

## RULES OF PROCEDURE FOR CURRICULUM DEVELOPMENT FOR WORK FORCE QUALIFICATION PROGRAMS

### 1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures for accreditation of curriculum development agencies by International Accreditation Service (IAS).

Accreditation by IAS conveys formal recognition that a curriculum development agency has demonstrated that it is technically and administratively competent to develop effective curriculum(s). Accreditation attests to compliance by the curriculum development agency to quality standards which are defined by IAS Accreditation Criteria for Curriculum Development for Work Force Qualification Programs (AC372), including applicable elements of quality standards which are cited therein.

Accreditation of a curriculum development agency does not make any representation regarding attributes not specifically addressed by AC372. Accreditations also do not constitute an endorsement or recommendation by IAS for use of a particular curriculum. Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

### 2.0 APPLICATION

#### 2.1 General

Applications for accreditation of curriculum development for work force qualification programs shall be filed on forms provided for that purpose. Applications will not be accepted unless they are fully executed in the manner required by IAS.

#### 2.2 Fees

##### 2.2.1 Initial Application

2.2.1.1 Each initial application shall be accompanied by the basic new application fee as set forth on the IAS fee schedule. The basic fee covers accreditation for one field of curriculum development. Additional fields require a supplementary charge as set forth on the IAS fee schedule.

2.2.1.2 Initial accreditation shall be valid for a one-year period from the accreditation date.

2.2.1.3 The filing fees include issuance of the accreditation certificate.

2.2.1.4 Fees to reinstate expired or cancelled accreditation (as opposed to timely reaccreditation applications) shall be the same as the basic new application fee.

#### 2.2.2 Reaccreditation Application

2.2.2.1 An application for reaccreditation shall be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the appropriate reaccreditation fee as set forth on the IAS fee schedule. Application for reaccreditation shall be for a two-year period.

2.2.2.2 Reaccreditations not completed by the renewal date will be subject to cancellation.

**2.2.3 Interim Revision and Scope Expansion Application:** An accredited curriculum development agency may request interim revisions/scope expansions at any time after accreditation is issued and before it expires. An application and revision/scope expansion fees, as set forth on the IAS fee schedule shall be submitted. Interim revisions shall not extend the expiration date of the existing accreditation or otherwise alter the reaccreditation process. If an interim revision is not completed by the reaccreditation date, the interim revision shall be considered part of the reaccreditation process, and the provisions of Section 2.2.2 shall apply.

**2.2.4 Fee Modifications:** The IAS president may, in his/her sole discretion, modify fees referenced in Section 2.2 for extenuating circumstances.

**2.2.5 Cancellation:** Initial request applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, will be subject to cancellation, unless such term is extended by the president or his/her designee.

**2.2.6 Nonrefundable:** All IAS fees are nonrefundable.

### 3.0 DATA

3.1 One complete set of data and documentation in hard copy format and one set in electronic format must be submitted with each curriculum development agency application indicating compliance with the IAS accreditation criteria AC372. Brochures, pamphlets and other documents which are in commercially printed format must be submitted as hard copies rather than electronically. Five copies of commercially-printed documents must be submitted for distribution to assessment team members and for use in the final assessment report.

3.2 The name of the responsible officer of the curriculum development agency and the headquarters address must be submitted.

## **4.0 PROCESSING**

4.1 Upon receipt of the initial application and fee, a file number is assigned and a package consisting of the Rules of Procedure for Curriculum Development for Work Force Qualification Programs, Accreditation Criteria for Curriculum Development for Work Force Qualification Programs (AC372), and a set of detailed instructions on data requirements will be provided to the applicant.

4.2 Documentary evidence of compliance with the accreditation criteria (AC372) must be submitted by the applicant.

4.3 Upon receipt of the documentary evidence noted in Section 4.2 above, a lead assessor is assigned to the project. The lead assessor reviews the documentation, appoints an assessment team and, in consultation with the curriculum development agency, schedules an on-site two-day pre-assessment visit.

