

ACCREDITED TRAINING PROVIDER (ATP) REQUIREMENTS

As of 3/11/2024

- The training organization shall provide the required documentation and complete the Accredited Training Provider application and agreement(s) as outlined in the instructions.
- The training organization shall be a legal entity or a defined part of a legal entity such that it can be held legally responsible for its business activities.
- The training organization shall have at least one person with at least 3 years of work experience directly related to the training of personnel in the load handling industry.
- The training organization shall have sufficient financial capacity to perform the work.
- The training organization shall not offer training for any nationally accredited certification program focusing on skills, equipment, or personnel roles for which CCO maintains a certification program.
- The training organization shall not issue any non-CCO certification or similar qualification credential focusing on skills, equipment, or personnel roles for which CCO maintains a certification program.
- The training organization shall take full responsibility for any outsourced work related to training for CCO certifications.
- The training organization shall clearly communicate to customers of CCO-related training when it has outsourced its CCO-related training.
- Information provided by the training organization, including but not limited to advertising, pricing quotes, billing, shall be accurate and not misleading.
- The training organization shall use licensed CCO EDU marks and any sublicensed CCO marks in a manner that meets all requirements of the CCO EDU Trademark Use Policy; and shall not use or make references to any licensed CCO EDU or CCO mark in a misleading manner.
- If the training organization elects to use any CCO EDU training materials, it shall do so in a manner that meets all legal requirements and does not make any misleading references CCO EDU or CCO.
- The training organization shall have a process to acknowledge receipt of complaints it receives concerning its services to the complainant.
- The training organization shall have a process to address complaints in a timely manner and to provide formal notice of the end of the complaints handling process to the complainant.
- The complaints handling process shall be made publicly available.
- The training organization shall document all policies and procedures that demonstrate consistent achievement of the requirements of this policy.
- The training organization shall cease all claims or references to its Accredited Training Provider status upon suspension or withdrawal of such status by CCO EDU.