**Closing or selling the business**

Considerations for ACE providers who are

* Being purchased by another business or if ownership is transferred for any reason
* Not renewing ACE approval
* Closing their business

**ACE provider responsibilities if selling the business**

* The current ACE provider must inform the new owner that continued ACE provider approval is not guaranteed and requires the new owner to understand and meet all ACE requirements.
* The current ACE provider must inform the new owner where to find current ACE program information and requirements.
* Providers must inform ACE program staff of the change in ownership within 10 days of the purchase or transfer of ownership. Complete this form and submit it to ACE staff at [ace@aswb.org](mailto:ace@aswb.org).

Current ACE provider name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACE provider number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New owner’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New owner’s contact name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New owner’s contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New owner’s contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACE provider responsibilities if closing the business or not renewing ACE approval**

* Notification
* Providers must inform customers, both existing and potential; ACE; and the public of the change in status as far in advance as possible.
* Providers must notify customers of the date when ACE approval ends and whether the provider intends to continue offering CE courses without ACE approval.
* Providers must notify ACE of the CE provider’s plans after ACE approval ends, especially if the provider will continue to offer CE courses without ACE approval.
* Records
* Providers must identify and publish where participant CE records will be maintained.
* Providers must post contact information on the organization website and send it to ACE.
* Providers must maintain participant records for seven years beyond the end date of ACE approval in the event that a customer needs to obtain their records.
* Providers must describe and publish the process by which past customers may access their records.
* Providers must notify all past participants (or publish the information) about how long their records will be retained and how they will be able to access them.

**ACE provider closure of business notification form**

As soon as the decision is made to close the organization, complete this form and submit it to ACE staff at [ace@aswb.org](mailto:ace@aswb.org).

ACE provider name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACE provider number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closure date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How are you notifying current and past participants, where will records be kept, and how will they be made available for the next seven years?

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Please sign below attesting to the above and acknowledging that you will follow ACE requirements for business closure as detailed in the above document and in the *ACE Handbook.*

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_