



ACCREDITATION CRITERIA FOR BODIES OPERATING CERTIFICATION OF PERSONS

AC474

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PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

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

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

1.2.3. NCCA Standards for the Accreditation of Certification Programs.

1.2.4. IAF MD4 Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes.

1.2.5. IAF MD7 Harmonization of Sanctions and Dealing with Fraudulent Behaviour.

1.2.6. IAF MD12 Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries

1.2.7. IAF MD25 Criteria for Evaluation of Conformity Assessment Schemes

1.2.8. 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 conformity assessment scheme.

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, TS 17027 apply.

3. ELIGIBILITY

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

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

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

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

- 3.2 Certification Program development shall demonstrate, through pilot programs, sufficient evidence of fairness, validity and reliability.
- 3.3 Completion of at least one (1) internal audit, and one (1) management review.

4. REQUIRED BASIC INFORMATION

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

- 4.1. IAS Accreditation Criteria AC474,
- 4.2. ISO/IEC 17024, and
- 4.3. IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

- 5.1. **APA/AERA/NCME and NCCA Standards:** Certification bodies which demonstrate compliance to relevant requirements of APA/AERA/NCME or NCCA Standards will satisfy examination process requirements of Section 9.3 of ISO/IEC 17024.
- 5.2. **Recognition of Third-party Examinations:** Certification bodies which outsource examination services provided by external vendors shall provide evidence of vendor compliance with all relevant requirements of ISO/IEC 17024. Separate accreditation of external vendors to ISO/IEC 17024 does not waive this requirement.
- 5.3. **Recognition of Third-party Certificates:** Certification bodies may recognize individuals who are certified by external certification bodies for competencies which are equivalent to the approved certification scheme. This recognition shall be restricted to certificates issued by accredited certification bodies.
- 5.4. **Certification Decisions:** Certification bodies shall identify individuals that are authorized to make decisions on certification. The validation of the automatic certification process carried out with computer-aided systems or internet-based certification tests and evaluation programs will be verified by persons authorized for certification, and a verification report will be presented.
- 5.5. **International Services:** When certification schemes are intended to demonstrate competency in multiple countries or in multiple languages, certification schemes shall list all countries and languages in which local recognition is supported by the certification body, with this information made available to the public without request. Certification bodies shall demonstrate the relevance, fairness, validity and reliability of examinations for each country and language in which local recognition of certificates is supported. Assessment requirements of certification bodies with activities in multiple countries will include requirements of IAF MD 12.

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

- 5.6.1. **Job or Practice Analysis:** Identification of job tasks and associated knowledge, skills and abilities which are required for competent practice.
- 5.6.2. **Required Competence:** Evidence that the pass/fail standard for examination(s) fairly and objectively reflects competence which is required for practice.
- 5.6.3. **Scheme Validation:** Evidence on the process of confirming and reporting the suitability of the developed conformity assessment scheme(s) for the intended purpose by examining them by pilot application(s) or by an SME Panel.

6. LINKS TO ADDITIONAL REFERENCES

- 6.1. International Accreditation Service (IAS) – www.iasonline.org
- 6.2. International Accreditation Forum (IAF) – www.iaf.nu
- 6.3. International Organization for Standardization (ISO) – www.iso.org
- 6.4. International Personnel Certification Association (IPC) – www.ipcaweb.org
- 6.5. National Commission for Certifying Agencies (NCCA) – www.credentialingexcellence.org/ncca
- 6.6. Asia Pacific Accreditation Cooperation (APAC) – <https://www.apac-accreditation.org/>
- 6.7. American Psychological Association (APA) – www.apa.org
- 6.8. American Educational Research Association (AERA) – www.aera.net
- 6.9. National Council on Measurement in Education (NCME) – www.ncme.org

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