## TABLE OF CONTENTS

INTRODUCTION .............................................................................................................. 4

1 – PURPOSE AND BENEFITS OF IACET AP ACCREDITATION ................................. 5

2 – THE CONTINUING EDUCATION UNIT ........................................................................ 7

2.1 What the CEU Is and What It Measures ........................................................................ 7

2.2 A Higher Standard Is Important .................................................................................... 7

3 – ORGANIZATION ELIGIBILITY ................................................................................ 8

3.1 AP Requirements ......................................................................................................... 8

4 – AP APPLICATION OVERVIEW ............................................................................ 9

5 – AP APPLICATION AND ANNUAL FEES ................................................................ 10

6 – AP APPLICATION PROCESS .............................................................................. 11

6.1 Resources Available to Help with the Application ..................................................... 11

6.2 Typical Accreditation Timeline .................................................................................. 11

6.3 Application Timeline ................................................................................................. 12

7 – AP APPLICATION DEVELOPMENT RECOMMENDATIONS .................................. 14

7.1 People ........................................................................................................................ 14

7.2 Time .......................................................................................................................... 14

7.3 Financial....................................................................................................................... 14

7.4 Getting Started .......................................................................................................... 15

8 – AP APPLICATION SUBMISSION ......................................................................... 16

9 – AP ACCREDITATION APPROVAL ......................................................................... 17

10 – AP APPEALS PROCESS .................................................................................. 18

10.1 Appeal to the Commission Executive Committee .................................................... 18

10.2 Appeal to the Board of Directors .............................................................................. 18

FREQUENTLY ASKED QUESTIONS ............................................................................. 20

APPENDIX A – ACCREDITED PROVIDER AGREEMENT ......................................... 22
APPENDIX B – LOGO AND ADVERTISING TERMS .......................................................... 26

A) Approved Statements ........................................................................................................... 26

B) Approved Logo ................................................................................................................... 26

D) What APs may NOT Say or Do .......................................................................................... 27

E) Logo Usage Policy ............................................................................................................... 28

Accredited Provider Logo .................................................................................................... 28

Composition Requirements .................................................................................................. 28

Minimum Sizes ..................................................................................................................... 28

Color Standards .................................................................................................................... 29

F) Compliance Monitoring .................................................................................................... 29

GLOSSARY OF TERMS ........................................................................................................... 30
Introduction

The International Association for Continuing Education and Training (IACET) developed the Accredited Provider Accreditation Guide for organizations interested in attaining IACET Accredited Provider (AP) accreditation. It provides a general overview of the organization and AP program and also walks prospective applicants through the eligibility requirements, application and development process. The goal of IACET’s AP program is to provide organizations an opportunity for conducting continuing education and training to benchmark their current operations to the American National Standards Institute (ANSI) approved IACET Continuing Education and Training Standard. IACET is responsible for the development, implementation and maintenance of the ANSI/IACET Standard for Continuing Education and Training. IACET’s mission is to promote and enhance quality in continuing education and training through research, education and the development and continuous improvement of IACET criteria, principles and standards.
1 – Purpose and Benefits of IACET AP Accreditation

Any organization can host a learning event, but it takes true commitment to become an accredited provider (AP) of IACET Continuing Education Units (CEUs). IACET APs vary widely in the markets they serve, ranging from associations of technicians and nurses; to colleges and corporate universities that provide professional development; to boards, bureaus and government agencies that offer continuing education and training.

**IACET AP status tells the world—**

- You’ve committed your organization to a rigorous accreditation application and review process involving extensive hands-on evaluation and verification.
- Your policies and processes have been thoroughly benchmarked against the ANSI/IACET Standard for Continuing Education and Training.
- You’ve engaged the expertise of instructional design professionals nationwide to make your continuing education and training the best it can be.

**Accreditation gives you a competitive edge**

In the world of continuing education and training (CE/T), IACET stands for “best in class,” putting you ahead in competitive markets. As such, your reputation benefits from affiliation with the ANSI/IACET Standard. By going through the rigorous application process for your IACET accreditation, you have demonstrated your organization's commitment to CE/T excellence. Meanwhile your employees, learners, customers and other participants of your training events get the best return on investment.

IACET AP status also makes marketing sense. After accreditation, IACET supports you with draft news releases to announce your achievement. This includes—

- Permission to use the IACET AP logo and approved IACET statement in your marketing materials.
- Live certificate hosted on IACET’s website to let your learners and clients know your accreditation is active.

**Accreditation strengthens your CE/T capabilities**

With IACET, the journey to accreditation is as valuable as the destination. Our thorough accreditation application process is guided by the ANSI/IACET Standard for CE/T and the latest best practices in adult learning.
Your organization’s training program benefits from a comprehensive audit by a commission of training professionals—the IACET Commission. At the end of the accreditation process, you’ll have a framework for continuous improvement, from managing your professional training events efficiently to developing the best possible learning programs.

IACET Accreditation also provides an effective way to have a succession plan for your organization. As administrative and instructional staff rotate in and out of organizations. Great organizations want minimum disruption to the processes and policies used in their organization when experiencing staff turnover. Having well documented processes and policies, as the IACET accreditation requires, helps ensure expectations on how to execute for new staff are clear and unambiguous.

