



1                                   **RULES OF PROCEDURE FOR CURRICULUM DEVELOPMENT**  
2                                   **FOR WORK FORCE QUALIFICATION PROGRAMS**

3  
4   **1.0 INTRODUCTION**

5       1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of  
6       curriculum development agencies by International Accreditation Service, Inc. (IAS).

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8       IAS accreditation does not make any representation nor should it be construed as  
9       making representation regarding attributes not specifically addressed by the  
10      accreditation. Accreditation also does not constitute an endorsement or  
11      recommendation by IAS for use of a particular curriculum.

12  
13   **1.2 Reference Documents**

14       1.2.1 IAS Accreditation Criteria for Curriculum Development for Work Force  
15       Qualification Agencies, AC372.

16       1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation  
17       Service, Inc., Actions

18  
19   **2.0 INITIAL ACCREDITATION**

20    **2.1 Initial Application, Fees and Assessment Costs**

21       2.1.1 Each initial application must be submitted through the IAS Customer portal.

22       2.1.2 The new applicant must submit appropriate basic fee and assessment cost as  
23       identified in your quotation.

24       2.1.3 The basic fee covers one field of curriculum development, as applicable and as  
25       provided in your quotation.

26       2.1.4 If any additional fields are identified during the course of accreditation,  
27       additional fees may apply.

28       2.1.5 Initial applications held for more than 180 days, without the applicant's having  
29       fulfilled IAS requirements for accreditation, are subject to cancellation unless  
30       such term is extended by the IAS president or his/her designee.

- 31 2.1.6 All IAS fees are nonrefundable.
- 32 2.1.7 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
- 33 charges are the responsibility of the applicant, and the applicant agrees to
- 34 reimburse IAS for any such taxes and charges imposed on IAS with respect to
- 35 services provided by IAS.
- 36 2.1.8 Required documentation as noted in Sections 4 and 5 of IAS AC372 must be
- 37 submitted.
- 38 2.1.9 Desired scope of accreditation detailing the areas of curriculum development
- 39 for which accreditation is sought must be submitted. As an example, the
- 40 following format is recommended:

Construction	Concrete Technology	OSHA Construction Skills 1926 Subpart Q
Environmental	Lead Abatement and Lead Renovator	OSHA 29 CFR 1926.62; EPA 40 CFR Part 745

- 41 2.1.10 IAS may at any time, in addition to the required documentation noted above,
- 42 require other information.
- 43 2.1.11 Initial applicants will be invoiced for the balance of costs and expenses
- 44 resulting from the onsite assessment.
- 45 2.1.12 Additional fees, if any, due to identification of any additional fields of curriculum
- 46 development (refer to section 2.1.4) at the conclusion of the accreditation
- 47 process will be invoiced.
- 48

## 49 2.2 Initial Assessment

- 50 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation
- 51 and the desired scope of accreditation, IAS will process the application as
- 52 follows:
- 53 2.2.1.1 A review of submitted documentation will be conducted to determine
- 54 preliminary compliance with applicable requirements. A letter summarizing
- 55 preliminary observations will be relayed to the applicant, including a request
- 56 for any additional data which may be required prior to scheduling the initial
- 57 assessment.
- 58 2.2.1.2 An (optional) onsite pre-assessment visit may be scheduled at the discretion
- 59 of the applicant for the purpose of determining preliminary compliance with
- 60 applicable requirements. IAS and assessors shall ensure that no consultancy
- 61 is provided during this pre-assessment exercise.

62           **2.2.1.3 Initial Assessment:** In consultation with the applicant, an initial onsite  
63           assessment will be scheduled to verify compliance with the accreditation  
64           requirements.

65           **2.2.1.4 Response to Assessment Report:** A written response to any Corrective  
66           Action Requests (CARs) and Concerns identified during the initial  
67           assessment shall be submitted to IAS within thirty (30) days of the conclusion  
68           of the assessment as follows:

69           2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on  
70           actions taken by the curriculum development agency to resolve the  
71           CARs, including objective evidence substantiating the actions taken.  
72           The response must include root cause analysis to support CAR  
73           closures where appropriate. Resolution of CARs requiring revisions to  
74           the curriculum development agency’s management and technical  
75           system must be documented and submitted to IAS. Objective  
76           evidence may be in the form of revisions to procedures, additional  
77           training, mentoring and monitoring given to personnel accompanied  
78           by appropriate records, and/or other data.

