

## Change In Leadership/QCP Policy

### **Policy:**

Loss or change of Qualifying Personnel.

### **Purpose:**

To verify that the Accredited Vendor has Qualified personnel who meet all the criteria for ACCT accreditation in all accredited service areas.

### **Procedure:**

1. An Accredited Vendor shall have a minimum of one Qualified Person, as defined by the accreditation program requirements, for each service area they are accredited for: Designer, Installer, Inspector, Trainer, Certification Trainer/Tester.
2. The Accredited Vendor shall submit the Change in Leadership/QCP Notification form, no later than 30 days from the date of official departure to ACCT Staff.
3. The Program Manager reviews the information to determine the course of action:
  - a. Further documentation/follow-up requested
  - b. The new qualifying person does not meet the requirements for accreditation in that service area. A comprehensive plan for providing the service in a manner that meets ACCT accreditation obligations is required.

### **Forms:**

- Change in Leadership/QCP Notification