



May 6, 2024

TO: IAS PERSONNEL CERTIFICATION BODIES AND OTHER INTERESTED PARTIES.

SUBJECT: Proposed Revisions to the Accreditation Criteria for Personnel Certification Bodies AC474-202406-R0 (OV/GA)

Hearing Information:

IAS Accreditation Committee

Wednesday, June 26, 2024

8:30 am (Pacific Time Zone)

WebEx Meeting – Refer to IAS website for details.

Dear Madam or Sir:

The Proposed revisions are as follows:

- Deleting three reference documents and an additional reference.
- Adding a new IAF Mandatory Document.
- Adding a definition of Scheme Owner.
- Adding additional eligibility criteria in line with IAF MD25.
- Certification Decisions section has been clarified.
- A new section on Scheme Validation has been added.
- Corrected the name and web address of APAC.

You are cordially invited to submit written comments, or to attend the WebEx committee hearing and present verbal comments. Written comments will be forwarded to the committee, **prior to the hearing**, if received by June 3, 2024. For your convenience, a comment form is provided. The link can be found on the Accreditation Committee meeting page on the IAS website, www.iasonline.org. Comments must be emailed to iasinfo@iasonline.org.

Parties interested in proposed revised criteria may deliver written communications and submissions regarding such proposed criteria to IAS within approximately 30 days of posting of the public notice on the IAS website. The committee shall be informed of all pertinent written communications received by IAS. Any relevant communication and changes to a criteria arising from the written communication/submission shall be posted to the IAS website prior to the meeting.

Participants at the accreditation committee meetings shall have the opportunity to speak on the proposed criteria to provide information to the committee. Committee meetings are generally held by electronic means. Participants are responsible to ensure access to appropriate computer equipment, software, and internet connectivity to ensure effective participation during the meeting.

Your cooperation is requested in forwarding to IAS, as noted above, all material directed to the committee. Prior to the hearing, parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact IAS at 562-364-8201. You may also reach us by e-mail at iasinfo@iasonline.org.

Yours very truly,

International Accreditation Service

IAS Management

Enclosures: Current AC474

cc: Accreditation Committee



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**PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR BODIES
OPERATING CERTIFICATION OF PERSONS**

AC474

~~September 2018~~TBD
Effective ~~November 1, 2018~~TBD

PREFACE

The attached accreditation criteria have been proposed to provide all interested parties with an opportunity to comment. These criteria may be further revised as needed. The criteria are developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the first of the month following approval by the Accreditation Committee, but no earlier than 30 days following the approval.

PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR BODIES OPERATING CERTIFICATION OF PERSONS

1. INTRODUCTION

1.1. **Scope:** These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Bodies Operating Certification of Persons accreditation. These criteria supplement the IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

1.2. **Normative and Reference Documents:** Publications listed below refer to current editions (unless otherwise stated).

~~1.2.1. ISO 9000: Quality management systems – Fundamentals and vocabulary.~~

~~1.2.2. ISO 9001: Quality management systems – Requirements.~~

1.2.3. ISO/IEC 17000: Conformity assessment – Vocabulary and general principles.

~~1.2.4. ISO/IEC 17011: Conformity assessment – General requirements for accreditation
bodies accrediting conformity assessment bodies.~~

1.2.5. ISO/IEC 17024: Conformity assessment – General requirements for bodies operating certification of persons.

1.2.6. APA/AERA/NCME Standards for Educational and Psychological Testing.

1.2.7. NCCA Standards for the Accreditation of Certification Programs.

1.2.8. IAF MD 12: Accreditation Assessment of Conformity Assessment Bodies with Activities
in Multiple Countries

~~1.2.8.1.2.9.~~ IAF MD25 Criteria for Evaluation of Conformity Assessment Schemes

~~1.2.9.1.2.10.~~ ISO/IEC TS 17027: Conformity assessment – Vocabulary related to competence
of persons used for certification of persons.

2. DEFINITIONS

2.1. Scheme Owner (SO): Organization(s) responsible for developing and maintaining a cConformity
aAssessment sScheme.

2.2. Subject Matter Experts (SME) Panel: A group of Subject Matter Experts constituted to validate
conformity assessment scheme requirements.

