board of Director level
- In the absence of a Compliance Committee, the Board may review grievances

EXECUTIVE DIRECTOR (ED)

While the Executive Director must propose major business structure and other changes to the program, as well as new programs to the BOD, the ED does have the right to:

- Approve documents that require legal review
- Approve changes that aren't substantial
- Approve fee changes
- Approve new workgroups or task forces
- Approve program policy changes
- Propose new programs to the Board of Directors
- Propose major program changes to the Board of Directors
- Propose major business structural changes to the program to the Board of Directors

- Revocation decisions

PROGRAM MANAGER (PM)

The Program Manager is the staff member who is assigned by the Executive Director to manage and administer the program.

- Administers the application and approval of Operation Applicants.
- Manages applicant data.
- Review applicant files and reports, and make the determination for accreditation.
- Maintains communication with Accredited Operations.
- Forward appeals to ACCT Leadership.
- Determines when Accredited Operations are in arrears of meeting Program requirements and sends notification when delinquent.
- Manages Accredited Operations renewal and annual compliance reporting processes.
- Manages conflict of interest with ACCT Leadership.

PROGRAM WORK GROUP (PWG)

The Program Work Group is a volunteer group managed by the Program Manager. This group may be called upon to assist the Program Manager with the following:

- Assistance in the review of an Application
- Providing updates to program documents
- Assistance in conversations on extensions
- Assistance in the review of Annual Compliance Reports
- Assistance in the Complaints process
- Assistance in the Suspension Process
- Assistance in the Revocation Process

APPROVED OPERATION REVIEWER (Qualified Course Professional)

- An Operation Reviewer (OR) is an individual who:
- Meets the ACCT Qualified Course Professional (QCP) Operational Reviewer guidelines.
- Is employed by an organization insured to provide reviews and inspections, OR an individual with such insurance.
- Has applied to and been approved by the ACCT Staff to be an Approved Operation Reviewer.
- Agrees to the ACCT Operation Reviewer Agreement
- Has completed the training provided by the Operation Accreditation Panel for Operational Reviewers

The Operation Reviewer, their organization, and their organization's owner(s) shall not be directly involved in the site's operation. The Operation Reviewer, their organization, and their organization's owner(s) shall not have a financial interest

in the operation seeking accreditation through ownership, employment, or investment. With the assistance of appointed group(s), the ACCT Staff shall address conflicts or perceptions of conflicts related to the accreditation process.

It is important to note that ACCT does not create, review, or have any input on the Operation Reviewer's contract with Operations. ACCT trains the Reviewer but does not assign the Reviewer or have any direction or control over the Reviewer's contracts.

PROCEDURES

These procedures outline the functions of ACCT Staff and Volunteers and address significant steps in completing the accreditation process. This document prescribes general rules and procedures for managing the Program that promote the availability of due process throughout.

ACCREDITATION CATEGORIES

FULL ACCREDITATION

Granted to Applicants who meet the Program requirements and prerequisites in a satisfactory manner.

SUSPENDED ACCREDITATION

A program awarded full accreditation may be suspended when the Program Manager has evidence that the Operation is not currently in satisfactory compliance with the Program requirements.

AREAS FOR ACCREDITATION

ACCT provides accreditation services in four areas of operation: Challenge Course, Zip Line, Aerial Adventure Park, and Canopy Tour.

APPLICATION REQUIREMENTS

ACCT must have a valid, verifiable, and reasonable basis to determine that the Operation deserves the accreditation designation. For Applicants to move forward in the accreditation process, each must meet the Program requirements. It is the responsibility of each Operation Applicant to submit adequate documentation to demonstrate compliance with all Program requirements.

GENERAL REQUIREMENTS AND DOCUMENTS

- Proof of course program delivery for a minimum of one (1) year.
- Insurance Requirement:
 - ✓ For U.S.-based organizations, proof of adequate insurance coverage includes commercial general liability, property insurance, workers' compensation, and comprehensive business automobiles. U.S.-based companies must have ACCT listed and a certificate holder.