After achieving AP status, you join a select community of organizations that share your commitment to educational rigor, excellence and integrity. IACET accreditation connects you with a network of CE/T peers through exclusive webinars and IACET’s bi-monthly eNewsletter.
2 – The Continuing Education Unit

2.1 What the CEU Is and What It Measures

The Continuing Education Unit, or CEU, was created and defined in 1970 after IACET and the U.S. Department of Education taskforce studied the measurement of non-credit continuing education activities. The CEU was designed to—

- Provide a standard unit of measurement for CE/T.
- Quantify CE/T activities.
- Accommodate for the diversity of providers, activities and purposes in adult education.

IACET is the caretaker of the CEU, maintaining and refining it as appropriate. The Association educates organizations, trainers, teachers and learners through our programs, publications and industry research (example: Skills, Challenges and Trends in Instructional Design).

In 1998, the "IACET CEU" designation was born as part of our Accredited Provider Program (which was established in 1991). As we mentioned earlier, the term "CEU" is commonly used like Kleenex for tissue or Xerox for copiers. Our IACET CEU ensures that a learning standard is in place. Only accredited providers, or APs, who the IACET Commission approves, are allowed to award IACET CEUs.

2.2 A Higher Standard Is Important

Accreditation gives you, the adult learner, confidence in an organization's education or training program. As an IACET Accredited Provider, their training adheres to the ANSI/IACET Standard for Continuing Education and Training. Their CE/T program's policies and processes have met all 10 elements of the ANSI/IACET Standard. The IACET CEU assures employers, credentialing associations, licensing bodies and others that a learner has completed a quality training program that meets the national standard for CE/T.
3 – Organization Eligibility

3.1 AP Requirements

To meet the necessary AP requirements, an organization must be—

- A governmental unit or be incorporated, chartered or otherwise legally-recognized as a business entity.
- In business for at least one year, operating under the conditions described in the application for at least three months.
- Able to provide documentation required by the application and site visit process.

In addition, the applying organization must have—

- A well-defined organizational structure that assigns authority and responsibility for administering CE/T programs and activities to a particular unit.
- Educational activities, courses and programs administered by an individual or a group that meets the ANSI/IACET Standard for CE/T.
- Written policies and processes that comply with the ANSI/IACET Standard.

An organization applying for accreditation must define the organizational unit that seeks AP accreditation. Applicants may apply on behalf of the entire organization, or a specific unit or department within the organization. An AP must operate under a single set of policies and processes, with authority, responsibility and administrative control over the learning events offered under its auspices. Large, complex organizations and organizations with multiple geographic units may encompass several distinct CE/T providers, each of which may need to apply separately for IACET AP accreditation.
4 – AP Application Overview

The AP application for accreditation serves as a self-study and allows your organization to benchmark current operations to the IACET Standard for CE/T.

IACET’s Standard requires processes for designing, developing and delivering CE/T, not the content of individual learning events, which means the Standard applies across all disciplines. Through an emphasis on the educational processes, the Standard ensures quality CE/T design, development and delivery.

IACET APs demonstrate that their programs meet nine internationally-recognized standard categories. The rigorous application evaluates the CE/T aspects listed below and allows the applying organization to conduct an internal audit of their CE/T processes and processes. The IACET paper and site visit review of these policies and processes then provide an external audit lending credibility through IACET and ANSI to the organization’s CE/T programs.

- Category 1: **Organization, Responsibility and Control**
- Category 2: **Learning Environment and Support Systems**
- Category 3: **Planning and Instructional Personnel**
- Category 4: **Needs Analysis**
- Category 5: **Learning Outcomes**
- Category 6: **Content and Instructional Requirements**
- Category 7: **Assessment of Learning Outcomes**
- Category 8: **Awarding the IACET CEU and Maintaining Learner Records**
- Category 9: **Evaluation of Learning Events**
5 – AP Application and Annual Fees

An organization must pay $450 to obtain the ANSI/IACET Standard and AP application. Once the organization has completed the application and is ready to submit, the fee paid at that time will be $4,885 that includes a non-refundable fee of $3,900 and the first-year membership fee of $985.* These fees will cover the following:

- An application review and one review of additional submitted information, if requested by the Commission.**
- Administrative costs, site visit expenses*** and Commission honoraria.

The AP accreditation is valid for 5 years.

If you are a current IACET AP and are seeking reaccreditation during your fifth year, your one-time payment of $4,410 will include the non-refundable reaccreditation application fee of $2,975* plus a $450 application fee. The organization will pay a yearly membership fee of $985.

*Should an applicant not achieve AP status, the first-year membership fees will be refunded.

**There will be an additional fee of $400 for each application review required beyond these two reviews.

***International applicants may be subject to additional site visit fees.
6 – AP Application Process

6.1 Resources Available to Help with the Application

**Accredited Provider Workshops:** These workshops make learning about the ANSI/IACET Standard for Continuing Education and Training an up-close and personal experience. The IACET Accredited Provider Workshop is the combination of self-paced eLearning modules with a 6-hour hands-on workshop designed to provide a comprehensive overview of the IACET AP application process.

**AP Application Assistance Webinars:** These webinars are free to members and will focus on the questions attendees have regarding the application and the process for becoming an AP.

