

## RULES OF PROCEDURE FOR TRAINING AGENCIES FOR WORK FORCE QUALIFICATION PROGRAMS

### 1.0 PURPOSE AND SCOPE

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

Accreditation by IAS conveys formal recognition that a training agency has demonstrated that it is technically and administratively competent to administer effective training for adult work force qualification programs. Accreditation attests to compliance by the training agency to quality standards which are defined by IAS Accreditation Criteria for Training Agencies for Work Force Qualification Programs (AC371), including applicable elements of quality standards which are cited therein.

Accreditation of a training agency does not make any representation regarding attributes not specifically addressed by AC371. Accreditation also does not constitute an endorsement or recommendation by IAS for use of a particular training agency. Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

### 2.0 APPLICATION

#### 2.1 General

Applications for accreditation of training agencies 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 To receive a fee quotation for accreditation, please email [GetAQuote@iasonline.org](mailto:GetAQuote@iasonline.org) or call 866.427.4422. For international calls, +1 562.364.8201.

2.2.1.2 Each initial application shall be accompanied by the basic new application fee as provided in your quotation.

2.2.1.3 The basic fee covers accreditation for one field of training. Additional fields require a supplementary charge as provided in your quotation.

2.2.1.4 Initial accreditation is valid for a one- year period from the accreditation date.

2.2.1.5 The filing fees include issuance of the accreditation certificate.

2.2.1.6 Fees are charged to reinstate expired or cancelled accreditation

##### 2.2.2 Renewing Accreditation

2.2.2.1 An application to renew accreditation must be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable fee. Applications to renew accreditation may be for a one- or two-year period.

2.2.2.2 Accreditation is subject to cancellation of an application to renew accreditation is not completed by the renewal date.

##### 2.2.3 Interim Revision and Scope Extension

**Application:** An accredited training agency may request interim revisions/scope extensions at any time after accreditation is issued and before it expires. An application and revision/scope extension fees, provided in your quotation, must be submitted. Interim revisions shall not extend the expiration date of the existing accreditation or otherwise alter the renewal process. If an interim revision is not completed by the renewal date, the interim revision shall be considered part of the renewal process, and the provisions of Section 2.2.2 shall apply.

**2.2.4 Fee Modifications:** Any modifications to the fees must be reviewed and approved by the IAS president or his/her designee.

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

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

**2.2.7 Taxes and charges:** All sales, use, excise, value-added and similar taxes and charges are the responsibility of the applicant, and the applicant agrees to reimburse IAS for any such taxes and charges imposed on IAS with respect to services provided by IAS.

### 3.0 DATA

**3.1** One complete set of data and documentation addressing each item in the IAS Accreditation Criteria AC371 in a management system manual which must be signed and currently dated by a responsible officer of the applicant, verifying that the information provided is true and correct, must be submitted. Electronic submittal is

preferred. Brochures, pamphlets and other documents which are in commercially-printed format may be submitted as hard copies rather than electronically.

**3.2** The name of the responsible officer of the training agency and the headquarters address must be submitted.

**3.3** Training agencies shall utilize curricula that are promulgated by a curriculum development agency that is accredited in accordance with IAS Accreditation Criteria for Curriculum Development for Work Force Qualification Programs (AC372).

**3.4** IAS may at any time, in addition to the data submitted above, require other information regarding the operation of the agency.

#### **4.0 PROCESSING**

**4.1** Upon receipt of the initial application and fee, a number is assigned and a package consisting of the Rules of Procedure for Training Agencies for Work Force Qualification Programs, Accreditation Criteria for Training Agencies for Work Force Qualification Programs (AC371), 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 (AC371) 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 training 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 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 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 review of evidence submitted and on-site assessments, the applicant possesses the expertise, facilities and independence to properly act as a training agency for the specific field(s) listed in the application pursuant to AC371.

**4.5.2** Disapproval for lack of evidence that justifies accreditation as described in Item 4.5.1 above.

An accreditation certificate shall be issued by IAS for each application accredited.

#### **5.0 ASSESSMENTS**

**5.1 Initial Assessment:** Prior to accreditation, for initial application, on-site assessments are conducted by IAS to assess the validity of data which was submitted,

and to assess compliance of the training agency to the accreditation criteria. On-site assessments are conducted at the training agency's headquarters and may include other offices in which training is conducted.

**5.2 Remote Surveillance Assessment after Initial Year of Accreditation:** All accredited agencies are subject to a remote surveillance assessment at the end of the initial year of accreditation.

**5.3 Reassessment:** A full on-site reassessment is required at the end of every two-year term commencing from the initial date of accreditation. Additional on-site reassessments may be conducted to investigate formal complaints or other changes in a training agency's status that may affect the ability of the agency to fulfill IAS requirements for accreditation.

#### **6.0 EXPENSE REIMBURSEMENT**

**6.1** All expenses including but not limited to travel and staff time, related to the assessments noted under Section 5.0 are reimbursable to IAS by the training agency

**6.2** When IAS is required to conduct field investigations or investigate formal complaints as they relate to IAS training agency accreditation, all expenses, including but not limited to travel and staff time, are reimbursable to IAS by the training agency.