- ✓ Non-U.S.-based operations must submit a signed letter or waiver detailing the insurance requirements of their jurisdiction. Proof of adequate insurance demonstrating compliance with the jurisdictional requirements must also be provided.
- Certificate of Good Standing (or equivalent) within the jurisdiction of operation. (If available in the jurisdiction)
- Operation Accreditation Program Agreement

INSPECTION REQUIREMENTS

A physical inspection of the site must be performed by an ACCT PVM inspector, an ACCT certified Professional Inspector, or a licensed professional engineer. This inspection is required to be to ACCT Standards. To be accepted, the inspector must complete the ACCT Professional Inspection Coversheet. If you use an engineer, please ensure they

TRAINING REQUIREMENTS

All training must meet ANSI/ACCT 03-2019 Chapter 2 Operations Standards B.3.6 AND Chapter 3 Training Standards AND must have a completed Training Checklist and Affidavit. Operations have the choice to use: A vended trainer (not accredited), an accredited vendor (accredited for training services), or a qualified in-house trainer. Regardless of the option you choose, you must have at least one person who, or a business relationship with, someone who oversees training.

- This individual/ business relationship must:
 - Meet QCP requirements for Trainer/Tester
 - Sign the Trainer Affidavit and Checklist
 - Ensure that all trainers conducting training are qualified
 - Oversee the trainer qualification process
- Training Oversight Requirements
 - Using a Non-Accredited Vendor: Submit a trainer portfolio for the lead trainer to verify they meet QCP for Trainer/Tester. The lead trainer must also complete the Training Affidavit and Checklist.
 - Using an Accredited Vendor: Simply submit the Trainer Affidavit signed by the lead trainer—no additional documentation is needed, as accredited vendors have already been reviewed.
 - Using an In-House Trainer: Submit a trainer portfolio for the individual overseeing the in-house training program to confirm they meet QCP for Trainer/Tester. This individual must also complete the Trainer Affidavit and Checklist.
- Trainer Qualification Expectations
 - All training must be conducted by qualified trainers, with qualifications set by the operation or vendor providing the training.
 - Vended training providers must ensure their trainers meet company qualifications to be considered qualified for the service being provided.
 - Operations with in-house training must have an individual who oversees and ensures the in-house trainers meet documented internal trainer qualifications. These documents will be verified by the Operations Reviewer.

OPERATION REVIEW REQUIREMENTS

The Operation Review shall be conducted by an Operation Reviewer approved by ACCT. There is considered a Conflict of Interest if the Operation Reviewer, their organization, and their organization's owner(s) are directly involved in the operation of the site and/or the Operation Reviewer, their organization and their organization's owner(s) have a financial interest in the operation seeking accreditation through ownership, employment, or investment. With the assistance of appointed group(s), the ACCT Staff shall address conflicts or perceptions of conflicts related to the accreditation process. The Operation Reviewer is contracted directly by the operation and shall do their due diligence to provide their services ethically. The Operation Review Report is only valid for up to 6 months from the date the report is received after the Operation Review to be used as a part of the application.

The Operational Reviewer will create the complete operational review using the ACCT Professional Inspection Cover Sheet, the Training Affidavits, and the ACCT Operation Review Report Form.

ACCT does not dictate, contribute to, or negotiate contracts between the operation and its vendor(s). These services are available through the open market.

OPERATION ACCREDITATION APPLICATION PROCESS

STEP 1:

An operation that desires Accreditation should

- Do a self-assessment against all applicable ACCT Chapter 2 Standards
- Review the ACCT website to learn the following:
 - Cost
 - Eligibility
 - Accreditation Process Description
 - Application forms
 - Associated Fees
 - List of Approved Operation Reviews
 - Review and Accreditation FAQs

STEP 2:

The operation contracts with qualified and approved persons to schedule and complete the following services.

- **ACCT Professional Inspection and the ACCT Professional Inspection Coversheet**
 - ACCT Accredited Vendor accredited for Inspections, an ACCT Professional Inspector, or a Licensed Engineer inspecting to ACCT Standards.

