

Steps for the ACCT Professional Vendor Member Accreditation Process

1. The applicant fills out the Preliminary Application, which includes submitting an inspection and training review done for this purpose by an existing PVM
2. The Review Committee looks over all preliminary materials (Review Committee usually meets every two –three months)
3. If something is missing, or there are concerns, the applicant is contacted and issues discussed. Once all questions have been answered, the application is sent to the company. The application is a more complete and more detailed version of the preliminary application.
4. The applicant submits the application back to ACCT, for review at either the January or summer (usually August) committee meeting. The committee may ask the applicant for more information, or recommend that applicant go through a mentoring process, or reject the application.
5. If the application is fully accepted, and all questions answered, a review team of two peers is assigned, and a site visit scheduled. The site visit is from 1-3 days, and includes seeing all the work for which the company is being reviewed, as well as the observation of a training and/or certification.
6. The site visit occurs, the team writes up a report and submits it to the Review Committee. The committee asks the applicant for any additional information or explanations necessary.
7. The committee makes a recommendation to the Board of Directors as to acceptance or non-acceptance of the applicant.
8. At the next board meeting, the Board accepts or denies the recommendation for PVM Status.

Timeframe: The entire process takes 12-18 months on average.

Costs: \$100 application fee at the time of application. Once the application is accepted, the applicant is billed for \$1500 for a one day visit (training only, for instance) or \$2700 for a two day visit (training and construction or training and certification), or \$ \$3700 for a 3 day visit (construction, training and certification) plus actual travel expenses for the site visit team.

PVM dues range from \$1200 to \$1600 per year as of August 2008

PVMs are also expected to attend the conference and the symposium held for PVMs before the conference, as well as a symposium in the summer. There are also expectations for PVMs to make contributions to the association – serving on committees, presenting at conferences, donating auction items, among a variety of other options.