**Application Resources:** IACET has developed the following AP application resources for your organization to use and/or modify to adapt to your organization's business. These resource documents will be made available to members or upon payment of the application fee of $450.

- Self-Audit Checklist
- Polices & Process Required
- How to Calculate CEUs
- Training Needs Analysis
- Design Document
- A Primer on Learning Outcomes
- Bloom's Taxonomy
- A Guide to Assessments
- Kirkpatrick's Evaluations

**Conference Call with IACET Staff or Reviewers:** Get assistance with the application process from staff before submission. After reviewers have given comments post submission, a call can be scheduled to clarify guidance.

6.2 Typical Accreditation Timeline

Once an application is submitted to IACET headquarters, staff does an initial check to ensure all necessary materials have been included with the application along with the application fee. Staff then assigns a lead reviewer and a site visitor from IACET’s Commission and sends the application for review.

Members of the IACET Commission review the provider’s application to determine if policies and processes demonstrate compliance with the ANSI/IACET Standard. The Commission team’s review
will determine whether the applicant is approved for a site visit, additional information is needed or if the application should be denied the request for approval. (Note: The regular application review fee includes two review cycles: one initial review and a review of additional information if requested by the Commission. Any further reviews after these two cycles will require payment of an additional fee.)

An organization applying for IACET AP accreditation is asked to—

1. Review the ANSI/IACET Standard, including the minimum requirements, interpretations and intent of each standard category, attachments and glossary of terms.
2. Conduct a self-audit to align current policies and processes used in (a) the administration of its CE/T program and (b) the planning, implementation and evaluation of its learning events.
3. Modify any policies and/or processes to ensure compliance with the ANSI/IACET Standard, and show evidence of these modified policies and/or processes having been implemented for at least three months.
4. Submit compliant policies and processes for IACET Commission review and approval.

Generally, the full review process takes about three to five months from the time the application is received to the time a final decision is made and the applicant is notified. However, the timeframe can vary depending on whether the Commission needs additional information and when a site visit can be scheduled.

6.3 Application Timeline

Step one:
IACET staff performs an initial review of each new application to check for completeness before sending the application to the IACET Commissioners. Typically, a few items need clarification before the application is sent back with a two-week return deadline.

Step two:
Once the complete application has been received, the Commission has three weeks to complete the initial application review. At this time, a decision is made to either request more information, defer the application due to lack of evidence of compliance with the ANSI/IACET Standard or proceed with a site visit.
Step three:
Upon the second review, if the reviewers find that they need more information, a second request will be made for clarification. The application will have two weeks to respond. Once the response is sent back to the reviewers, they will have two weeks to reply. If an additional review is needed, a fee of $400 will be collected.

Or

If a site visit is recommended by the lead reviewer, the selected site visitor is notified. At this time IACET staff will email the applicant and notify the site visitor to contact the applicant personally to arrange a visit at a mutually convenient time. The site visitor and the applicant organization schedule the site visit depending on scheduling needs.

Step four:

The site visit is conducted after the Commission reviews the application and determines the organization’s CE/T policies and processes are in compliance with the ANSI/IACET Standard. The purpose of the site visit is to validate the information described in the application by reviewing records and requested materials. If your organization resides in a country that has a current U.S. travel warning, IACET may not be able to accept your application for AP accreditation.

Situations and risks in countries are continuously changing, so before purchasing the ANSI/IACET Standard and application, please review the most current Travel Warnings, and contact IACET Headquarters to ask whether we can accept your application.

Step five:

After the decision is made following the site visitor report, a recommendation to approve the applicant as an AP or deny approval takes place. If the decision is made to approve the applicant, they will receive notice from staff of this decision.

If the decision is made to deny approval, the applicant may appeal the decision to the Board of Directors following the IACET appeals process.

When approval is denied, either in the initial review of the application or in the final review (post site visit), the Commission Chair sends a written letter to the applicant of the denial and advises the applicant of the next possible steps.
7 – AP Application Development Recommendations

7.1 People

In order to complete the AP application, the individual(s) who work on the application should be very familiar with the organization’s CE/T programs, how the programs are administered and how the ANSI/IACET Standard will be maintained throughout the five-year authorization period. If certain aspects of the CE/T program are outsourced or handled by subcontractors, these individuals should be involved in completing the application as well. Senior officials within the organization should be aware of the CE/T program and what is being submitted to IACET so that they may confidently and truthfully sign off on the agreement letter. A primary and secondary contact should be listed within the application and updated whenever organizational changes occur.

7.2 Time

The amount of time it takes an organization to complete the IACET AP application depends on the individual applicant. The range we have heard to date has been from four weeks to a full year. It really depends on how familiar the organization is with the Standard category elements, how much the organization already has in place to meet the Standard as well as how much time the individual(s) can devote to the application. We recommend that each organization read through the application thoroughly, conduct a self-audit of the policies and processes already in place and those that may need to be developed and/or implemented and attend a workshop, an AP application assistance webinar and/or take an online training module to answer questions before application submission.