- **ACCT Training Affidavit and Checklist**

- **Training**

- If the training is Vended (Non-Accredited)
 - The trainer needs to meet QCP
 - The trainer needs to sign the Training Affidavit and Checklist
- If the training is Vended (Accredited Vendor)
 - The QCP has already been identified
 - Trainer needs to sign the Training Affidavit and Checklist
- If the training is in-house, they need to identify the individual who
 - Meet QCP requirements for Trainer/Tester
 - Sign the Training Affidavit and Checklist
 - Ensure that all trainers conducting training are qualified
 - Oversee the trainer qualification process

- **Training Oversight Requirements**

- Using a Non-Accredited Vendor: Submit a trainer portfolio for the lead trainer to verify they meet QCP for Trainer/Tester. The lead trainer must also complete the Training Affidavit and Checklist.
- Using an Accredited Vendor: Simply submit the Trainer Affidavit signed by the lead trainer—no additional documentation is needed, as accredited vendors have already been reviewed.
- Using an In-House Trainer: Submit a trainer portfolio for the individual overseeing the in-house training program to confirm they meet QCP for Trainer/Tester. This individual must also complete the Trainer Affidavit and Checklist.

- **Trainer Qualification Expectations**

- All training must be conducted by qualified trainers, with qualifications set by the operation or vendor providing the training.
- Vended training providers must ensure their trainers meet company qualifications to be considered qualified for the service being provided.
- Operations with in-house training must have an individual who oversees and ensures the in-house trainers meet documented internal trainer qualifications. These documents will be verified by the Operations Reviewer.

Qualified Course Professional for Trainer/Tester (QCP) = 120 training hours attended, 280 hours of training delivered, 800 hours of documented course program/facilitation.

- **Operational Review Completing the ACCT Operation Review Report**

- The Approved Operation Reviewer is recommended to be an individual from an entity outside the normal vendor relationship.
- **The Operation Review Report is only valid for up to 6 months from the date the report is received after the Operation Review to be used as a part of the application.**

STEP 3:

The operation will then collect the reports and complete the ACCT Accreditation Application. This packet, with payment, is submitted to the ACCT Program Manager for review and approval.

If the documents are acceptable, then the site will receive the following:

- Certificate of Accreditation
- Access to digital ACCT Accreditation Logo files
- Annual reporting requirements
- Publication of status on ACCT Website.
- Newly Accredited Operation will be added to the ACCT Website with contact information and a link to their website.

STEP 4:

The Program Manager reviews the application for completeness. If an application is incomplete or clarity is required, the Program Manager may request additional information.

ACCREDITATION STATUS DETERMINATION

The ACCT Program Manager updates the Program Work Group using the operation's application report. If additional insight and/or clarity are needed, the Program Manager will communicate with the Operation.

AWARDING ACCREDITATION

Upon approval, Accredited Operations are provided with a credential user packet and ongoing/re-accreditation requirements and benefits, including:

- A Confirmation Letter and Accredited Operation Certificate.
- Access to ACCT Accredited Member Logo files.
- Access to Accredited Operation listserv.
- Annual compliance reporting and dues requirements.
- Publication of status on the ACCT Website.

ACCREDITATION REJECTION

Through substantial evidence, if an Operation Applicant does not meet the criteria for becoming an Accredited Operation or continued compliance, they will receive the following from ACCT Staff:

- A letter with detailed information, including the Program requirements that were not met.
- List of potential resources and recommendations for growth.
- Information for the Appeals Process.

- Information to reapply.

REPRESENTATION OF ACCT ACCREDITED OPERATION STATUS

ACCT Accredited Operations in good standing may present themselves as an ACCT Accredited Operation under the following terms:

- The Accredited Operation shall accurately represent their ACCT Operation Accreditation status
- The Accredited Operation shall adhere to the current Logo Usage Policy. A signed Logo Use Agreement must remain on file with ACCT.
- Any statement established by the Association that verifies Operation Accreditation status must be used in its entirety without edits.
- If Operation Accreditation status is suspended/revoked:
 - The organization has 15 calendar days to remove all existing references to ACCT Accreditation (e.g. website, email signature, printed materials)
 - No new materials shall be created making reference to ACCT Operation Accreditation unless ACCT reestablishes status.
 - For organizations with a layered business structure and multiple entities, the following apply:
 - Only the specific site of the company reviewed for which Operation Accreditation has been issued shall represent itself as an Accredited.
 - The site of the company which has been suspended or revoked must make clear in all marketing materials that it is excluded from the status

MAINTAINING ACCREDITATION

To maintain accreditation, organizations are obligated to remain in good standing with the Association and demonstrate ongoing compliance with accreditation requirements, changing standards, and jurisdictional requirements.

