Initial Accreditation Checklist

Purpose of this Document:
The accreditation process can be rather lengthy and time consuming. So it is wise to ask a few basic questions to determine if your program is ready to be reviewed. If the answer to any of the following is "no", then you may wish to discuss the program with an ICAC volunteer before proceeding any further with the accreditation process.

_____ The sponsoring organization is a legally incorporated entity.

_____ The organization has conducted some form of job task analysis in creating the certification program.

_____ The certification program has been on offer to the industry for more than one year (12 months) and a reasonable number of examinations have been conducted.

_____ Response to the certification program has, for the most part, been quite positive within your industry.

_____ The sponsoring organization has the financial and administrative capacity to support the program into the foreseeable future.

If the answer to all of the above is "yes", then you may wish to apply to ICAC for accreditation services.

But the ISO 17024 standard places a number of restrictions on programs. Some common obstacles include:

- Offering training in addition to the certification program. The standard does not prohibit this, but a number of restrictions apply to ensure that there is a "firewall" between the two divisions.
- Examinations must be conducted in the presence of a live proctor – no online proctoring allowed (although the exams themselves may be online).
- Access to the certification may not be unduly restricted through policy, unreasonable educational or financial requirements, or in any way that keeps a segment of the industry from participating.

If any of the above seem as if they might apply to your program, contact us prior to submitting your application (to avoid unnecessary time and expense).

ICAC is a volunteer-driven not-for-profit organization made up of association professionals dedicated to bringing affordable accreditation services to industry certification programs. Contact us at info@icacnet.org, visit us at http://www.icacnet.org or call 1-740-674-4300.