7.3 Financial

Each organization applying for AP accreditation should be in good financial standing and prepared to pay approximately $4,885 for new applicants (this does not include the $450 for the Standard and application.) $4,410 for renewing APs (this does include the $450 for the standard and application.) Total amount includes:

- $450 for the standard and application.
- $3,900 (first time) or $2,975 (renewal) accreditation fee.
- $985 annual dues.
7.4 Getting Started

First, review the ANSI/IACET Standard, including the minimum requirements, interpretations and intent of each standard category, attachments and glossary of terms. Then, conduct a self-study to align current policies and processes used in (a) the administration of its CE/T program, and (b) the planning, implementation and evaluation of its learning events.

Modify any policies and/or processes to ensure compliance with the ANSI/IACET Standard, and show evidence of these modified policies and/or processes having been implemented for at least three months. Remember the following:

- A policy is a written statement of defined expectations that guide, influence and determine decisions or actions. Policies define scope, roles and/or responsibilities within a learning program.
- A process is a series of written step-by-step actions one takes to accomplish a procedure.
- Evidence comes in the form of documentation affirming that the provider is adhering to the ANSI/IACET Standard. Evidence includes, but is not limited to, electronic database records, written charts, handwritten notes, training transcripts and hard copies of the certificates presented following the event.

Ensure that all policies and processes—

- Are written in clear, concise, simple language.
- Are written so that what needs to be done can be easily followed by all users.
- Describe who is responsible for doing what.
- Present a consistent, logical framework for action.

Finally, provide evidence to demonstrate that the organization is in compliance with each standard category, including the additional documents required in the application under each element as identified in the following pages.

IACET does not provide a sample completed application for reference. This is because sample applications almost beg for imitation, and that defeats the purpose of becoming an IACET AP. Each organization is different. As such, there is not necessarily one right response to each part of the application. We want to see that your organization understands each of the Standard category elements and can show how your organization goes about meeting each element within the CE/T you provide. Your application should describe your organization and how it administers training as well as provides CEUs.
8 – AP Application Submission

All aspects of application submission are handled online through the member portal.

Once logged in to your member portal you will see the menu of options on the left-hand side. Choose *Manage my Accreditation* and follow the guidance from there.
9 – AP Accreditation Approval

Once the Commission team approves your application, IACET will notify you. We will add your organization’s information to our Accredited Provider Directory that will link to your website if you wish to have it linked within your organization’s profile. Members of your organization will be invited to take advantage of a variety of IACET benefits and get involved in IACET’s volunteer opportunities.

Your IACET AP accreditation is active for five years, provided you remain in good standing adhering to the ANSI/IACET Standard and stay current with annual membership dues. IACET will send you a notice of annual fees, along with an annual report that will allow you to provide any relevant updates to your organization’s profile. At the beginning of your fifth year of your IACET AP accreditation, we will send you a reminder that you need to renew your AP accreditation.
10 – AP Appeals Process

If the IACET Commission denies or withdraws approval or places a provider on probation, the provider may appeal that decision using the following process.

10.1 Appeal to the Commission Executive Committee

The applicant can request an appeal within 30 days from the postmark date on the decision letter via certified or registered mail. The request for reconsideration must be made to the Commission’s Executive Committee and should include any desire by the applicant, or AP to communicate personally to the Commission Executive Committee via teleconference. IACET offices can be reached at: iacet.org/contact.

- The right to request reconsideration shall be waived if such request is not made within the 30-day period.
- The applicant, or AP, must provide evidence that the Commission—
  - committed an error or violated its procedures.
  - made an oversight in its decision-making process.

An AP retains its accreditation status during the reconsideration process.

The Commission Executive Committee will review the request for reconsideration and evidence presented within 30 days from receipt of the appeal request. The Commission Executive Committee will then—

- Notify the applicant, or AP, of its reconsideration decision via certified or registered mail within 15 days after the decision is reached.
- Provide, with the decision letter, information on the appellant’s right to appeal the decision to the IACET Board of Directors if the decision of the Commission Executive Committee is to affirm the initial decision to deny or withdraw accreditation.

10.2 Appeal to the Board of Directors

The applicant, or AP, has 30 days from the decision letter’s postmark date to appeal the Commission’s Executive Committee’s decision to the IACET Board of Directors. The appeal request must be in writing and sent via certified or registered mail to the IACET office. The right to appeal is waived if the request is not made within the 30-day period.

- All supporting materials must be submitted with the request for appeal.
- A current AP retains its accreditation status until the appeal is decided.
Appeal issues must be derived from the record of the Commission Executive Committee’s reconsideration decision. No new information may be introduced during the appeal (e.g., developments, plans or improvements made after the Commission Executive Committee’s review or action).

The Board of Directors will appoint a committee to hear the appeal on behalf of the board. This committee will—

- Review the appeal during a special hearing to be held contiguous to the next regularly scheduled Board of Directors meeting or via teleconference if this option will result in a timelier response.
- Notify the appellant organization via certified or registered mail of the time and place of the scheduled appeal hearing so that a representative(s) of the appellant organization may attend the hearing to present a statement of support for the appeal. If the appeal hearing is to be conducted via teleconference, the representative may present a statement of support for the appeal during the teleconference.

The Chair of the Commission (or a designated representative) may attend the hearing to present a statement in support of or opposition to the appeal. In addition, the Commission may electronically record the hearing. The appellant organization’s representative(s) will have 15 minutes to present facts to support the appeal and 5 minutes to present a closing statement.