Operation Accreditation must be maintained annually.

- The program submits an Annual Report by the due date.
- The Annual Fees (B2C Membership and Accreditation) are paid by July 30th
- Confirms Insurance status through Insurance Certificate.
- Report all significant accidents and incidents to the ACCT within 48 hours.

To ensure ongoing compliance with the policies and requirements herein, Accredited Operations shall:

- Submit the completed Operation Accreditation Annual Report using the template provided by ACCT.
- Schedule a reaccreditation Operation Review Site Visit every three years.
- Paying dues in a timely manner: Payment shall be due within thirty days of the Operations' receipt of the invoice from ACCT.

- If dues are not paid, the operation forfeits its accreditation status and will lose ACCT website recognition and access to the operation's accreditation logos. It will also receive a letter to remove accreditation status from its marketing and public information.

NOTIFICATION TO ACCT PROGRAM MANAGER

Changes in jurisdictional requirements or deficiencies brought on by changes in policy, procedure, business structure, suspension or loss of insurance, new program requirements, etc., must be communicated to the ACCT Program Manager as soon as the change occurs.

- The Operation shall notify ACCT of any and all serious injuries requiring treatment at a hospital or transportation to a medical facility, or any work-related injury or illness resulting in time away from work to the ACCT office within 48 hours.

Definition of a Serious Injury: A personal injury which results in death; dismemberment; significant disfigurement; a fracture; loss of a fetus; permanent loss of use of a body organ, member, function or system; permanent consequential limitation of use of a body organ or member; significant limitation of use of a body function or system; or a medically determined injury or impairment of a non-permanent nature which prevents the injured person from performing substantially all of the material acts which constitute such person's usual and customary daily activities for not less than ninety days during the one hundred eighty days immediately following the occurrence of the injury or impairment.

- Accredited Operations must notify the ACCT Program Manager within 15 calendar days if any of the following events occur:
 - Any time a lapse in required insurance coverage occurs
 - The organization is named in a lawsuit
 - The organization becomes insolvent, enters into bankruptcy proceedings, or elects dissolution
 - A change in management occurs that results in a loss of qualified personnel
 - A change in ownership

Annual Report

- All Accredited Operations shall submit an Annual Report. The Annual Report is part of an Accredited Operation's continuing responsibility to demonstrate ongoing compliance with requirements. The report is important to maintaining the quality and integrity of the Operation Accreditation process. Operation Accreditation is granted on a three-year basis with annual compliance checks. The ACCT PM shall receive payment of associated fees annually. The ACCT PM shall reserve the right to suspend/revoke accreditation at any time should a program fail to meet the program requirements or fail to submit an annual report and associated program fees.
- The Annual Report Form will be available from the ACCT Program Manager at least 30 days before the end of each year. If Accredited Operations haven't received a copy by the expected date, it is their responsibility to contact the ACCT PM to acquire one.

REACCREDITATION

Accreditation is granted for three years based on the completion of annual reports/fees and meeting all other requirements. At the end of three years of operation, the company can apply for re-accreditation. A completed Site Visit Report provided by an approved ACCT Operational Reviewer must be submitted within three (3) years of the initial accreditation.

MAJOR CHANGES / INCIDENT AUDIT

Should an operation experience a significant change and/or Serious Injury/Fatality, an Audit Report may be required prior to the regular renewal cycle. The following are examples of when an Audit Report may be required:

- The accredited operation installs and initiates the operation of a new course, program, or technical system at the Accredited Site.
- The accredited operation experiences a serious incident that results in a serious injury and/or fatality to a staff member, participant, or visitor.
- The accredited operation changes ownership or has major changes in the program's managerial staff.

REQUEST FOR INFORMATION

Accredited Operations asked by the ACCT Program Manager to supply information related to the requirements (such as the Annual Report or Operation Accreditation Application) shall respond in a timely fashion. Typically, accredited operations have up to 30 days to respond to the request for information. Failure to respond may result in late fees, suspension, and/or revocation of status.

