

# INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

## Certificate Assembly

### Membership and Accreditation Process Overview



Following is an overview of the process for membership and accreditation through the *IFSAC Certificate Assembly*. Complete information and the documents referenced, including applications, can be found on our website at <https://ifsac.org>.

NOTE: All application documents (membership and accreditation) must be submitted in the English language.

## MEMBERSHIP

Membership as a voting or non-voting entity is required to be eligible for accreditation.

Payment of annual dues is required to maintain eligibility.

### Apply for Membership for IFSAC Certificate Assembly

*Being approved for voting or non-voting membership is the first step for a certifying entity to take toward accreditation by IFSAC.*

Complete and send an *Application for Certificate Assembly Membership* to IFSAC Administration at [admin@ifsac.org](mailto:admin@ifsac.org).

- Required empowerment documentation must be attached. See information included with application as well as *Certificate Assembly Bylaws, Articles 11.5.1 and 11.5.2*, for additional information regarding empowerment and membership.

If additional information is needed regarding acceptable evidence of empowerment, contact IFSAC Administration at [admin@ifsac.org](mailto:admin@ifsac.org).

- An entity must be approved as a voting or non-voting member to be eligible for accreditation. Most applicant entities are expected to apply for voting membership. Non-voting membership is granted under specific conditions.
- Applications for Certificate Assembly membership should be received by the IFSAC Administrative Office at least 90 days prior to a regular meeting of the Certificate Assembly. Applications must include the required evidence of empowerment to be considered.
- Membership applications are voted on twice per year by the Certificate Assembly members during a scheduled regular meeting.

If the application for membership is approved by the Certificate Assembly, IFSAC Administration will send a written notification to the applicant entity.

- ❖ Payment for annual dues shall not be made before the applicant entity has been notified of the decision regarding their membership application and have been invoiced by IFSAC Administration.



<p><b>Be Involved and Stay Informed</b></p> <p><i>IFSAC is a peer-driven organization and regular participation is important as well as beneficial to your entity and IFSAC.</i></p>	<p>At least one representative from a member entity is expected to attend the IFSAC conferences whenever possible. Conferences are held twice per year, with one in the spring (April) and one in the fall (October).</p> <ul style="list-style-type: none"> <li>➤ Each entity is to appoint and maintain one delegate and primary contact for IFSAC, but more than one person from the entity may be actively involved.</li> <li>➤ Conferences include committee, board, and business meetings of the Assembly. Voting members have a voice and vote in the accreditation system (criteria, policies/procedures, etc.) and elect members to the IFSAC Council of Governors and boards.</li> <li>➤ Training is scheduled at least once per year and is held during one of IFSAC’s two conferences. The training offered helps prepare entities for accreditation and prepares participants to serve as site visit team members.</li> <li>➤ Representatives have opportunities to serve on committees, serve as a site visit team member for accreditation of other entities, and to network with fellow members/peers.</li> </ul>
<p><b>Accreditation</b></p> <p><i>Application for accreditation may occur after an entity has been approved for voting or non-voting membership.</i></p>	<p>How soon an entity can be accredited after becoming a member of the IFSAC Certificate Assembly involves a number of factors including required timelines and the entity’s readiness and completion of the accreditation application package. The entity must have a least one level of certification accredited within five years from the date of membership approval and be reaccredited every five years thereafter.</p> <ol style="list-style-type: none"> <li>1. Preferred dates for an accreditation site visit need to be provided to IFSAC Administration at least six months prior so a site visit team can be assembled for the requested dates.</li> <li>2. The application package for accreditation must be received by IFSAC Administration at least 120 days prior to the scheduled site visit dates. IFSAC Administration, as well as the site visit team leader, will review the application package for accreditation and supporting documents to determine whether the site visit should proceed as scheduled. If the site team leader believes the entity is ready and the site visit should take place as scheduled, the site visit will be confirmed.             <ol style="list-style-type: none"> <li>a. The <i>IFSAC Certificate Assembly Accreditation Procedures</i> lists the documents/items that must be completed and submitted</li> </ol> </li> </ol>



to apply for accreditation and to schedule a site visit.

3. To confirm the site visit, IFSAC Administration will email a confirmation letter to the entity point of contact and the site visit team members. The letter will include contact information for all site visit team members as well as for the applicant entity.
  - a. The applicant entity is required to pay airline/ground travel, hotel, per diem, and other related travel costs for the site visit team members. For more information regarding travel see the *IFSAC Certificate Assembly Site Visit Team Information* on the IFSAC website.
4. During the site visit, the site visit team will visit the entity's facilities, review documentation, policies, test banks, skill sheets, and completed IFSAC correlation sheets, as well as observe a practical skills test and a written test. The site visit team will not review curriculum, training programs, courses, or anything dealing with training. Their charter is to only the look items and processes relevant to the certification program.
5. The site visit team will inform the entity of any requirements that must be completed (if any). The entity can either correct them on the spot or send the corrections/revisions, etc. to the site visit team leader following the site visit within a specified period of time. The site visit team may give deadlines for items to be completed.
  - a. Certain requirements or circumstances may require a second site visit by at least one site visit team member to follow-up.
6. The site visit team leader will give a report and recommendation to the Certificate Assembly Board of Governors at their next regular meeting following the site visit.
  - a. If the site visit occurs within 45 days of the Board's next meeting, the site visit report will be placed on the agenda for the following meeting.
  - b. The Certificate Assembly Board of Governors takes a vote and makes a decision based on the report and recommendations of the site visit team.
7. Once an entity is accredited, the entity contacts IFSAC Administration to request IFSAC seals for issuance with certification certificates.



**Fees – Costs  
Associated with  
Membership  
and  
Accreditation**

*All fees support the operational costs of IFSAC. IFSAC is a not-for-profit organization headquartered at its Administration Office on the campus of Oklahoma State University in Stillwater, Oklahoma.*

All fees, including plans for accredited entities, can be found in the IFSAC Certificate Assembly Table of Fees on the IFSAC website <https://ifsac.org>. Fees, with the exception of conference registration fees, are set by the IFSAC Certificate Assembly Board of Governors.

- Annual recurring fees - \$2500 for voting member, \$1250 for non-voting member (until accredited). The annual fee for a non-voting member changes to \$2500 annually once accredited.
- Conference registration fees: Fees may vary for each conference or from year to year. Following is the fee typically charged for conference registration.
  - \$300 pre-registration, \$350 on-site, \$75 one-day attendance
- Site visit costs - three-member site visit team minimum:
  - \$1000 application fee
  - Airfare, parking, mileage, etc.
  - Hotel - your choice (5 star hotels not required but please no dumps)
  - Per diem
- Administrative Review Fees - \$250 each level – An entity can add one or more levels of certification between site visits through administrative review. If or when all requirements for the administrative review are met, the reviewer notifies IFSAC Administration with a recommendation and IFSAC Administration will notify the entity that it is accredited to the additional level(s).

**For more information or to apply for membership, contact:**

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