If the appellant desires to have an official transcript of the hearing proceedings, the appellant will—

- Arrange and pay for a transcriber to be present.
- Supply one copy of the transcript to the Commission at the appellant’s expense.

The appellant is responsible for travel expenses of its own representative(s).

The committee appointed by the IACET Board of Directors to act on its behalf will reach its decision in closed session by majority vote. The decision may result in one of the following:

- Uphold the Commission’s decision.
- Reverse the decision and award accreditation.
- Reverse the decision and reinstate accreditation.

The decision by the Board of Directors is not subject to appeal. For further details on the appeals process, please contact IACET at accreditation@iacet.org.
Frequently Asked Questions

How will our organization be notified of changes to the ANSI/IACET Standard?
IACET providers will be notified via e-mail about any changes or upcoming changes to the ANSI/IACET Standard. Notification will also be posted on the IACET website at www.iacet.org.

If our organization creates new programs while we are already accredited as an AP, do we need to submit all new activity, course or program materials to you?
No. AP accreditation is approval of your organization and its policies and processes, not individual programs. Among the requirements for your organization approval is that you have an internal review process to ensure all your current and any new programs for which you award IACET CEUs meet the ANSI/IACET Standard.

Once our organization is an AP, can we co-sponsor CEU activities, courses or programs with other organizations and award IACET CEUs?
Only an AP may use the IACET AP logo and offer IACET CEUs. If your organization is awarding the IACET CEU under your name at an event, and if you are responsible for overseeing and ensuring that the activities, courses or programs presented meet all ANSI/IACET Standard categories and elements, then you may offer IACET CEUs. However, you cannot authorize another organization to offer IACET CEUs.

Please note: Your AP accreditation strictly prohibits your organization from approving other providers of CE/T courses or programs for IACET CEUs.

Who can use the AP logo?
The IACET AP logo and approved statement is reserved for use only by IACET APs. The logo may not be used by individual members or those outside of IACET (i.e., non-members). For guidance please see our website: Logo and Advertising Terms

Would it be permissible to award IACET CEUs retroactively if the Accredited Provider Commission approves the course of study?
No, IACET CEUs cannot be awarded retroactively. A determination must be made before the activity is conducted that it meets the ANSI/IACET Standard and has been approved by the provider’s internal review process.
Can an AP offer IACET CEUs for learning events it purchases from another provider?
Yes, but only if the AP ensures that the course content purchased fully meets the ANSI/IACET Standard, just as you would if you developed the courses internally. For example, you must conduct a needs analysis and review the materials before purchasing them; ensure that appropriate learning outcomes are incorporated into course design, development, delivery and assessment; verify that qualified personnel instruct the courses; ensure that effective methodology is employed in delivery; and ensure that the program is comprehensively evaluated with the results of the evaluation used for continuous program improvement. In other words, the purchased learning events must undergo the same policies and processes described in the AP application and used on learning events your organization develops itself. The AP must clearly and unambiguously have control and responsibility over the instructional design and delivery of the learning event.

What role does the IACET staff play in the application process?
IACET staff performs an initial review of each new application to check for completeness before sending the application to the IACET Commissioners who will review it and conduct the site visit. In addition, staff tracks the accreditation of applications, handles billing and answers general questions.

Can an AP use non-employee instructors to deliver courses?
Yes, as long as the same policies and processes described in your application for selecting, monitoring and evaluating employee instructors are also used for non-employee instructors.

What is the renewal cycle for an AP?
The AP accreditation is valid for five (5) years.

What does it cost each year I am an AP?
The organization must pay yearly membership fees of $985.

*Should an applicant not achieve AP status, the first-year membership fees will be refunded.

**There will be an additional fee of $400 for each application review required beyond these two reviews.

***International applicants may be subject to additional site visit fees.
Appendix A – Accredited Provider Agreement

Prior to submitting the application online, the applicant organization will designate a signatory for the agreement below:

As an applicant for approval as an IACET AP, the applicant warrants and represents that the party signing on behalf of the applicant is of legal age and authorized to execute this agreement and bind the applicant. Furthermore, the applicant organization agrees—

1. To fully and accurately complete the application, providing all requested documentation including processes, procedures and policies for review by the IACET Commission.

2. To provide the IACET site visitor access to the primary training site, including access to inspect all classrooms, facilities and materials provided to learners or used in the development of learning events.

3. To completely and accurately identify the nature of the organization applying for AP accreditation, including legal status of any groups within the applicant organization who are to be considered part of the organization and the reporting structure showing how each group is controlled by the individual who is purported to be the person responsible for ensuring the IACET 1-2018 Standard is being followed.

4. That the AP status strictly prohibits the applicant organization from approving other providers of CE/T learning events or programs for IACET CEUs.

5. To exercise due diligence and provide accurate and truthful information to IACET in all transactions to the best of the applicant’s knowledge and belief.

6. To at all times conduct its operations and learning programs in an ethical manner that respects the rights and worth of the individuals served by the applicant and in a manner that reflects favorably on IACET.

7. To provide full and accurate disclosure of information about the applicant’s learning programs, services and fees in the applicant’s promotions and advertising.

8. To use only the IACET approved statements without any modifications when referencing the applicant’s AP status and not make any representations or warranties about or on IACET’s behalf.

