

Vendor Accreditation Annual Report Policy

Policy:

Annual Report Requirements

Purpose:

All Accredited Vendors shall submit an Annual Compliance Report. This is part of an Accredited Vendor's continuing responsibility to demonstrate ongoing compliance with accreditation requirements between reaccreditation and maintaining the accreditation process's quality and integrity.

Procedure:

1. **The ACCT Staff will send the Accredited Vendor their Annual Compliance Report before December 1st of each year.**
 - a. The Annual Report shall be submitted by the deadline specified each year.
 - i. If the Report is not received by the deadline, the Accredited Vendor loses the right to vote at the upcoming Board of Directors Election.
 - ii. If the report is 30 days late, the Accredited Vendor will be removed from the Accredited Vendor listing on the ACCT Website, and a late fee will be issued to the Vendor. Both the late fee and the Annual Compliance Report must be submitted before the Vendor can be relisted on the website.
 - iii. If the Annual Compliance Reporting is 60 days late, the vendor will be considered non-compliant and shall be suspended from the Accredited Vendor Program.
 - b. The suspended Accredited Vendor may be reinstated within three (3) months from the suspension date once they submit the delinquent Accreditation Fees, pay any additional penalty fees, and pay the reinstatement fee of \$500.00.

Forms:

- Annual Compliance Report