

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

Certificate Assembly

Membership and Accreditation Process Overview

There are two assemblies within IFSAC:

Certificate Assembly - accredits the certification process of a public certifying entity which includes the written and skills testing and the policies and procedures of the entity seeking accreditation. We do not accredit the training program nor do we review the training program, curriculum, etc.

Degree Assembly - accredits fire-related degree programs.

Following is the process for membership and accreditation through the IFSAC Certificate Assembly. All information and documents described are on our website at <https://ifsac.org>.

1. Complete and send to IFSAC Administration the IFSAC Certificate Assembly application for membership, including empowerment documentation as described on the application.
 - An entity must be a voting or non-voting member to be eligible for accreditation. Please read the Certificate Assembly Bylaws for additional information regarding membership.
 - Membership applications are voted on twice per year by the Certificate Assembly during a scheduled regular meeting.
 - 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.
2. If the application for membership is approved by the Certificate Assembly, IFSAC Administration will send a written notification to the applicant entity.
 - The applicant entity should not issue payment for annual membership dues until after they have been notified of the decision regarding their membership application and have been invoiced by IFSAC Administration.
3. We recommend that at least one entity representative attend the IFSAC spring conference. Activities include site visit training and meetings as well as opportunities to network with other member entities.
4. How soon an entity can be accredited after becoming a member of the IFSAC Certificate Assembly depends on a number of things including the entity's readiness and completion of the accreditation application package.
 - Once an entity's membership has been approved, the entity must have a least one level of certification accredited within five years from the date of membership approval.
5. Preferred dates for an accreditation site visit need to be provided to IFSAC Administration at least six months prior so we can assemble a site visit team for the requested dates.
6. The IFSAC Certificate Assembly Accreditation Procedures lists the documents/items that must be completed and submitted to apply for accreditation and to schedule a site visit. The application package must be received by IFSAC Administration at least 90 days prior to the scheduled site visit dates. We can invoice for the \$1000 (USD) application fee. IFSAC Administration, as well as the site visit team leader, will review the application 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.
7. 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.

- 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.
8. During the site visit, the site visit team will visit the entity's facilities, review documentation, policies, test banks, skill sheets, and 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 look at items and processes relevant to the certification program.
 9. 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. The site visit team may give deadlines for items to be completed.
 - Certain requirements or circumstances may require a second site visit by at least one site visit team member to follow-up.
 10. 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.
 - 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.
 - The Certificate Assembly Board of Governors takes a vote and makes a decision based on the report and recommendations of the site visit team.
 11. Once an entity is accredited, the entity contacts IFSAC Administration to request IFSAC seals for issuance with certification certificates.

Costs associated with IFSAC:

1. Annual recurring membership fee - \$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.
2. Meeting registration fees
 - Spring meetings: \$300 pre-registration, \$350 on-site, \$75 one-day attendance
 - Fall meetings: \$200 pre-registration, \$250 on-site, \$75 one day attendance
3. Site visit costs - three-member site visit team minimum:
 - a. \$1000 application fee
 - b. Airfare, parking, mileage, etc.
 - c. Hotel - your choice (5 star hotels not required but please no dumps)
 - d. Per diem
4. 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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