9. To use only the approved statements in describing the applicant’s relationship with IACET and/or when the AP logo is used on continuing education marketing or promotional materials
and, otherwise, comply with any guidelines or measures IACET provides from time to time with respect to its trademarks, logos and intellectual property.

10. That at all times relevant to this agreement, IACET exclusively reserves all rights and licenses not expressly granted herein.

11. To report to IACET, within 30 days, any major organizational or program changes that impact the role and mission of the administrative unit on which accreditation is currently based.

12. If accredited or approved by another agency, to notify IACET within 30 days if the applicant organization is placed on probation or has its accreditation/approval withdrawn for other than voluntary reasons.

13. To accept IACET-designated monitors in any programs the applicant organization provides for purposes of monitoring compliance with the IACET 1-2018 Standard and to waive registration fees for such monitors.

14. To furnish requested information, work cooperatively with IACET, and pay annual accreditation fees on a timely basis.

15. To operate within and adhere to the IACET 1-2018 Standard and the terms of this agreement or to immediately relinquish the applicant organization’s AP status upon written demand by IACET.

16. Upon notification from the IACET Commission, to abide by any revision of the IACET 1-2018 Standard or to promptly inform the IACET Commission in writing of intentions to withdraw.

17. To follow the appeal process provided for in the IACET Commission Policies and Procedures and to abide by the final findings of IACET in regard to the application or the applicant organization’s accreditation status.

18. That non-compliance with IACET policies may result in AP approval being denied, revoked or withdrawn immediately by IACET, and to hold IACET, its officers, directors, employees, representatives, agents and volunteers harmless from and against any and all claims, actions, liabilities or damages arising out of or resulting from IACET’s denial, revocation or withdrawal of the applicant organization’s AP status.

19. That IACET is authorized to and may periodically monitor the applicant's activities under this application to ensure that the applicant is using only the approved statements and not misrepresenting its relationship with IACET.

20. That in the event of a dispute regarding this agreement, the law governing the dispute and the terms and conditions of this agreement shall be that of the Commonwealth of Virginia, without
regard to its conflicts of law provisions. It is further understood and agreed that the state and federal courts of the Commonwealth of Virginia shall have sole and exclusive jurisdiction over the parties and the subject matter in resolving any such dispute.

21. To pay such sums as the court may adjudge for reasonable attorney fees, costs and disbursements incurred by IACET if a lawsuit is required to be filed on behalf of IACET in order to obtain applicant organization compliance with the terms and conditions of this agreement and to cease and desist in using approved statements of accreditation if such accreditation is denied, revoked or withdrawn by IACET.

22. THAT IACET MAKES NO REPRESENTATIONS OR WARRANTIES ABOUT THE SUITABILITY, COMPLETENESS, TIMELINESS, RELIABILITY, LEGALITY OR ACCURACY OF ANY INFORMATION, SERVICES, PROGRAMS, PRODUCTS AND MATERIALS PROVIDED BY IACET FOR ANY PURPOSE AND EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT.

23. THAT IN NO EVENT SHALL IACET, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, REPRESENTATIVES OR VOLUNTEERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED WITH ANY INFORMATION, SERVICES, PROGRAMS, PRODUCTS AND MATERIALS MADE AVAILABLE BY IACET, WHETHER BASED IN CONTRACT, TORT, STRICT LIABILITY OR, OTHERWISE, EVEN IF YOU OR THE APPLICANT HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

24. That the applicant organization and IACET are independent contractors, and neither this application nor any of these terms and conditions may be construed as creating a partnership, joint venture, employment or agency relationship with IACET.

25. That this agreement constitutes the entire agreement between IACET and the applicant organization relating to the subject matter hereof and supersedes and replaces any and all prior oral or written agreements. This agreement may not be amended or altered in any way without the prior written consent of authorized representatives of both the applicant organization and IACET.

26. That this application and any approval of the same by IACET is personal and specific to the applicant organization and shall not be assignable or transferrable by the applicant without the prior written consent of the IACET Executive Director.
This agreement must be signed by an authorized individual associated with the provider at the time the application for accreditation is submitted.
Appendix B – Logo and Advertising Terms

Providers who are accredited to offer IACET CEUs are eligible to use the IACET AP logo and shall be subject to these terms.

A) Approved Statements

IACET APs in good standing are required to use either the following short or long statement in marketing or promotional materials when describing their relationship with IACET.

Short Version

“(Organization’s or Unit’s Name) is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.”

Long Version

“(Organization’s or Unit’s Name) is accredited by the International Association for Continuing Education and Training (IACET). (Organization Name) complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, (organization name) is authorized to issue the IACET CEU.”

CEU Statements

“As an IACET Accredited Provider, (Organization Name) offers CEUs for its programs that qualify under the ANSI/IACET Standard.”

“(Organization Name) is authorized by IACET to offer ______ CEUs for this program.”

B) Approved Logo

Accredited providers may use ONLY the official AP logo shown herein. They may not use other names, marks or logos of IACET without IACET’s prior approval.

If your organization is using the AP logo on your website and marketing materials, you are required to use either the short or long version of the AP-approved statement to describe your relationship with IACET.