79           2.2.1.4.2 Concerns require a mandatory written response from the curriculum  
80           development agency within 30 days of submission of the assessment  
81           report. While objective evidence addressing Concerns is not  
82           mandatory, the curriculum development agency must inform IAS on  
83           the action taken or intended action to be undertaken with a timeline  
84           for completion. The action taken by the organization to implement  
85           actions to resolve concerns will be verified at the agency’s next  
86           scheduled assessment or during a follow-up assessment.

87           2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the  
88           curriculum development agency must request, in writing, for an  
89           extension from IAS. Requests for an extension should be  
90           accompanied by a reasonable estimate on when the responses will be  
91           submitted for review.

92           2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine  
93           if CARs and Concerns have been satisfactorily resolved.

94 2.2.1.4.5 Failure to resolve all CARS and Concerns within six months from the  
95 date of assessment will result in a reassessment or further action  
96 against the accreditation as called for in these rules.

97 2.2.2 IAS will grant accreditation upon determination that based on the onsite  
98 assessment and review of evidence submitted, the applicant has met all the  
99 accreditation requirements as a curriculum development agency for the  
100 programs noted in the scope of accreditation certificate and available on the  
101 IAS website.

102 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling  
103 accreditation requirements. Any applicant denied accreditation may appeal this  
104 decision as per requirements noted under Section 6.2 of these rules.

105 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation  
106 date.

107

### 108 **3.0 MAINTENANCE OF ACCREDITATION**

#### 109 **3.1 Renewal Application, Fees and Assessment Costs**

110 3.1.1 Each renewal application must be submitted through the IAS Customer portal.

111 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the  
112 expiration date if continued accreditation is desired and shall be accompanied  
113 by the applicable fee as identified in the renewal notice.

114 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation  
115 is not completed by the renewal date.

116 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and  
117 charges are the responsibility of the applicant, and the applicant agrees to  
118 reimburse IAS for any such taxes and charges imposed on IAS with respect to  
119 services provided by IAS.

120 3.1.5 All expenses, including but not limited to travel and staff time, related to the  
121 assessments are reimbursable to IAS by the curriculum development agency.

122 3.1.6 Additional fees, if any, due to identification of any additional fields of curriculum  
123 development (refer to section 2.1.4) at the conclusion of the accreditation  
124 process will be invoiced.

125

#### 126 **3.2 Surveillance Assessment after Initial Year of Accreditation**

127 3.2.1 All accredited curriculum development agencies are subject to a surveillance  
128 assessment at the end of the initial year of accreditation. IAS will determine  
129 whether the surveillance assessment may be conducted remotely or onsite.  
130 Determination will be based on factors including: severity of CARs and  
131 Concerns from the initial assessment, changes in the management system as  
132 indicated in the renewal application, complaints received by IAS in the past  
133 year and the risk associated with the scope of accreditation.

134 **3.2.2 Onsite Surveillance Assessment**

135 3.2.2.1 If IAS determines an onsite surveillance assessment is required, IAS staff will  
136 contact the curriculum development agency to schedule the assessment.

137 3.2.2.2 At minimum, the following information shall be reviewed during the onsite  
138 surveillance assessment: the curriculum development agency internal audit  
139 and management review reports/minutes; any complaints; actions resulting  
140 from any Concerns noted in the previous assessment report; any major  
141 changes in key personnel, facilities, equipment or in the curriculum  
142 development agency's management system and programs that are within the  
143 curriculum development agency's scope with IAS.

144 3.2.2.3 Surveillance assessment process is similar to the initial assessment process  
145 noted above.

146 3.2.2.4 IAS may decide not to grant accreditation to the accredited curriculum  
147 development agency for not fulfilling accreditation requirements. Any  
148 applicant denied accreditation may appeal this decision as per requirements  
149 noted under Section 6 of these rules.

