

**International Fire Service Accreditation Congress
Certificate Assembly
Membership and Accreditation Process**

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 the entire fire-related degree program, but not individual courses.

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 by one of the three methods on the application. 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 regularly scheduled meeting. Applications for Certificate Assembly membership should be received by the IFSAC Administrative Office at least 90 days prior to a regularly scheduled meeting of the Certificate Assembly.

2. The application for membership will first be presented to the Certificate Assembly Board of Governors (CABOG). The CABOG will review the application and provided documentation for evidence of empowerment to form a recommendation for the Certificate Assembly members, who have the final vote on applications for membership. We recommend that a person representing the applicant entity attend these meetings in case any questions arise.

Once the applicant entity is approved for membership, IFSAC Administration will send a written notification. The entity should not issue payment for annual membership dues until after they have been notified of the decision regarding their membership application. If membership is approved, an invoice for the annual membership fee will be sent to the applicant entity.

3. We recommend that at least one entity representative attend the IFSAC Spring Conference to attend the training seminars, meetings, and social functions, as well as to network with other member entities. We offer an orientation and self-study seminar which prepares entities seeking accreditation for completion of the required self-study. At the Conference, the representative(s) can go through site visit team member training as well, making he/she eligible to go on site visits to other entities seeking accreditation or reaccreditation - the individual's entity must be a member of the IFSAC Certificate Assembly in order for the individual to be eligible to participate as a site visit team member.

4. How soon after becoming a member of the IFSAC Certificate Assembly can an entity become accredited? This is entirely up to entity and how soon the self-study requirements listed in the Accreditation Procedures document can be completed. However, once an entity's membership has been approved, that entity must have a least one level of certification accredited within five years from the date of membership approval.

5. Once the requirements outlined in the Accreditation Procedures document are completed, the Application for Accreditation, self-study document, correlation sheets, the entity's policies and procedures manual, and the \$1000 (USD) application fee should be sent to IFSAC Administration. We can invoice for the \$1000 (USD) application fee. Preferred dates for the

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site visit need to be provided to IFSAC Administration at least six months prior so we can assemble a site visit team available for the requested dates.

6. Your documents will be reviewed at IFSAC Administration, as well as by the site visit team leader, to ensure all necessary pre-site visit requirements are met. Site visit team members will then be contacted and the scheduled site visit confirmed. The entity will then send a copy of the application, self-study, policy manual, and correlation sheets to the site visit team members so they can review this information prior to the visit.
7. Once the site visit team is confirmed, 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. Site visit responsibilities of the site visit team and the applicant entity are outlined as well. The applicant entity is required to pay airline/ground travel, hotel, per diem, and other related travel costs for three visitors for the full visit which is usually scheduled for three days. Travel is scheduled for the day prior to the first scheduled day of the visit and on the day after the site visit is to be completed.
8. During the site visit, the site visit team will visit the entity's facilities, review all documentation, policies, test banks, skill sheets, and correlation sheets, as well as observe a practical skills test and a written test. In witnessing exams, the site visit team is not there to evaluate the students, but rather to evaluate the written test proctors and the skills evaluators. Do they understand your system? Do they use the checklists, etc., that you develop, etc. in accordance with the Criteria for Certificate Accreditation? The site visit team will not review curriculum, training programs, courses, or anything dealing with the training. Their charter is to only look at the certification program, including policies, written testing, and skills testing.
9. The site visit team may give you recommendations which you can deal with as you see fit and they will give you requirements (if there are any) that must be completed prior to their presentation to the Certificate Assembly Board of Governors at their next regularly scheduled meeting. You can either correct them on the spot or send the corrections/revisions, etc. to the team once they return home.
10. The site visit team leader will give a report and recommendation to the Certificate Assembly Board of Governors at their next regularly scheduled meeting following the site visit.

Note: Two meetings are held each year. Site visits conducted in the months of March and April will be placed on the Fall Meeting agenda; site visits conducted in the months of August and September will be placed on the Spring Meeting agenda. This is done to ensure that the site visit team has sufficient time to prepare their recommendation, particularly in the event the entity has further requirements to complete following the site visit.
11. The Certificate Assembly Board of Governors takes a vote and your accreditation is decided by a simple majority. If there are requirements not of a serious nature that have not been met prior to the meeting, the Certificate Assembly Board of Governors may grant conditional accreditation. Once the requirements are met, the conditional accreditation is removed and the entity is fully accredited and authorized to issue IFSAC seals.

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12. Once an entity is accredited, the entity should send IFSAC Administration a request for IFSAC seals including the quantity of seals needed for issuance with certification certificates.

Costs associated with IFSAC:

1. Annual recurring membership fee - \$2500 for voting member, \$1250 for non-voting member – initially paid after you are voted in as a member. The annual fee for non-voting members will change 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 fees - 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 - After an entity receives accreditation and prior to the required five-year reaccreditation visit, the entity can add one or more levels of certification. An administrative review can be sent which includes everything for a site visit except for the policies and procedures since these have already been reviewed. Required items to be submitted to IFSAC Administration are the written test bank, skills sheets, correlation sheets, and the application for administrative review along with \$250 per level of certification.

Members of the site visit team who conducted your actual visit will be contacted first for availability to conduct the administrative review since each is already familiar with your policies and procedures. Once the site visit team member reviews the materials, he or she will contact IFSAC Administration with a recommendation based on his or her findings.

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). Administrative reviews do not need to be presented to the Certificate Assembly Board of Governors for accreditation. We ask that entities do not submit a significant number of certification levels for administrative reviews because they do take time. As many levels as possible should be reviewed during a site visit instead.

Contact:

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