2.3. Applicable terms and definitions of ISO/IEC 17000, 17024, ~~and~~ TS 17027 apply.

52 **3. ELIGIBILITY**

53 Accreditation services are available to third party certification bodies that meet all of the following
54 requirements:

55 3.1 When the certification body is not the scheme owner of a certification scheme, it implements;

56 3.1.1 The validation report prepared by the SO must be submitted.

57 3.1.2 The SO shall have a legally enforceable agreement with certification body it authorizes

58 3.1.3 Certification Program development shall demonstrate, through pilot programs, sufficient
59 evidence of fairness, validity and reliability.

60 3.2.3 Completion of at least one (1) internal audit, and one (1) management review.

61

62 **4. REQUIRED BASIC INFORMATION**

63 Certification bodies must demonstrate compliance with each of the following requirements:

64 4.1. IAS Accreditation Criteria AC474,

65 4.2. ISO/IEC 17024, and

66 4.3. IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

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68 **5. ADDITIONAL INFORMATION (AS APPLICABLE)**

69 5.1. **APA/AERA/NCME and NCCA Standards:** Certification bodies which demonstrate compliance
70 to relevant requirements of APA/AERA/NCME or NCCA Standards will satisfy examination
71 process requirements of Section 9.3 of ISO/IEC 17024.

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73 5.2. **Recognition of Third-party Examinations:** Certification bodies which outsource examination
74 services provided by external vendors shall provide evidence of vendor compliance with all
75 relevant requirements of ISO/IEC 17024. Separate accreditation of external vendors to ISO/IEC
76 17024 does not waive this requirement.

77

78 5.3. **Recognition of Third-party Certificates:** Certification bodies may recognize individuals who
79 are certified by external certification bodies for competencies which are equivalent to the
80 approved certification scheme. This recognition shall be restricted to certificates issued by
81 accredited certification bodies.

82

83 5.4. **Certification Decisions:** Certification bodies shall identify individuals that are authorized to
84 make decisions on certification. The validation of the automatic certification process carried out

85 with computer-aided systems or internet-based certification tests and evaluation programs will
86 be verified by persons authorized for certification, and a verification report will be presented.
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88 5.5. **International Services:** When certification schemes are intended to demonstrate competency
89 in multiple countries or in multiple languages, certification schemes shall list all countries and
90 languages in which local recognition is supported by the certification body, with this information
91 made available to the public without request. Certification bodies shall demonstrate the
92 relevance, fairness, validity and reliability of examinations for each country and language in
93 which local recognition of certificates is supported. Assessment requirements of certification
94 bodies with activities in multiple countries will include requirements of IAF MD 12.
95

96 5.6. **Certification Scheme:** Evidence of compliance of certification scheme(s) shall include the
97 following requirements:

98 5.6.1. **Job or Practice Analysis:** Identification of job tasks and associated knowledge, skills
99 and abilities which are required for competent practice.

100 5.6.2. Required Competence: Evidence that the pass/fail standard for examination(s) fairly
101 and objectively reflects competence which is required for practice.

102 ~~5.6.2-5.6.3.~~ 5.6.3. Scheme Validation: Evidence on the The process of confirming and reporting
103 the suitability of the developed conformity assessment criteria- scheme(s) for the
104 intended purpose by examining them by pilot application(s) or by an the SME Panel.
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106 6. LINKS TO ADDITIONAL REFERENCES

107 6.1. International Accreditation Service (IAS) – www.iasonline.org

108 ~~6.2. International Code Council (ICC) – www.iccsafe.org~~

109 6.3. International Accreditation Forum (IAF) – www.iaf.nu

110 6.4. International Organization for Standardization (ISO) – www.iso.org

111 6.5. International Personnel Certification Association (IPC) – www.ipcaweb.org

112 6.6. National Commission for Certifying Agencies (NCCA) – www.credentialingexcellence.org/ncca

113 6.7. Asia Pacific Accreditation Cooperation (APAC) – <https://www.apac-accreditation.org> ~~www.apec-~~
114 ~~pac.org~~

115 6.8. American Psychological Association (APA) – www.apa.org

116 6.9. American Educational Research Association (AERA) – www.aera.net

117 6.10. National Council on Measurement in Education (NCME) – www.ncme.org

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These criteria were previously issued October 2011, June 2013, February 2015, June 2016, ~~and~~ April 2017, January 2019 and TBD.

DRAFT