IACET’s APs are encouraged to use the AP logo on their CE/T marketing materials or promotional materials for those accredit units or programs of the organization. IACET’s AP logo has been designed in a box. This box must always be used as a single unit (including the outside rule). The elements within the box should never be altered in any way.
C) IACET AP logos used on websites should link to the provider’s IACET Accreditation Certificate. The provider can get their unique URL to the certificate by logging into IACET.org and clicking on “My Organization,” and then scrolling to the bottom of the page and getting their link as shown below.

```
<a href="https://www.iacet.org/ap/109706/" target="_blank"> Verify our IACET Accreditation
</a>
```
Which will look like this:

Verify our IACET Accreditation

D) What APs may NOT Say or Do

- You may not say IACET approves your individual learning events. IACET approves organizations based on the processes used to plan, design, develop, deliver and administer learning events, not the learning events themselves.
- You may not say that you offer CEUs through IACET. IACET authorizes organizations to offer IACET CEUs, but the CEUs come from the AP organization, not from IACET.
- If you sell a program to another company that then presents the program to its employees or clients, the IACET CEUs do not follow the program, and the purchasing company may not claim that it or the program it purchased has any relationship to or with IACET.
- Your AP status strictly prohibits your organization from approving other CE/T course/program providers for IACET CEUs. The AP program is only intended for organizations that develop, deliver, assess and evaluate their own CE/T offerings.
E) Logo Usage Policy

The purpose of this policy is to provide guidelines and specifications for the use and presentation of the Accredited Provider logo for the International Association for Continuing Education and Training (IACET).

It is important that these standards are adhered to when the identity of IACET is incorporated into its communications. This will create familiarity and maintain consistency and continuity of message.

Accredited Provider Logo

Accredited Providers are encouraged to use the Accredited Provider logo as shown in figure 1 on their continuing education/training marketing materials or promotional materials for those units or programs of the organization that are accredited.

Composition Requirements

IACET’s Accredited Provider logo has been designed within a box. This box must always be used as a single unit (including the outside rule). The elements within the box should never be altered in any way.

Minimum Sizes

Minimum size usages have been determined so that the logos are always legible. Please see the figure 2 for these specifications.
Color Standards

IACET’s Accredited Provider logo may only be reproduced in the color combinations shown here.

Spot Color
The spot color matches for the IACET logos are PANTONE® Process Blue and Pantone 437. If only one color can be used, the entire logo should be reproduced in a process grayscale.

Four-Color Process
When four-color process inks are used, the CMYK builds will approximate the PANTONE colors.

When printed, both PANTONE and process colors may vary somewhat depending on paper stock and/or printing techniques.

F) Compliance Monitoring
Staff will periodically monitor APs to ensure that they are using only the approved statements and not misrepresenting their relationship with IACET. Non-compliance with IACET policies may result in having AP accreditation revoked. For additional information, please contact IACET directly at accreditation@iacet.org.
Glossary of Terms

Achieved/Achievement: attain, reach, get, to bring about an intended result, the learning outcome

Anti-discrimination Policy: A policy in place to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Asynchronous learning: Student-centered teaching method that uses online learning resources to facilitate information sharing outside the constraints of time and place among a network of people.

Assessments: Assessments are the instruments used to determine whether learners have achieved the desired learning outcome. These instruments can be in the form of: written pre-/post-tests; demonstrations of skill; activities; verbal feedback or discussions; class participation; presentations; oral interviews; and/or any other method by which the learner can demonstrate that they meet the learning outcome.

Blended or Hybrid Learning: Blended learning is a CE/T program (formal or informal) that combines online digital media with traditional classroom methods. It requires the physical presence of both instructor and learner, with some element of learner control over time, place, path, or pace.

Copyright: The copyright is a legal right in an expression of an idea that is a work of original authorship fixed to a tangible medium. Examples include movies, books (including figures or illustrations), software, photos, caricatures, sculpture and music.

Continuing Education and Training (CE/T): CE/T are structured educational and training experiences (learning events) for personal and/or professional development in which learners are assumed to have previously attained a basic level of education, training or experience.

CEUs, Continuing Education Units, also known as IACET CEUs: See the Annex for more information.

Contact Time: Contact time is the length of time in which a learner and learning source interact. So, a
contact hour is one clock hour of interaction between a learner and an instructor, or between a learner and learning materials. In this case, the word contact implies a connection between the learner and learning source. For purposes of the CEU, that connection is two-way — that is, the instructor or learning source monitors the learner’s progress and/or provides some form of feedback to the learner.

**NOTE:** This definition applies to both face-to-face interactions and distance or online, self-paced learning events. Contact time can be determined on the basis of a pilot study, and then by looking at the average. **CEUs should not be awarded for learning activities in which individuals are engaged in unplanned, unsupervised or non-sponsored learning.** See the Annex for more information.

**Distance Learning:** CE/T that involves an instructor and learner being separated by distance and/or time.

**Demonstrate:** To show, prove or validate by providing documentation affirming that the Provider is adhering to ANSI/IACET 1-2018 Standard.

**Evidence:** Evidence comes in the form of documentation affirming that the Provider is adhering to the ANSI/IACET 1-2018 Standard. Evidence includes, but is not limited to, electronic database records, written charts, handwritten notes, training transcripts, and hard copies of the certificates presented following the event.