#### **7.0 MAINTENANCE OF ACCREDITATION**

**7.1** Training agencies accredited under these rules shall notify IAS in writing within thirty (30) days if there are changes in:

**7.1.1** Company name or address.

**7.1.2** Company ownership.

**7.1.3** The training agency's principal officers or key supervisory personnel.

**7.1.4** Financial resources, equipment, policies or procedures that might affect the training agency's accreditation.

**7.2** IAS shall be permitted to conduct unannounced inspections, for cause, of the facilities of any training agency it accredits.

#### **8.0 RIGHT TO APPEAL DECISIONS INVOLVING ISSUANCE OF ACCREDITATION OR DENIAL OF THE APPLICATION**

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 accreditations and applicants seeking renewal. 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.

#### **9.0 PROPRIETARY DATA**

Data in any accreditation file or application are considered proprietary to the applicant. The data may be disclosed by IAS only 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 IAS Accreditation Committee member; a staff member of IAS, or an authorized representative of IAS having a legitimate interest therein; 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 training agency's proprietary information.

## **10.0 ACCREDITATION DOCUMENTS AND LISTINGS**

A certificate of accreditation shall be issued and maintained current for each training agency upon satisfactory completion of the requirements. For each accredited training agency, a listing shall be posted on the IAS website. Accreditation actions will also be noted on the IAS website.

## **11.0 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.

## **12.0 USAGE OF THE IAS NAME OR SYMBOL BY ACCREDITED AGENICES**

An accredited training agency can make reference to its IAS accreditation in its general literature and promotional materials, and in business solicitations, under the following provisions:

**12.1** The training 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 training which is provided by the training agency.

**12.2** When the IAS name and/or registered symbol are used on the training agency's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "ACCREDITED." The symbol must also include the name of the accredited program, e.g., "Training Agency for Work Force Qualification Programs." When the IAS name or symbol is printed on letterhead and/or other agency stationery, such stationery may not be used for work proposals or quotations if none of the work is within the agency's scope of accreditation with IAS.

**12.3** The IAS symbol may not be changed in any way, although it may be enlarged or reduced.

**12.4** When the IAS name and/or symbol are used on a business solicitation, such as a work proposal or quotation, the training agency must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear which training program(s) fall within the agency's scope of accreditation, and which training program(s) do not.

**12.5** The IAS symbol displayed on the training agency's IAS-endorsed certificates must include the name of the accredited program, e.g., "Training Agency for Work Force Qualification Programs" provided the certificates relate to training programs that are within the training agency's IAS-approved scope of accreditation. Whenever the IAS symbol is used on a certificate covering multiple training programs, some of which are within the training agency's scope of accreditation and some of which are outside the scope, the training agency must clearly identify whatever portion of the certificate is not covered by IAS accreditation.

**12.6** It is the training 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 training agency's intended use of the IAS name and/or symbol.

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

**13.1** Any accreditation is subject to revocation, modification, suspension or cancellation upon occurrence of any of the following:

**13.1.1** Failure to comply with the current or updated rules of procedure.

**13.1.2** Failure to comply with any condition to the issuance of the accreditation.

**13.1.3** Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof.

**13.1.4** Failure to comply with any provision contained in the application.

**13.1.5** Failure to comply with the current or updated accreditation criteria adopted by IAS following public hearing.

**13.1.6** Failure to comply with any terms of the management system documentation on which the IAS accreditation was based referred to in Section 3.0 of these Rules of Procedure.

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

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

**13.3** 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.

## **14.0 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 canceled by the IAS president or

his/her designee for any of the following reasons with no right of appeal:

**14.1** 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.

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

**14.3** Failure to respond and resolve IAS Corrective Action Requests or Concerns resulting from an IAS assessment report in the allotted time unless extended by the IAS president or his/her designee.

**14.4** Failure to permit or submit to an on-site assessment as set forth in Section 5.0.

**14.5** Failure to furnish information and/or submit to a remote surveillance assessment as required in Section 5.2 of these rules within the specified time limit.

## **15.0 RESULTS OF REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION**

**15.1** Upon the occurrence of any of the events set forth in Section 13.1 or Section 14.0, IAS, by the decision of its president or his/her designee, may choose any of the following actions:

**15.1.1** Revocation of the accreditation.

**15.1.2** Modification of the accreditation, on such terms as determined by the IAS president or his/her designee.

**15.1.3** Suspension of the accreditation for such period on such terms as determined by the IAS president or his/her designee.

**15.1.4** Cancellation of the accreditation.

**15.2** The decisions of the IAS president or his/her designee with respect to any of the actions set forth in Section 15.1 may become effective immediately if deemed necessary, in the interest of public safety and welfare, may be stayed pending an appeal pursuant to the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, or may be otherwise stayed on such terms and conditions as determined by the president or his/her designee.

**15.3** Upon revocation or cancellation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the accredited agency shall discontinue all use of the IAS symbol. Upon revocation or cancellation of accreditation, the agency shall return any certificate of accreditation to IAS. The agency shall also immediately discontinue any references to IAS accreditation on any reports, certificates, or promotional material.

**15.4** 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.

**15.5** Upon the determination by IAS that cause exists for any of the actions specified in Section 15.1 above, with respect to the accreditation, IAS shall deliver to the

agency a written statement, signed by the IAS president or his/her designee, setting forth the factual basis for such action. This written statement shall include a specific reference to the cause for the action which is set forth in the Rules of Procedure. This statement shall be delivered to the agency by certified or registered United States mail, with postage prepaid, to the most current address of the agency contained in the records of IAS.■