150 3.2.2.5 For currently-accredited curriculum development agencies, failure to respond  
151 to an IAS assessment report within 90 days will result in suspension of  
152 accreditation and removal of the agency's accreditation certificate from the  
153 IAS website.

154 **3.2.3 Remote Surveillance Assessment**

155 3.2.3.1 If IAS determines that the curriculum development agency qualifies for a  
156 remote surveillance assessment, the curriculum development agency shall  
157 provide the following information: the agency's internal audit and  
158 management review reports/minutes; any complaints; actions resulting from  
159 any Concerns noted in the previous assessment report; any major changes in

160 key personnel, facilities, equipment or in the agency's management system  
161 and programs that are within the agency's scope with IAS.  
162 3.2.3.2 IAS will review the submittals and make a determination if the accreditation  
163 can be continued or an onsite surveillance assessment is required.  
164 3.2.3.3 IAS may decide not to grant accreditation to the accredited curriculum  
165 development agency for not fulfilling accreditation requirements. Any  
166 applicant denied accreditation may appeal this decision as per requirements  
167 noted under Section 6 of these rules.  
168 3.2.4 IAS will grant accreditation upon determination based on surveillance  
169 assessment and completion of renewal application that the accredited  
170 curriculum development agency has met the accreditation requirements for the  
171 programs noted in the scope of accreditation certificate and available on the  
172 IAS website.

### 173 174 **3.3 Onsite Reassessment**

175 3.3.1 An onsite reassessment is required at the end of every two -year term  
176 commencing from the date of initial accreditation.  
177 3.3.2 In consultation with the accredited curriculum development agency, an onsite  
178 assessment will be scheduled to verify compliance with the accreditation  
179 requirements.  
180 3.3.3 Onsite reassessment process is similar to the initial assessment process noted  
181 above.  
182 3.3.4 For currently-accredited agencies, failure to respond to an IAS assessment  
183 report within 90 days will result in suspension of accreditation and removal of  
184 the agency's accreditation certificate from the IAS website.

### 185 186 **3.4 Scope Extension Assessments**

187 3.4.1 Requests for extension of scope require submission of a formal request  
188 detailing the extension (e.g., programs) requested.  
189 3.4.2 Curriculum development agencies seeking extension of scope may be subject  
190 to an onsite scope extension assessment.  
191 3.4.3 In consultation with the accredited agency, an onsite assessment will be  
192 scheduled.

193

- 194        **3.5 Extraordinary Assessments**
- 195            3.5.1 Extraordinary onsite assessments may be conducted, including unannounced
- 196                            assessments, to investigate formal complaints or other changes in an agency's
- 197                            status that may affect the ability of the agency to fulfill IAS requirements for
- 198                            accreditation.
- 199            3.5.2 All costs associated with the extraordinary assessment will be the responsibility
- 200                            of the accredited curriculum development agency.

202        **4.0 RESPONSIBILITIES OF CURRICULUM DEVELOPMENT AGENCY**

- 203            **4.1 Changes to Curriculum Development Agency's Accreditation Status:** Agencies
- 204                            accredited under these rules shall notify IAS in writing within thirty days concerning the
- 205                            following:
- 206                            4.1.1 Change in agency name.
- 207                            4.1.2 Change in agency ownership.
- 208                            4.1.3 Change in agency address.
- 209                            4.1.4 Changes in policies or procedures that affect the agency's accreditation.
- 210                            4.1.5 Major changes to the agency's facility.
- 211                            4.1.6 Changes in key technical or supervisory personnel.
- 212                            4.1.7 Change in status, including but not limited to cancellation, revocation,
- 213    suspension or withdrawal of other accreditations maintained by the agency.