4.4 At the pre-assessment visit, the lead assessor and a subject matter expert will review and comment on the degree of compliance of the agency with the accreditation criteria, and will provide the applicant with appropriate findings.

Following the pre-assessment visit, in consultation with the applicant, the lead assessor shall schedule the full on-site assessment to verify compliance with the accreditation criteria. The full assessment shall be scheduled no later than 180 days following the pre-assessment visit.

4.5 At the conclusion of the full assessment and upon determination by the lead assessor and IAS that the applicant meets IAS accreditation criteria, a recommendation is forwarded to the IAS president or his/her designee. The president shall render a decision which will be one of the following:

4.5.1 Accreditation upon determination by the IAS that, based on evidence submitted, the applicant possesses the expertise, facilities and independence to properly act as a curriculum development agency for the specific field(s) listed in the application pursuant to AC372.

4.5.2 Disapproval for lack of evidence that justifies accreditation as described in Item 4.5.1 above. At the discretion of IAS, a follow-up assessment visit may then be conducted to compile additional evidence. Upon resolution of the concerns/comments, a new recommendation is provided for consideration by the IAS president or his/her designee. Upon completion of the follow-up assessment, the applicant will be charged for time and expenses as set forth on the IAS fee schedule.

An accreditation certificate shall be issued by IAS for each application accredited. IAS accreditation shall have a scope which is specific to defined occupation(s) and accreditation standards as defined by AC372.

### **5.0 NOTIFICATIONS, ASSESSMENTS, EXPENSE REIMBURSEMENT**

Prior to accreditation, whether on initial application or upon reaccreditation, on-site assessments are conducted by the IAS certified assessor or authorized representatives to assess the validity of data which was submitted, and to assess compliance of the curriculum development agency to the accreditation criteria. On-site assessments are

conducted at the curriculum development agency's headquarters and may include other offices in which curriculum development is conducted.

IAS requires an on-site surveillance assessment at the end of the initial year of accreditation. A full reassessment visit is required at the end of every two-year term commencing from the initial date of accreditation.

Additional surveillance assessments may be conducted as a result of complaints or other changes in a curriculum development agency's status that may affect the ability of the agency to fulfill IAS requirements for accreditation.

5.1 Curriculum development agencies accredited under these rules shall notify IAS in writing within thirty (30) days if there are changes in:

5.1.1 Company name or address.

5.1.2 The curriculum development agency's principal officers or key supervisory personnel.

5.1.3 Financial resources, equipment, policies or procedures that might affect the curriculum development agency's accreditation.

5.2 IAS representatives shall be permitted to conduct unannounced inspections, for cause, of the facilities of any curriculum development agency it accredits.

Expenses incurred by IAS for preassessments, full assessments, follow-up assessments, surveillance assessments and reassessments of curriculum development agencies, including staff time, are reimbursable to IAS by the curriculum development agency as set forth on the IAS fee schedule.

5.3 When an IAS representative is required to conduct field investigations or investigate complaints for reasonable cause, all related expenses, including travel and staff time, are reimbursable to IAS by the curriculum development agency as set forth on the IAS fee schedule.

## **6.0 RIGHT TO APPEAL DENIAL OF ACCREDITATION**

The applicant seeking issuance of an accreditation may appeal a written decision of IAS involving the cancellation of the application or the issuance of or refusal to issue accreditation for which the applicant has submitted an application. This appeal right shall apply to applicants for initial accreditation and applicants seeking reaccreditation. Only the affected applicant may appeal the decision of IAS regarding the subject application.

Procedures for appeals of denial of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions.

## **7.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION OF ACCREDITATION WITH RIGHT TO APPEAL**

7.1 Any accreditation may be revoked, modified, suspended or cancelled (including but not limited to imposition of further or revised conditions) for any of the following reasons:

7.1.1 Failure to comply with any provision of these rules of procedure;

7.1.2 Failure to comply with any condition to the issuance of the accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditation as adopted or amended from time to time by IAS;

7.1.4 Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof;

7.1.5 Failure to comply with any provision in the approved application form;

7.1.6 Failure to comply with new, existing or revised accreditation criteria adopted by IAS following public hearing; or

7.1.7 Any other ground considered as adequate cause in the sole judgment of IAS.

7.2 The revocation, modification, suspension or cancellation of accreditation may only be appealed by the holder of the accreditation.

