

IFSAC SEAL ORDERING AND REPORTING PROCEDURE

PURPOSE

To establish a procedure for entities to obtain IFSAC seals and for Administration to receive seal reports.

APPLICATION

This policy applies to all IFSAC accredited entities that fall under Plan 1 or Plan 3 of the fee table referenced in Bylaw Article 12.6.1, and according to Bylaw Articles 12.7.1 through 12.7.5 and 12.9.1 through 12.9.2.

PROCEDURE

All Entities:

IFSAC Administration will only provide seals to accredited entities and only upon request - seals are not automatically sent to the entity. Orders can be placed in any quantity (in increments of 500) at any time throughout an entity's annual billing cycle.

Newly Accredited Entities using Plan 1 or Plan 3:

Once an entity has submitted their plan payment (Plan 1 - \$2500; Plan 3 - \$940), and has been granted accreditation, they must notify IFSAC Administration to provide the number of seals that the entity desires.

Previously Accredited Entities using Plan 1 or Plan 3: Once an entity has submitted its plan payment, they must notify IFSAC Administration to provide the number of seals that the entity desires.

SEAL REPORTING

1. A report for each seal and certification issued will be provided by an accredited entity to IFSAC Administration at least annually based on the data collection and reporting requirements outlined in Bylaw Article 12.6.1.
2. Reports shall be submitted by an accredited entity using a procedure agreed upon by the Administrative Office and the accredited entity (Bylaw Articles 12.7.2 and 12.9.2).