# CCO Certification™ Program: Climate Governance Certificate
## Submitting 3rd Party Course Materials

ACCO is establishing a system for allowing courses taken at third-party institutions to satisfy certain requirements under the Climate Governance Certificate.

## Courses Taken Prior to Enrollment with ACCO in the Climate Governance Certificate

In some instances, ACCO will offer credit for training and education completed in the past two years at third-party institutions.  Enrollees will be required to provide detailed information including course syllabus, materials provided and applicable testing.  ACCO's Curriculum Working Groups (established under the CCO Certification Oversight Committee) will review these submissions to determine whether the third-party coursework meets ACCO's program requirements.

Enrollees will be required to submit the following materials electronically:

- Date, location and description of the course
- Documentation verifying registration and attendance
- Course syllabus and supporting materials

ACCO reserves the right to assign or deny credit based upon the recommendations of the Curriculum Working Groups.

## Third-Party Courses Accredited by ACCO

ACCO will be establishing a third-party accreditation process for institutions that will be teaching core curriculum requirements and electives that will satisfy the Climate Governance Certificate requirements. These third-party courses will be offered by academic institutions, government entities and private sector training organizations, and will be published on the ACCO web site.

Upon completion of the course, enrollees will be required to submit the following materials electronically:

- Date, location and description of the course
- Documentation verifying registration and attendance
- Course syllabus and supporting materials
- Feedback

*Additional information will be published shortly.*