

**IFSAC CERTIFICATE ASSEMBLY
ADMINISTRATIVE REVIEW POLICY
(April 2016)**

PURPOSE

The purpose of this policy is to provide procedures for submitting materials and conducting an administrative review.

APPLICATION

This document applies to those entities preparing materials to submit to IFSAC Administration for administrative review and to those individuals conducting administrative reviews for accreditation at additional levels.

PROCEDURE

1. Entity submits materials as follows to IFSAC Administration:
 - a. An Application for Administrative Review form. (Found in IFSAC Handbook at <https://ifsac.org>)
 - b. Remit application fee of \$250 per level. (may be invoiced)
 - c. Correlation sheets in the IFSAC format.
 - d. Performance skill evaluation sheets.
 - e. Written test bank. (see item 4 below)
2. IFSAC Administration logs receipt of materials and then forwards to an administrative reviewer (usually a member of the entity's original site visit team, if possible).
3. Based on entity desires, the following options are available for the transfer of test banks:
 - a. Test banks may be sent through IFSAC Administration to the reviewer.
 - b. Test banks may be sent directly to the reviewer. If using this option, please notify IFSAC Administration on the application.
 - c. The reviewer may be brought to the entity's site (at entity expense) to have test banks reviewed on site.
4. Administrative reviewer completes review and forwards a report of findings to IFSAC Administration.
5. IFSAC Administration forwards a copy of the report to the entity. If the level is not recommended for accreditation, the entity representative works with the reviewer to make changes.
6. Once completed, the reviewer submits a final letter of recommendation for accreditation to IFSAC Administration.
7. IFSAC Administration sends an accreditation letter to entity representative.
8. Administrative reviewer sends all materials back to original entity or may destroy materials upon receiving approval from applicant entity. If test banks were purchased, they must be returned through traceable mail.