214

215            **4.2 Curriculum Development Agencies Operating Under Special**

216                            **Jurisdictional/Governmental Regulations**

- 217                            4.2.1 Regulatory entities may place specific compliance requirements on curriculum
- 218    development agencies operating within their jurisdiction. If a curriculum
- 219    development agency intends to seek acceptance by these entities, they must
- 220    agree to comply with the additional assessment requirements, including more
- 221    frequent onsite assessments, as applicable.
- 222                            4.2.2 By executing the IAS application for curriculum development agency
- 223    accreditation, the curriculum development agency agrees to furnish all needed
- 224    documentation, pay the required fees, perform additional witness inspections,
- 225    or otherwise fully comply with the requirements of the regulatory entities.
- 226

227 4.3 **Indemnification:** All applications for an IAS accreditation contain indemnification  
228 provisions.

229

230 4.4 **Unannounced Assessments:** The agency agrees to permit unannounced  
231 assessments of its office and facilities by the IAS for cause, such as formal complaints,  
232 pattern of nonconformance, regulatory requests, etc.

233

234 4.5 **Usage of the IAS Name or Symbol by Accredited Curriculum Development**  
235 **Agencies**

236 4.5.1 An accredited curriculum development agency can make reference to its IAS  
237 accreditation in information on its website, in its curriculums, in its general  
238 literature and promotional materials, and in business solicitations, under the  
239 following provisions:

240 4.5.1.1 The agency may not reference its accredited status in any way that indicates  
241 or implies accreditation in areas outside the actual scope of the specific IAS  
242 accreditation; or that indicates or implies IAS endorsement of any particular  
243 product, material or service.

244 4.5.1.2 When the IAS name and/or the registered symbol are used, it shall be  
245 accompanied by the word "ACCREDITED." The symbol must also include the  
246 name of the accredited program, e.g., "Curriculum Development Agency."

247 4.5.1.3 When the IAS name or the registered symbol is printed on letterhead and/or  
248 other curriculum development agency stationery, such stationery **may not** be  
249 used for work proposals or quotations if none of the work is within the  
250 agency's current scope of accreditation with IAS.

251 4.5.1.4 The IAS registered symbol may not be changed in any way, although it may  
252 be enlarged or reduced.

253 4.5.1.5 Whenever the IAS symbol is used on a business solicitation covering multiple  
254 curriculums, some of which are within the agency's scope of accreditation  
255 and some of which are outside the scope, the agency must clearly identify  
256 whatever portion of the curriculums are not covered by IAS accreditation.

257 4.5.2 It is the agency's responsibility to not misrepresent its accreditation status in  
258 any way, and to secure IAS approval in advance whenever there is a question  
259 about the agency's intended use of the IAS name and/or symbol.

260



261 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

262 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation  
263 document shall be issued and maintained current for each accredited curriculum  
264 development agency upon satisfactory completion of the accreditation requirements.  
265 For each accredited agency, the scope of accreditation shall be posted on the IAS  
266 website. Accreditation actions will also be noted on the IAS website.

267  
268 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by  
269 the IAS president or his/her designee.

270  
271 5.3 **Proprietary Data:** Data in any accreditation file or application are considered  
272 proprietary to the applicant. The data may be disclosed by IAS only upon the written  
273 consent of the applicant or pursuant to subpoena issued by a court or other  
274 governmental agency of competent jurisdiction. Proprietary data may also be disclosed  
275 to a staff member of IAS or an authorized representative of IAS having a legitimate  
276 interest therein; any duly identified representative of any agency, or like person or  
277 organization who initially prepared the data, or a duly authorized representative thereof  
278 stated to be an employee or principal thereof having a legitimate interest therein.  
279 Governmental regulatory bodies may be granted access in the interest of public safety  
280 or preservation of property as it relates to enforcement of laws/regulations upon receipt  
281 of an official written request.

282  
283 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by  
284 national and international bodies on a random basis to establish conformance with  
285 international accreditation and conformity assessment standards. It is understood that,  
286 by executing an accreditation application, curriculum development agencies grant IAS  
287 the authority to allow such access.

288  
289 5.5 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or  
290 accredited curriculum development agency to appeal against an assessor or  
291 assessment team assigned to assess the agency. This appeal must request in writing  
292 with the reasons identified. IAS, in mutual agreement with the agency, may arrange to  
293 assign a different assessor or assessment team for the scheduled assessment.