**Feedback:** Feedback is the information (in-person or electronic) that is provided to an individual during and/or after a learning event. Feedback includes but is not limited to oral and/or written communication.

**Formal Needs Analysis:** See Needs Analysis and the resource document. A needs analysis justifies the rationale for training and ensures training is the correct intervention to accomplish an organization’s goals.

**Instructor:** An instructor is any individual who is involved in the facilitation or delivery of information that results in an increase in learner knowledge and/or skills.

**NOTE:** In cases where the learning experiences or events are being offered solely through electronic media, the instructor is considered to be the instructional designer, the electronic media or learning management system.

**IACET CEUs, Continuing Education Units,** See the Annex for more information.
**Instructional Resources:** These are key resources used by instructors to help learners acquire knowledge. From handouts, textbooks, web sites, a wide variety of resources are available to help instructors meet the needs and pique the interests of the learners. (Related to Element 2.1)

**Learning:** Learning is the process by which one increases one’s knowledge, skills, habits or tendencies through experience, practice or exercise.

**Learning Environment:** The learning environment refers to the diverse physical locations, educational approaches, cultural contexts, cultures and eLearning or online settings/platforms in which instruction occurs and learners learn. The learning environment plays a role in this learning.

**Learning Experience:** A learning experience is an instance of learning obtained during a learning event that demonstrates a specific learning outcome. Examples include: solving a problem; completing a case study; completing a quiz; and applying a skill.

**Learning Event:** A learning event is a group of experiences or activities designed to enhance learners’ understanding of content or their ability to perform skills that satisfy a set of learning outcomes. Learning events can be delivered via media such as classroom instruction, distance learning instruction, blended learning instruction, conferences, and satellite transmissions.

**Learning Management System:** is a software application for the administration, tracking, reporting and delivery of CE/T learning events.

**Learning Outcome:** A learning outcome is a statement connected to a learning event that indicates what a learner is expected to know or do by the end of a learning event. Learning outcomes are defined in terms of knowledge, skills and abilities.

**Learning Program:** A learning program is a learning event provided and managed by a Provider.

**Learning Resources:** The items that are employed in the learning event: texts, videos, software, and other materials that are used to assist learners to meet the learning outcomes defined by the learning objectives for the course. (Related to Element 2.1)

**Mean:** A statistical measure of central tendency. The average value of the entire set of numbers.

**Median:** A statistical measure of central tendency. The middle value between the largest and smallest
in a set of numbers. Range: The difference between the largest and smallest in a set of numbers.

**Mode:** A statistical measure of central tendency. The number which appears most often in a set of numbers.

**Needs Analysis:** A needs analysis is a method by which one determines the requirements, needs or expectations of a learner prior to a learning experience, event or program. Needs analysis methods may include: focus groups; questionnaires; surveys; participants' comments and suggestions; records; reports; tests; self-assessments; print media; observations; work samples; industry requirements; and customer requests.

**Permission to use (License to use):** The authority to use a copyrighted material for a particular use. The granter of the permission to use intellectual property may ask for compensation or a simple caption that states who owns the property. The legal department of the organization typically handles all requests for permission to use.

**Pilot Study:** A pilot study is a test of logistics for a learning event. Pilot studies ensure instructional design can be carried out as planned. After a learning event is designed, it should be presented to a sample group of individuals who represent typical participants. The study gives the Provider a chance to resolve issues related to content, timing and/or technology. Pilot studies for online learning events help the Provider determine the average time it takes learners to finish, which is used to award CEUs.

**Planning:** Planning is the development process for a learning event.

**Policy:** A policy is a written statement of defined expectations that guide, influence and determine decisions or actions. Policies define scope, roles and/or responsibilities with in learning program.

**Procedure:** A procedure explains the way a certain action is to be performed.

**Process:** In the context of the IACET standard, a process is a collection of linked tasks which find their end in the delivery of a service or product. A business process has also been defined as a set of activities and tasks that, once completed, will accomplish an organizational goal.

**Professional Development:** Professional development involves the skills, knowledge, or abilities attained to develop or further one's professionalism, career advancement or personal growth.
**Provider**: A provider is an individual, unit, or organization that conducts continuing education and/or learning events.

**Support Services**: Support services are the services available to help learners succeed. Examples of such services include: help desk functions; weekly study skill workshops; study groups and homework help sessions for selected learning events; academic coaching; accommodation support for learners with disabilities; and study skills consultation. Support services can include registration procedures, signage, seating arrangements, audio visual support, equipment, refreshments, program evaluation, follow-up, etc. The amount of support services provided is dependent on the organization.

**Support Services Personnel**: Support service staff can be any or all of the following: instructional design and development staff, program evaluators and administrators, event planners, instructors and any personnel that contribute to the creation, delivery and maintenance of the learning event.

**SMART Objectives**: S.M.A.R.T. Objectives it need to conform to the following criteria: Specific, Measurable, Attainable, Relevant and Timely. (See the Guidance document for more information.)

**Synchronous Learning**: Refers to a learning event in which a group of learners are engaging in learning at the same time.

**Timely**: Refers to actions that are done or occurring at a favorable or useful time; opportune. (Related to Element 7.2)