

ACCREDITATION CRITERIA FOR BODIES OPERATING CERTIFICATION OF PERSONS

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,

- 69 4.2. ISO/IEC 17024, and
70 4.3. IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

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72 5. ADDITIONAL INFORMATION (AS APPLICABLE)

73 5.1. **APA/AERA/NCME and NCCA Standards:** Certification bodies which demonstrate compliance
74 to relevant requirements of APA/AERA/NCME or NCCA Standards will satisfy examination
75 process requirements of Section 9.3 of ISO/IEC 17024.

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77 5.2. **Recognition of Third-party Examinations:** Certification bodies which outsource examination
78 services provided by external vendors shall provide evidence of vendor compliance with all
79 relevant requirements of ISO/IEC 17024. Separate accreditation of external vendors to ISO/IEC
80 17024 does not waive this requirement.

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82 5.3. **Recognition of Third-party Certificates:** Certification bodies may recognize individuals who
83 are certified by external certification bodies for competencies which are equivalent to the
84 approved certification scheme. This recognition shall be restricted to certificates issued by
85 accredited certification bodies.

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87 5.4. **Certification Decisions:** Certification bodies shall identify individuals that are authorized to
88 make decisions on certification.

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90 5.5. **International Services:** When certification schemes are intended to demonstrate competency
91 in multiple countries or in multiple languages, certification schemes shall list all countries and
92 languages in which local recognition is supported by the certification body, with this information
93 made available to the public without request. Certification bodies shall demonstrate the
94 relevance, fairness, validity and reliability of examinations for each country and language in
95 which local recognition of certificates is supported. Assessment requirements of certification
96 bodies with activities in multiple countries will include requirements of IAF MD 12.

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98 5.6. **Certification Scheme:** Evidence of compliance of certification scheme(s) shall include the
99 following requirements:

100 5.6.1. **Job or Practice Analysis:** Identification of job tasks and associated knowledge, skills
101 and abilities which are required for competent practice.

102 5.6.2. **Required Competence:** Evidence that the pass/fail standard for examination(s) fairly
103 and objectively reflects competence which is required for practice.

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105 6. LINKS TO ADDITIONAL REFERENCES

- 106 6.1. International Accreditation Service (IAS) – www.iasonline.org
107 6.2. International Code Council (ICC) – www.iccsafe.org
108 6.3. International Accreditation Forum (IAF) – www.iaf.nu
109 6.4. International Organization for Standardization (ISO) – www.iso.org
110 6.5. International Personnel Certification Association (IPC) – www.ipcaweb.org
111 6.6. National Commission for Certifying Agencies (NCCA) – www.credentialingexcellence.org/ncca
112 6.7. Pacific Accreditation Cooperation (PAC) – www.apec-pac.org
113 6.8. American Psychological Association (APA) – www.apa.org
114 6.9. American Educational Research Association (AERA) – www.aera.net
115 6.10. National Council on Measurement in Education (NCME) – www.ncme.org

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