

ACCREDITATION CRITERIA FOR BODIES OPERATING CERTIFICATION OF PERSONS

AC474

September 2018
Effective November 1, 2018

PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

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1. INTRODUCTION

- 1.1. **Scope:** These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Bodies Operating Certification of Persons accreditation. These criteria supplement the IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.
- 1.2. **Normative and Reference Documents:** Publications listed below refer to current editions (unless otherwise stated).
- 1.2.1. ISO 9000: Quality management systems – Fundamentals and vocabulary.
 - 1.2.2. ISO 9001: Quality management systems – Requirements.
 - 1.2.3. ISO/IEC 17000: Conformity assessment – Vocabulary and general principles.
 - 1.2.4. ISO/IEC 17011: Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.
 - 1.2.5. ISO/IEC 17024: Conformity assessment – General requirements for bodies operating certification of persons.
 - 1.2.6. APA/AERA/NCME Standards for Educational and Psychological Testing.
 - 1.2.7. NCCA Standards for the Accreditation of Certification Programs.
 - 1.2.8. IAF MD 12: Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries
 - 1.2.9. ISO/IEC TS 17027: Conformity assessment – Vocabulary related to competence of persons used for certification of persons.

2. DEFINITIONS

Applicable terms and definitions of ISO/IEC 17000, 17024 and TS 17027 apply.

3. ELIGIBILITY

Accreditation services are available to third party certification bodies that meet all of the following requirements:

- 3.1 Program development shall demonstrate, through pilot programs, sufficient evidence of fairness, validity and reliability.
- 3.2 Completion of at least one (1) internal audit, and one (1) management review.

4. REQUIRED BASIC INFORMATION

Certification bodies must demonstrate compliance with each of the following requirements:

- 4.1. IAS Accreditation Criteria AC474,
- 4.2. ISO/IEC 17024, and
- 4.3. IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

- 5.1. **APA/AERA/NCME and NCCA Standards:** Certification bodies which demonstrate compliance to relevant requirements of APA/AERA/NCME or NCCA Standards will satisfy examination process requirements of Section 9.3 of ISO/IEC 17024.
- 5.2. **Recognition of Third-party Examinations:** Certification bodies which outsource examination services provided by external vendors shall provide evidence of vendor compliance with all relevant requirements of ISO/IEC 17024. Separate accreditation of external vendors to ISO/IEC 17024 does not waive this requirement.
- 5.3. **Recognition of Third-party Certificates:** Certification bodies may recognize individuals who are certified by external certification bodies for competencies which are equivalent to the approved certification scheme. This recognition shall be restricted to certificates issued by accredited certification bodies.
- 5.4. **Certification Decisions:** Certification bodies shall identify individuals that are authorized to make decisions on certification.
- 5.5. **International Services:** When certification schemes are intended to demonstrate competency in multiple countries or in multiple languages, certification schemes shall list all countries and languages in which local recognition is supported by the certification body, with this information made available to the public without request. Certification bodies shall demonstrate the relevance, fairness, validity and reliability of examinations for each country and language in which local recognition of certificates is supported. Assessment requirements of certification bodies with activities in multiple countries will include requirements of IAF MD 12.
- 5.6. **Certification Scheme:** Evidence of compliance of certification scheme(s) shall include the following requirements:
 - 5.6.1. **Job or Practice Analysis:** Identification of job tasks and associated knowledge, skills and abilities which are required for competent practice.
 - 5.6.2. **Required Competence:** Evidence that the pass/fail standard for examination(s) fairly and objectively reflects competence which is required for practice.

6. LINKS TO ADDITIONAL REFERENCES

- 6.1. International Accreditation Service (IAS) – www.iasonline.org
- 6.2. International Code Council (ICC) – www.iccsafe.org
- 6.3. International Accreditation Forum (IAF) – www.iaf.nu
- 6.4. International Organization for Standardization (ISO) – www.iso.org
- 6.5. International Personnel Certification Association (IPC) – www.ipcaweb.org
- 6.6. National Commission for Certifying Agencies (NCCA) – www.credentialingexcellence.org/ncca
- 6.7. Pacific Accreditation Cooperation (PAC) – www.apec-pac.org
- 6.8. American Psychological Association (APA) – www.apa.org
- 6.9. American Educational Research Association (AERA) – www.aera.net
- 6.10. National Council on Measurement in Education (NCME) – www.ncme.org

These criteria were previously issued October 2011, June 2013, February 2015, June 2016 and April 2017.