294

295 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE**  
296 **ACCREDITATION, AND APPEALS**

297 6.1 Any accreditation is subject to denial, revocation, modification, suspension or  
298 cancellation upon occurrence of any of the following:

299 6.1.1 Failure by the curriculum development agency to comply with the current or  
300 updated Rules of Procedure.

301 6.1.2 Failure to comply with the current or updated Accreditation Criteria.

302 6.1.3 Failure to comply with any condition to the issuance of the accreditation.

303 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the  
304 application or any data or documentation submitted in support thereof.

305 6.1.5 Failure to comply with any provision contained in the application.

306 6.1.6 Failure to comply with any terms of the management system documentation on  
307 which the IAS accreditation was based.

308 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.

309

310 **6.2 Appeals**

311 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation  
312 may only be appealed by the holder of the accreditation.

313 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or  
314 cancellation of accreditation shall be in accordance with the Rules of Procedure  
315 for Appeals Concerning International Accreditation Service, Inc., Actions. The  
316 IAS president or his/her designee, or the Board of Directors, as the case may  
317 be, may shorten any of the time periods set forth in the Rules of Procedure for  
318 Appeals Concerning International Accreditation Service, Inc., Actions, if such  
319 action is deemed necessary, in their discretion, in the interest of public safety  
320 and welfare.

321

322 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any  
323 initial application, or accreditation may be denied, revoked, modified, suspended or  
324 cancelled by the IAS president or his/her designee for any of the following reasons with  
325 no right of appeal:

326 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the  
327 mailing by IAS of written demand for payment.

- 328 6.3.2 Failure to perform any test or to furnish any material or data relating to  
329 curriculum development agency accreditation required by IAS within the  
330 specified time limit, unless extended by the IAS president or his/her designee.  
331 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns  
332 resulting from an IAS assessment report in the allotted time, unless extended  
333 by the IAS president or his/her designee.  
334 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3  
335 and, if applicable, the special oversight requirements stipulated in Section 4.3  
336 of the Rules of Procedure.  
337 6.3.5 Failure to furnish information and/or submit to a remote surveillance  
338 assessment as required in Section 3.2.3 of these rules within the specified time  
339 limit.

340

#### 341 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

- 342 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section  
343 6.3, IAS, by the decision of its president or his/her designee, may choose any  
344 of the following actions:
- 345 6.4.1.1 Denial of the application.
  - 346 6.4.1.2 Revocation of the accreditation.
  - 347 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS  
348 president or his/her designee.
  - 349 6.4.1.4 Suspension of the accreditation for such period on such terms as determined  
350 by the IAS president or his/her designee.
  - 351 6.4.1.5 Cancellation of the accreditation.
- 352 6.4.2 The decisions of the IAS president or his/her designee with respect to any of  
353 the actions set forth in this section may become effective immediately if  
354 deemed necessary, in the interest of public safety and welfare, may be stayed  
355 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning  
356 International Accreditation Service, Inc., Actions, or may be otherwise stayed  
357 on such terms and conditions as determined by the president or his/her  
358 designee.
- 359 6.4.3 Upon revocation or cancellation of the accreditation or during any period of  
360 suspension, unless this provision is specifically modified by the terms of the  
361 suspension, the accredited curriculum development agency shall discontinue

362 all use of the IAS symbol. The agency shall also immediately discontinue any  
363 references to IAS accreditation on any reports, certificates, or promotional  
364 material.

365 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and  
366 any other interested parties of any improper and unauthorized reference to the  
367 continuation of the accreditation, when in the sole judgment of IAS, as  
368 determined by its president or his/her designee, such notification is necessary  
369 in the interest of public safety or welfare.

370 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified  
371 in this section, with respect to the accreditation, IAS shall deliver to the  
372 curriculum development agency a written statement, signed by the IAS  
373 president or his/her designee, setting forth the factual basis for such action.  
374 This written statement shall include a specific reference to the cause for the  
375 action which is set forth in the Rules of Procedure. ▪