

SEVEN STEPS TO ACCREDITATION

	TIME	APPLICANT	INIFAC
<p>Step 1 : Signing of Memorandum of Understanding INIFAC will prepare an MOU. Once the MOU has been signed by both parties, the process can begin.</p>	1-5 days	<input type="radio"/>	<input type="radio"/>
<p>Step 2 : Payment of \$5,000 Application Fee by organization and acknowledgement of receipt by INIFAC Executive Director INIFAC's Executive Director is the primary point of contact submitting certification materials for accreditation.</p>	1-5 days	<input type="radio"/>	
<p>Step 3 : Application Preparation The Executive Director will: Stay in communication with the applicant organization throughout the entire accreditation process. Send the application package via email to the applicant</p>	Dependent on Applicant (Typically 15-30 days)	<input type="radio"/>	<input type="radio"/>
<p>Step 4 : Application Submission Applicant organization submits one application for each certification or course being accredited. The application consists of three parts:</p> <p><u>Part 1- Payment</u> Payment is required at the time the application is submitted. Cost: \$5,000 USD</p> <p><u>Part 2- Application Information</u></p> <p>Knowledge Competency Scoring Rubric- Covering at least 75% of the sub-competencies in at least four of the six competency areas in the INIFAC rubric; the Consistency competency must be included to ensure coverage of basic facilitation skills.</p> <p>Skills A description of how skills will be demonstrated within the assessment process i.e., a video assessment</p> <p>Experience and References (<i>references if appropriate</i>) A description of what level of experience will be required to be certified by the organization. How references (if appropriate) will be required and verified for certification.</p>	Dependent on Applicant (Typically 15-30 days)	<input type="radio"/>	



<p>Step 5 : INIFAC Review</p> <p>Confirmation of Receipt The INIFAC Executive Director will acknowledged receipt once the application package is received.</p> <p>Assessment and Accreditation Applicant will be made aware of the results including what additional information is needed and what changes are required.</p>			
<p>Step 6 : Application Evaluation Process Two board members, an Assessor, and a Reviewer, will be assigned to your application. The Assessor and Reviewer may request additional information from the applicant as they deem necessary to complete their assessment. The Assessor and Reviewer complete the evaluation scoring and make a recommendation to the Board of Directors. Results are submitted to the Executive Director.</p>	Up to 60 days from receipt		○
<p>Step 7: Accreditation Results The Executive Director contacts the applicant organization with the accreditation results. If “pass,” an accreditation certificate is issued, and the accreditation is listed on INIFAC’s website. If “defer,” the Executive Director will offer options for re-submission. Since this is a developmental process, the applicant can re-apply as soon as they have satisfied any necessary conditions.</p>	Included in 60 days listed above	○	○
<p>Recertification All accreditations require an annual renewal with certification that they have not changed their requirements. Minor wording corrections/changes will be considered renewals; changes in the requirements or scoring rubric will require a new application and application fee. At INIFAC’s discretion the new application fee may be adjusted downward if it does not require a substantially new re-assessment Renewal Fee \$1,500 USD</p>		○	○

FEES AND CONFIDENTIALITY

Organization's applying for INIFAC accreditation must pay the following fees and sign INIFAC's confidentiality agreement.

Fees

First time application = \$5,000 USD

Annual renewal fee without changes in the organization's certification or the related process = \$1,500 USD. Renewal fees are due January 1 of each year and may be prorated the first year in recognition of timing.

Confidentiality

- Rigorous steps are taken to protect the intellectual property of the organization applying for INIFAC's accreditation.
- All INIFAC representatives, including the executive director, and board members, are prohibited from using the information provided during the accreditation process for any purpose other than assessing the organization's certification process.
- All INIFAC representatives are prohibited from providing information gained through the accreditation process with anyone outside those accrediting the certification.
- Both parties will sign a Non-Disclosure Agreement.