

SURVEILLANCE APPLICATION FOR ACCREDITED TRAINING PROVIDERS (ATP) INSTRUCTIONS FOR COMPLETING THE SURVEILLANCE APPLICATION

General Information for Submission

1. CCO Education Services LLC (“CCO EDU”) accreditation services are governed by and subject to the CCO EDU Terms and Conditions of Accreditation which are incorporated by reference and available upon request.
2. CCO EDU does not accept hard copies of the application. CCO EDU will provide directions for submission using CCO EDU’s electronic platform.
3. This application is divided into three sections:
Part 1 asks for information about the ATP.
Part 2 asks for the scope of training and/or testing services.
Part 3 is based on the ATP accreditation standard. This portion is divided by each clause of the standard.
4. Initiate process by submitting **Part 1** of the application to tsicklesteel@ccoedu.org – this is available at <https://www.ccoedu.org/apply-to-be-an-atp/> Payment of the application fee is required.
5. Following review of Part 1 and receipt of payment of application fee, **Part 2** and **Part 3** will be provided to the primary contact for review and completion.
6. Answer every question in its entirety and provide the name of the corresponding attachment(s) (evidence) being uploaded to CCO EDU’s electronic platform. Use precise naming so that the attachments can be easily located (i.e. the name of the attachment uploaded to CCO EDU’s electronic platform should match exactly the name of the attachment referenced in this application). Upload only one copy of each document to CCO EDU’s electronic platform and reference the document whenever necessary throughout this form. Additionally, provide specific page numbers and/or sections when possible.
7. References to “You” and “Your” refer to the training provider.
8. Application and all supporting documents shall be submitted in English.
9. Refrain from editing, altering, or removing any clauses or language from this application. CCO EDU reserves the right to ask for the application to be resubmitted if the integrity of this application has been changed.
10. This form is restricted to editing and only allows text to be added. If you are encountering problems, please [contact us](#).
11. For the supporting evidence, it is not acceptable to submit all files in one, combined document, unless that document has links, tabs, and/or some other mechanism for easy and precise navigation.
12. Surveillance applications and questions should be directed to:

Thom Sicklesteel
Chief Executive Officer
tsicklesteel@ccoedu.org