



ACCREDITED PROVIDER® PROGRAM

## ACCO Accredited Provider® Program Application

### Important Information before Proceeding with this Application

#### Application Process:

This form enables you to submit an application for consideration to be an ACCO Accredited Provider®. ACCO staff will begin review of applications upon receipt of the application fee and this application.

#### Learning Objectives:

ACCO will require that all providers submit learning objectives for each program they register.

Learning objectives must support or be aligned with the Core Competencies for Climate Change Officers and Professionals in order to be accepted.

The proposed learning objective should be an explicit statement that clearly expresses what the student will be able to do after participating in a particular training activity. Learning objectives should be straightforward in order to ensure limited interpretation. Learn more about ACCO's requirements on learning objectives at <http://www.ACCOonline.org/training-objectives.html>.

#### Quality Assurance Statement:

In submitting this application for consideration, you are agreeing that:

- It is your responsibility to read, understand, and disseminate all information regarding your participation in the ACCO Accredited Provider program with members of your organization involved with your education and training activities related to this application.
- Your organization is directly responsible for all education and training activities related to this application and may not transfer the ACCO Accredited Provider® status to other organizations.
- You have reviewed and attested to the accuracy of all application information and understand that ACCO's review will be primarily based upon the information contained within this application.
- ACCO may audit any education and training activities covered under this application. Any provider that is non-compliant may be removed from the ACCO Accredited Provider® program, and will forfeit paid fees.
- Your organization must offer training evaluations to all attendees and issue certificates of completion to attendees upon their request.
- All attendees seeking elective and continuing education credits will be required to sign in at

**the beginning of each activity and sign out at the end of the activity. Your organization is required to submit scanned copies of sign-in sheets to ACCO within 5 business days of the completion of the event or training activity.**

- **Your organization agrees to keep all course materials and attendee records for three years.**

\* 1. I understand and agree to the above guidelines on learning objectives and quality assurance on behalf of my employer:

Yes

No



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### Information About the Provider and Point of Contact

\* 2. Please provide the following information about the person submitting the application:

First Name

Last Name

Organization/Employer

Title

E-mail Address

Phone Number

Address 1

Address 2

City

State/Province

Postal Code

Country

\* 3. Please select the option that best applies to your organization:

- Government agency/entity
- Accredited higher education institution
- Non-profit credentialing body
- Other non-profit organization

Other (please explain):

\* 4. Please provide general background information (up to 200 words) on the provider organization:

5. Please provide a mission statement for the provider organization (if applicable):

#### Understanding the ACCO Accredited Provider<sup>®</sup> Options

- **Single Event:** You will be required to provide comprehensive information on the event to include background and purpose, agenda, speaker/presenter details and proposed learning objectives in order for the event to be approved. For some events, you may want to consider submitting specific sessions at the event for consideration rather than the entire event. ACCO staff will work with you upon receipt to identify the event content that meets program requirements.
- **Annual Provider:** A higher threshold for approval is applied for this category as providers are not required to submit events or specific content for review during the application process. However, annual providers are required to consult ACCO staff on specific education and training activities prior to designating those activities for ACCO credit hours. No more than 12 distinct training activities per year may be offered for credit during a calendar year.
- **Featured Provider:** ACCO also features your upcoming training activities in the featured provider section on the ACCO web site. A limited number of featured provider slots are available.

6. Would you like to be a featured provider?

Yes

No

\* 7. Are you applying to be an annual provider or a single event provider?

Annual

Single Event



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### Event Details

\* 8. Please provide background information on the event (up to 150 words):

\* 9. Please select the option that most closely describes this event:

- Webinar (Formal Instruction)
- Webinar (Other)
- In-Person Conference (with plenary sessions, multiple tracks, etc.)
- In-Person Workshop (smaller event with no breakout tracks)
- In-Person Class or Formal Training Activity

**Other (please specify):**

\* 10. Please provide information on the agenda with speaker information for the proposed event and/or sessions:

\* 11. Are you requesting credit for the entire event or specific sessions at the event?

- Entire event
- Specific sessions
- Not sure



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General Information on Education and Training Activities

\* 12. Please identify the types of education and training activities you plan to offer this year:

- Webinar (Formal Instruction)
- Webinar (Other)
- In-Person Conference (with plenary sessions, multiple tracks, etc.)
- In-Person Workshop (smaller event with no breakout tracks)
- In-Person Class or Formal Training Activity

**Other (please specify):**





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### Conclusion

\* 13. Have you submitted the application fee yet?

Yes

No

**You have completed the questionnaire portion of this application. In order to submit this application, please click the "Done" button below.**

**ACCO staff will review the application upon receipt of the application fee. ACCO staff will schedule a meeting with you to review your application and issue a determination within 10 business days of submission.**