7.3 Procedures for appeals of revocation, modification, suspension or cancellation of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions. The IAS president or his/her designee, or the Board of Directors, as the case may be, may shorten any of the time periods set forth in the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, if such action is deemed necessary, in their discretion, in the interest of public safety and welfare.

## **8.0 REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION WITHOUT RIGHT TO APPEAL**

Notwithstanding anything in these rules to the contrary, any initial application or accreditation may be revoked, modified, suspended or cancelled by the IAS president or his/her designee for any of the following reasons with no right of appeal:

8.1 Required fees having not been received by IAS within 30 days from the date of the mailing by IAS of a written demand for payment.

8.2 Failure to furnish any material or data relating to curriculum development agency accreditation required by IAS within the specified time limit, unless extended by the IAS president or his/her designee.

8.3 Failure to respond in the allotted time to an IAS assessment deficiency report.

8.4 Failure to permit or submit to an on-site surveillance or assessment as set forth in Section 5.

## **9.0 PROPRIETARY DATA**

Data in any accreditation file or application are considered proprietary. The data may be disclosed by IAS upon the written consent of the applicant or pursuant to subpoena issued by a court or other governmental agency of competent jurisdiction. Proprietary data may also be disclosed to an Accreditation Committee member, a staff member of IAS, or an authorized representative of IAS having a legitimate interest therein; any member of the board of directors of IAS; any duly identified representative of the applicant; any duly identified person or organization

who initially prepared the data, having a legitimate interest therein.

From time to time, IAS records and files are audited by national and international bodies on a random basis to establish conformance with international accreditation and conformity assessment standards. It is understood that, by executing an accreditation application, applicants grant IAS the authority to allow such access, which may include a curriculum development agency's proprietary information.

## **10.0 ACCREDITATION DOCUMENTS AND LISTINGS**

A certificate of accreditation shall be issued to each curriculum development agency upon satisfactory completion of the requirements.

For each curriculum development agency that receives accreditation, a listing shall be published and entered into the electronic listings on the IAS web site.

## **11.0 AGENCY REFERENCE TO ITS ACCREDITED STATUS**

An accredited curriculum development agency may make reference to its IAS accreditation in its curriculums, its general literature and promotional materials, and in business solicitations, so long as it adheres to the following provisions:

11.1 The curriculum development agency may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of the specific IAS accreditation; or that indicates or implies IAS endorsement of any particular curriculum which is provided by the curriculum development agency.

11.2 When the IAS name and/or mark are used on the curriculum development agency's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "accredited."

11.3 The IAS mark may not be changed in any way, although it may be enlarged or reduced.

11.4 When the IAS name and/or mark is used on a business solicitation, such as a proposal or quotation, the curriculum development agency must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear which curriculums fall within the agency's scope of accreditation, and which curriculums do not.

11.5 It is the curriculum development agency's responsibility to not misrepresent its accreditation status in any way, and to secure IAS approval in advance whenever there is a question about the curriculum development agency's intended use of the IAS name and/or mark.

11.6 Upon revocation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the curriculum development agency shall forthwith discontinue all use of the IAS mark and/or logo, and shall return any certificate of accreditation to IAS. The curriculum development agency shall also discontinue immediately any references to its accreditation on any reports, certificates, or promotional material.

11.7 IAS shall have the right to immediately notify governmental jurisdictions and any other interested parties of any improper and unauthorized reference to the continuation of the accreditation, when in the sole judgment of IAS, as determined by its president or his/her designee, such notification is necessary in the interest of public safety or welfare.

## **12.0 INDEMNIFICATION**

All applications for an IAS accreditation shall contain such indemnifications and like provisions running in favor of IAS, its parent corporation, ICC, the directors, officers, agents and employees of both entities as the board of directors of IAS shall from time to time require.

***Approved by the Board of Directors***

***September 14, 2008***