

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

**There are two Assemblies within IFSAC:**

*Degree Assembly* - accredits the entire fire-related degree program not individual courses.

*Certificate Assembly* - accredits the certification process of the organization which includes only 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.

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

1. The institution must be approved as a voting member of the Degree Assembly before a program can be eligible for accreditation. Complete and send to IFSAC Administration the IFSAC Degree Assembly application for membership. IFSAC Administration will review the application and then forward it to the Degree Assembly Board of Governors Chair for final approval.
2. IFSAC Annual Conference – We recommend that at least one representative of a new member institutional program or potential member institutional program attend the next scheduled IFSAC annual conference. Activities during the conference include training seminars, meetings, social functions, and networking with other accredited entities. An orientation and self-study seminar is usually scheduled which will help you in completing the required self-study for an accreditation evaluation and site visit. At the conference you can also go through evaluator training which makes you eligible to go out on site visits to other entities seeking accreditation or reaccreditation.
3. How soon after becoming a member of the IFSAC Degree Assembly before your program can be accredited depends on the institution and the readiness of the program to be evaluated. Information regarding the accreditation process and scheduling a site visit can be found in the document “Scheduling a Site Visit” on the Degree Assembly Handbook Web page at <https://ifsac.org>.
4. Once requirements outlined in the self-study document have been completed, send to IFSAC Administration the Application for Degree Accreditation, completed self-study, and \$1000 application fee. We can invoice for the \$1000 application fee. You pick the dates of the visit that you prefer, keeping in mind an evaluation must take place while class is in session, and we schedule a site team to match the dates submitted.
5. IFSAC Administration will review your documents to make sure all necessary documents have been submitted and are complete.
6. Evaluation team members will be selected, contacted, and confirmed. The point of contact for the applicant institution will be contacted as soon as an evaluation team is confirmed. Upon this notification, the applicant institution shall send copies of the application, self-study, and supporting documents to the evaluators so they can conduct an initial review prior to the site visit. An evaluation team consists of three visitors who will conduct an on-site evaluation of your program and two readers who assist in the initial review of the documents submitted prior to the site visit.
7. The applicant institution is required to pay travel, hotel, and per diem for three visitors for a three full-day visit with travel on either end (i.e., site visit days would be 23-24-25 with travel 22 & 26).

8. The site team members will travel to the institution to evaluate the program(s) based on the criteria, review all self-study documentation, visit with faculty and staff, etc.
9. The site team may give you recommendations which you can deal with as you see fit and/or they may identify requirements which must be completed prior to their presentation of results to the Board of Governors. You can either make corrections on the spot or send the corrections, etc. to the team once they return home.
10. The evaluation team leader will make a report and recommendation to the Board of Governors at the April or September meeting.
11. The Board takes a vote and your accreditation is decided by a simple majority vote.
12. Once you are accredited and students complete your degree program they are eligible to receive a “Degree Completion Certificate” from IFSAC by submitting an application. The certificate will include your school name and logo (if permissible) as well as an IFSAC seal containing a number. The graduate’s name, degree, and the IFSAC seal number issued will be entered into the IFSAC International Registry for the Degree Assembly.

**Costs associated with IFSAC:**

1. Annual recurring membership fee - \$1980 (USD). Annual billing cycles are generally from July 1 through June 30 for Degree Assembly members. Applications received and approved during mid-year are prorated for the membership fee until the next billing cycle begins.
2. Conference fees - \$300 (USD) pre-registration, \$350 (USD) on-site, \$75 (USD) one day attendee
3. Site Visit fees - 3 member site team
  - a. \$1000 (USD) - 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 - \$300 (USD) each program – If after an institution receives initial accreditation you want to have one or more additional programs accredited prior to the required 5-year reaccreditation visit, you may submit an application to add a degree program along with a self-study for that program. We will contact the same evaluators who conducted the site visit to do the administrative review since they already know your policies and procedures and are familiar with your institution and other program(s). Once the evaluators have completed their review of the materials, they will contact the IFSAC Manager with their recommendation on accreditation of the additional program(s).

**Contact:**

Jillian Conaghan, Accreditation Coordinator  
International Fire Service Accreditation Congress  
Oklahoma State University  
1812 West Tyler Avenue  
Stillwater, OK 74078-8075  
Phone: 405.744.8303  
Email: [jconaghan@ifsac.org](mailto:jconaghan@ifsac.org)

Website: <https://ifsac.org>