Application for Certificate Assembly voting or non-voting membership must be approved prior to applying for accreditation.

1. Entity submits completed application form to IFSAC Administration.

    a. Application form must be accompanied by documentation showing evidence of empowerment per IFSAC bylaws and a non-refundable application fee.

2. An initial review of the application and evidence of empowerment is completed by IFSAC Administration.

    a. Administration determines whether evidence of empowerment is sufficient per criteria.

    b. Administration determines additional information if needed, the applicant entity is contacted.

3. Administration forwards the complete application and evidence of empowerment with a recommendation to the CABOG.

4. CABOG reviews the application and documentation for a recommendation to the Certificate Assembly.

5. Administration forwards the application and evidence of empowerment to the Certificate Assembly members.

6. Certificate Assembly members will take action on the membership application at the next scheduled regular meeting.

7. IFSAC Administration notifies applicant entity of decision.

This procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to membership applications.

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