

## TEMPORARY CA Policy for Alternate Site Visit Accommodations

This business continuity policy shall serve as a temporary policy, implemented at the recommendation of the CABOG and by approval of the membership in the case of extenuating local, regional, and/or international turmoil. This policy shall not be considered to be precedent setting and shall only be implemented in times of unrest for the good of the entities and members of IFSAC. The CABOG has the authority to rescind this policy at any time.

Upon implementation of this temporary policy, entities who are scheduled for a site visit shall submit the IFSAC provided checklist and verification form that accompany this document along with all of the material for their site visit, including current correlation sheets. The appointed Committee shall review each form and give the entity a Level 1 – Level 4 ranking based on their submittal. Each level shall initiate the following process.

### Level 4

Level 4 will receive the lowest priority for scheduling or rescheduling a site visit. Proposed site team would perform a cursory (remote) review to check for any notable issues. Administrative review(s) may be conducted, at no charge, for up to a maximum of three (3) levels or chapters at the discretion of the site team leader. An on-site visit will be conducted at a later date.

Level 4 eligible entities would have no significant changes in the following:

- Primary/senior staffing (staff involved in certification program)
- Policies and procedures
- Programming (programs and/or levels offered for certification)

### Level 3

Level 3 will receive second lowest priority for scheduling or rescheduling a site visit. Proposed site team would perform a complete review to check for significant and notable issues. This level may require a virtual meeting, presentation, and/or other communication to confirm information. Administrative review(s) may be conducted, at no charge, for up to a maximum of three (3) levels or chapters at the discretion of the site team leader. An on-site visit will be conducted at a later date.

Level 3 eligible entities would have noted a significant change to one or more of the following:

- Primary/senior staffing (staff involved in certification program)
- Policies and procedures
- Programming (programs and levels offered for certification)

### Level 2

Level 2 will receive the second highest priority for scheduling or rescheduling a site visit. Proposed site team would perform a complete review to check for significant issues or missing information. Site team would complete a virtual site visit to confirm information. Administrative review(s) may be conducted, at no charge, for up to a maximum of three (3) levels or chapters at the discretion of the site team leader. An on-site visit will be conducted at a later date.

Level 2 eligible entities would have noted a significant change to two or more of the following:

- Primary/senior staffing (staff involved in certification program)
- Policies and procedures
- Programming (programs and levels offered for certification)
- Large number of new accreditations (levels and/or programs) which would require full test bank/skill/correlation sheet review

## **Level 1**

Level 1 entities will receive the highest priority for scheduling a site visit and/or a virtual site visit when circumstances have created a hardship or loss of business for the entity, including entities that had site visits postponed due to travel restrictions, for initial accreditation or entities with a large number of new program areas. Proposed site team would perform a complete review to check for significant issues, missing information, or notable programmatic problems.

If an on-site visit is not possible due to travel restrictions or other extenuating circumstances, the site team would complete a full virtual site visit to confirm information including review of training facilities, test banks, skill sheets and correlation sheets.

Site team would make a recommendation to the CABOG at next monthly meeting following completion of the virtual visit report from the site team. Initial, contingent, accreditation may be recommended and/or granted for a minimal number of chapters/levels upon completion of the virtual visit in order for the agency to begin administration of their programming.