All prospective PVM’s must complete this entire process in order to become an ACCT PVM.

1. The applicant fills out the Preliminary Application, which includes submitting an inspection and training review completed specifically for this purpose by a current PVM.

2. The Vendor Accreditation Panel (VAP) looks over all preliminary materials. If something is missing, or there are additional questions and/or concerns, the applicant is contacted and issues discussed. Once all questions have been answered, an Official PVM Application is sent to the company. This application is a more comprehensive, detailed version of the preliminary application.

3. The applicant submits the application back to the ACCT, for review by the VAP. The Panel may ask the applicant for additional information, or recommend that applicant participate in a voluntary mentoring process, or reject the application.

4. If the application is fully accepted, and all questions answered, a Review Team is assigned, and a Site Visit scheduled. Site visits are from 1 – 3 days in duration, and includes seeing all services for which the company is seeking accreditation. Observations will include an actual training experience.

5. At the completion of the site visit, the review team completes an Initial Review Report, which is then submitted to the VAP. The Panel may request additional information and/or clarification from the applicant before making their final recommendation.

6. The Panel forwards their recommendation to the Accreditation / Certification Committee (ACC) as to acceptance or non-acceptance of the applicant.

7. The ACC accepts or denies the committee recommendation for PVM status.

Time Frame: The entire process takes 12 to 18 months on average.