

## Purpose

The following outlines the procedure for submitting materials and conducting an administrative review per IFSAC Bylaws.

- All communication between reviewer and entity shall include IFSAC Administration at [admin@ifsac.org](mailto:admin@ifsac.org).

## 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. The Administration Office shall be responsible for arranging the administrative review.

## Procedure

1. Entity submits the following to IFSAC Administration for each level requested:
  - a. An *Application for Administrative Review* form.  
(Found at [https://ifsac.org/images/ca\\_pdfs\\_docs/Admin\\_Review\\_Application.docx](https://ifsac.org/images/ca_pdfs_docs/Admin_Review_Application.docx))
  - b. Application fee (may be invoiced).
  - c. Correlation sheets in the IFSAC format.
  - d. Performance skill evaluation sheets or other methodologies used.
  - e. Written test bank (see item 3 below).
    - a. Entities requesting an administrative review where a purchased or testing service test bank is used must contact the company that holds the copyrights to the test and request specific permission to release the test bank for administrative review. A separate request must be issued for each instance requiring the submission of their test banks.
2. IFSAC Administration logs receipt of materials and then forwards to an administrative reviewer. The administrative reviewer will be selected based on availability in the following order:
  - a. A member of the entity's site visit team.
  - b. A member of the CABOG.
  - c. Site visit team leaders.
  - d. Experienced site visit team members (who have completed at least three site visits).
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.
    - i. For on-site administrative reviews, see *IFSAC Travel Policy*.
    - ii. The number of administrative reviewers required will be dependent on the number of levels applied for at a given time.

4. Administrative reviewer shall complete the review and/or report findings within 30-60 days
5. Once the administrative review is completed, the reviewer submits a final report of recommendation for accreditation to IFSAC Administration and the entity.
6. Administration will distribute the report to the CABOG. Administration shall place consideration of the report on the agenda of the next CABOG meeting.
7. Administration will send notice of the Board's decision within thirty (30) days after the meeting.
8. Entities have the right to appeal the decision of the Board.
9. Administrative reviewer sends all materials back to original entity or may destroy materials upon receiving approval from applicant entity.

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This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to Certificate Assembly administrative reviews.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.