

Vendor Accreditation Sale/ Transfer of Ownership Policy

Policy:

Informing ACCT of a sale or transfer of ownership of an Accredited Vendor.

Purpose:

To verify that the Accredited Vendor that has undergone a sale or transfer of ownership continues to meet all the criteria for ACCT accreditation in all previously accredited service areas.

Procedure:

1. In the event that the Accredited Vendor sells or transfers ownership of the company, the Accredited Vendor shall notify ACCT with the Sale/Transfer of Ownership Notification Form no later than 30 days from the date of occurrence.
 - a. A Sale / Transfer Form that communicates changes in Accredited Vendor operation and personnel shall be submitted to the Program Manager.
 - b. The Program Manager reviews the form to determine a course of action:
 - i. Further documentation/follow-up requested to ensure all accreditation requirements are still being met.
 - ii. If the change is sufficient the Program Manager may determine an on-site audit should occur within a specified timeline.
2. If a Qualified Course Professional (QCP) previously employed by or serving as a principal of an Accredited Vendor starts a new company, the accreditation shall not be transferred, and they shall follow the initial application process.

Forms:

- Sale/Transfer Notification form