

Agenda Memo	Item	Meeting Agenda	Meeting Date
H	CA Criteria for Certificate Accreditation	Certificate Assembly	April 2024

Proposed additions are in blue and underlined. Proposed deletions are in red and struck through.

Proposed Amendment(s) #:	H-1	Section:	
Submitted by:	Accreditation Criteria Task Group		
Comments/Reason for proposal: The task group recommends a formatting change to each table in the document as well as including directions for completion on the first page of the document.			

CA Criteria for Certificate Accreditation, Page 1

Directions for completion of the Criteria for Certificate Accreditation by the member entity.

Below each criteria item you will find boxes. The non-shaded area is the entity responsibility for completion. The shaded area is for the site team to complete.

Yes Please check the yes box if you have a policy or supporting documents that support the criteria item

No Please check the no box if you do not have a policy or supporting documents that support the criteria item or if this item is not applicable to your entity.

Link: If you have the ability to hyperlink your supporting documents please provide in the LINK box.

Policy Reference or Comments by the Entity: Please place the title of the reference document and the policy number, page number, or identifying markers. If a policy is not required please provide information as to how you are meeting this criteria item.

Format Change to each table in the document

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Link:
Policy Reference or Comments by the Entity:		
Shaded area to be completed by the site team.		
Meets Criteria <input type="checkbox"/>		Does Not Meet the Criteria <input type="checkbox"/>
Comments by Site Team:		

Proposed Amendment(s) #:	H-2	Section:	II, Certification Program Administration III, General Administration of Testing
Submitted by:	Accreditation Criteria Task Group		
Comments/Reason for proposal: The task group recommends revisions to Section II, Certification Program Administration and Section III, General Administration of Testing for the following:			
<ul style="list-style-type: none"> - Updated to the 2022 edition of NFPA 1000 - Language changes for consistency 			

II. CERTIFICATION PROGRAM ADMINISTRATION

A. GENERAL ADMINISTRATION

1. The certifying entity shall have in place published and publicly available mission statement and documented goals. Evidence relating to this criterion would typically be contained in the entity's documentation (e.g., Policy/Procedure Manual, Brochure, Catalog, Pamphlets, Website, etc.).

5. The certifying entity shall have policies and procedures ensuring compliance with applicable laws to their jurisdiction (local, state, provincial, territory, tribal and federal) regulations regarding the release of information and certification records. ~~The A record-keeping system must that ensures access to and preservation of certification records. that the records are retrievable and preserved.~~

7. The certifying entity shall provide documentation where compliance/noncompliance with applicable statutes and regulations has occurred (local, state, provincial, territorial, tribal, and federal, ~~and local~~).

12. The entity shall have a policy in place protecting students, faculty, and staff from harassment and discrimination. ~~make all testing and certifying services available to all of its constituents without regard to race, sex, or ethnic origin.~~

19. The accredited entity shall have written policy describing the conditions under which certification or training received from another jurisdiction would be recognized granted ~~to individuals certified by other IFSAC accredited entities~~ (e.g., prior learning evaluation, grandfathering, higher education).

B. DELEGATION OF CERTIFICATION AUTHORITY [BFJ#5](#)

Introduction

~~For the following Criteria concerning delegation, three points need to be considered:~~

~~1. What entity is actually accredited for the delegated levels? Is it the empowered entity or the delegated entity?~~

~~**Answer:** Although certificates and seals are issued under the delegated authority's name, the delegating authority remains the accredited entity. If the delegated entity wants to be accredited they must become a member and have a separate site visit.~~

~~2. Does the delegated entity lose its ability to certify and issue seals if the empowered entity loses its accreditation?~~

~~**Answer:** Yes, because they are operating under the same policies and procedures as the delegating authority.~~

~~3. Should the ability/authority to delegate certification authority be listed in the empowerment documentation?~~

~~**Answer:** Yes, because the delegated authority should be included as part of the site visit.~~

~~4. Does the entity delegate all, some, or none of its certifying authority~~

~~**Answer:** Yes or No? If so, under what type of delegation?~~

Types of Delegation

Type 1 Delegation - An accredited entity may (but is not obligated to) delegate some or all of its certifying authority for accredited levels only after informing IFSAC Administration and under the following circumstances: [\[5.1.9\(A\)*\]](#)

H. All materials for delegated levels shall be made available for site team review to ensure compliance with the accreditation criteria, or if the delegated entity uses a different set of criteria from the accredited entity, the accredited entity shall ensure a separate application is submitted to IFSAC. A separate site visit, along with appropriate fees, may be necessary as determined by Administration in concurrence with the Board Chair and the chair of the ~~Committee on Site Teams~~[Certificate Assembly Planning Coordination Committee](#).

III. GENERAL ADMINISTRATION OF TESTING

The certifying entity shall establish and maintain examination procedures that are valid for administering knowledge and skills tests. [\[5.2.4\(A\)*\]](#) Examinations shall measure the performance of personnel consistent with the standards adopted by IFSAC to include the following:

5. The certifying entity shall ensure that test items ~~and skills tests~~ used in certification examinations are reliable discriminators.