FEE STRUCTURE

Non-profit:	\$500 for the Application Fee \$250 for the Reaccreditation Application Fee (3rd year)	\$350 for the Annual Accreditation fee	Annual Membership Fee
Commercial:	\$500 for the Application Fee \$250 for the Reaccreditation Application Fee (3rd year)	\$350 for the Annual Accreditation fee	Annual Membership Fees

APPLICATION CHECK LIST: GUIDANCE FOR OPERATORS PREPARING FOR THE APPLICATION

☐ Proof of ACCT Membership

☐ **Proof of Business Operation for at least one (1) year following the commencement of program service delivery before application for accreditation.**

○ **Examples**

- Non-For-Profit Certificate of Incorporation - Letter of good standing (or equivalent) within the jurisdiction of operation.
- Screenshot of a calendar showing program service delivery at least a year prior to applying for accreditation.

☐ **Description of Operation**

- Please include a list and description of ALL types of course programs and/or services provided by the organization in the application documents.

☐ **Insurance Requirements for Operators within the United States.**

- The Operation shall procure and maintain at its sole expense insurance of the following types of coverage and limits of liability:
 - Worker's Compensation insurance for the Operation's employees as required by law, employers' liability, and disability benefits as required under the laws of the jurisdiction in which the Operation operates.
 - Auto Insurance for operations and the transport of passengers or staff by company-owned, leased, or rented vehicles, including Comprehensive Business Automobile Liability Insurance.
 - Commercial General Liability Insurance, including liability arising from premises operations, independent contractors, products, property loss, operations, personal injury, and advertising injury, including injury to athletic participants, and associated defense costs. The operator shall maintain this insurance so long as the accreditation is in effect.
 - The insurance for each policy shall include limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
 - Shall name ACCT as the Certificate Holder.
 - In the event of an accident, loss, claim, or suit, the operation's general liability policy shall be primary to ACCT's insurance, if any.

☐ **Insurance Requirements for Operators outside the United States.**

- If the Operation is applying for Operation Accreditation and operates in jurisdictions outside the United States, it shall submit with its application a signed letter or waiver outlining the insurance requirements of its jurisdiction. Proof of appropriate insurance shall be submitted to the OAP for review and verification.

☐ **Acceptance Inspection and/or Inspection Reports**

- Course inspections are performed in accordance with the Original Equipment Manufacturer (OEM) requirements and in compliance with the current ANSI/ACCT Standards.
- An Acceptance Inspection shall be provided for any new course built or an older course receiving major modifications within the last three years.
- Inspections may be performed by an ACCT Accredited Vendor Accredited for Inspections, an ACCT Certified Professional Inspector, or licensed professional engineer within the last 364 days.

☐ Training Type and Syllabi

- Training shall be consistent with Chapter 2 and Chapter 3 ACCT Standards
- Syllabi and rosters will be requested for each submitted training
- Proof of the Training individual/ business relationship:
 - ☐ Meets QCP requirements for Trainer/Tester
 - ☐ Sign the Trainer Affidavit and Checklist
 - ☐ Ensure that all trainers conducting training are qualified
 - ☐ Oversee the trainer qualification process

☐ Training Oversight Requirements

- ☐ Using a Non-Accredited Vendor: Submit a trainer portfolio for the lead trainer to verify they meet QCP for Trainer/Tester. The lead trainer must also complete the Training Affidavit and Checklist.
- ☐ Using an Accredited Vendor: Simply submit the Trainer Affidavit signed by the lead trainer—no additional documentation is needed, as accredited vendors have already been reviewed.
- ☐ Using an In-House Trainer: Submit a trainer portfolio for the individual overseeing the in-house training program to confirm they meet QCP for Trainer/Tester. This individual must also complete the Trainer Affidavit and Checklist.

☐ Trainer Qualification Expectations

- ☐ All training must be conducted by qualified trainers, with qualifications set by the operation or vendor providing the training.
- ☐ Vended training providers must ensure their trainers meet company qualifications to be considered qualified for the service being provided.
- ☐ Operations with in-house training must have an individual who oversees and ensures the in-house trainers meet documented internal trainer qualifications. These documents will be verified by the Operations Reviewer.

☐ Operation Review Report

- The Operation Review Report
 - This report expires six months from the date it is delivered to the operation. This should be done last as you put your application documents together.