

National Accreditation Council Procedures

A. Evaluation Process

1. The process requires that individual training providers prepare a formal application for accreditation, detailing how their organization and course/program meets the required standards. The training provider warrants that all statements are true and subject to audit.
2. The NAC will generally accept the information as provided by the provider, while reserving the right to question or audit any aspect of the submission at any time.
3. The Registrar will receive the submission from training providers on behalf of the NAC. The submission will be verified for completeness (ie, all required sections and supporting materials have been submitted) and then forward the application to the Chair of the Council. Electronic submissions are preferred. Note that the training provider **WILL HAVE NO DIRECT CONTACT** with the NCA: all correspondence and communication will be channelled through the Registrar.
4. The Chair will distribute the submission to three Council members who will evaluate and submit their initial recommendations to the Council. Any ratings below the standard must be justified/substantiated.
5. The Council will randomly select one or more sections of the provider's curricula for detailed analysis. The provider will be instructed to provide this section if it is not part of the submission. Once the registrar receives the necessary documentation, it will be forwarded to the Chair for distribution to the Council.
6. The curricula will be examined to determine the level of learning and training standards. The examination may be performed by members of the Council, or by outside agencies under the direction of the Council. Outside agencies will use a process approved by the Council. The intention is for the Council to randomly select one or more sections to examine.
7. A final decision on the application will be made. The decision will be forwarded to the NCA in the form of a recommendation from the NAC. The institution will be deemed 'not accredited' (with reasons given), 'accredited' or 'conditional' (accredited with certain conditions/restrictions).
8. The NCA will review the recommendation and render a decision. Should the NCA have concerns regarding a recommendation, they may return the dossier to the NAC for further review.
9. If the NCA accepts the recommendation of the NAC, they will instruct the Registrar to prepare an Accreditation Agreement.
10. The Accreditation Agreement will detail:
 - a. Which program elements are accredited, as well as the credit hours
 - b. Specific limitations or conditions on accreditation
 - c. The use that the accredited organization may make of the accreditation status, as well as prohibitions on use

- d. The term/duration of accreditation, and the requirement for re-accreditation before the expiry of the term. Re-evaluation will occur:
 - i. When deemed necessary through changes in the accredited institution's courses or programs;
 - ii. When deemed necessary through complaints or other concerns;
 - iii. Before the expiry of the accreditation (normally 5 years)
 - e. The requirement for a named individual to serve as the liaison point between the NCA and the institution (Note 1)
 - f. The requirement that the institution inform the NCA of any significant change in the academic program, business structure, or other factors that were considered in the accreditation application, and the right of the NCA to review changes to determine whether the accreditation status should be modified.
 - g. The requirement to submit to periodic audit/inspection (with 60 days notice).
 - h. The requirement to submit an annual report to the NCA detailing enrolment, completions, withdrawals, etc in each accredited course/program
 - i. Other requirements as deemed necessary by the NCA.
11. The training provider will sign the agreement and return copies to the Registrar.
 12. The Registrar will forward the signed agreement to the NCA
 13. The NCA Chair will sign the agreement, the status of the institution will be updated in the NCA database, and the signed documents and a certificate of accreditation will be returned to the training provider.

B. Audits and Inspections

1. Audits and inspections may be performed by members of the Council, or by outside agencies under the direction of the Council. Outside agencies will use a process approved by the Council.
2. The results of the audit/inspection will be presented to the Council, which will determine whether or not to recommend a change in the accreditation status of the institution.

C. Fees for Accreditation

1. Fees for accreditation and for audits/inspections will be set on a periodic basis by the National Certification Authority, based on a cost-recovery formula.

D. Confidentiality

1. Discussions and deliberations of the Council, including forms and checklists used in the accreditation process, will be kept confidential.
2. Council will maintain confidential all information received from a training provider that is 'not in the public domain'.
3. The Council 'speaks with one voice'; that is, once a decision has been rendered no member of the Council will provide a side judgement or issue any statements other than the official decision of the Council.

E. Conflict of Interest

1. Council members will declare any and all circumstances that would constitute, or appear to constitute, a conflict of interest.
2. Council members will withdraw from discussions and decisions where such conflict of interest exists or may be perceived to exist.

F. Changes to process

1. The Council will periodically review its accreditation and general management processes and adjust them as necessary to ensure that they meet the needs of the Council and the National Certification Authority.
2. Where changes will result in greater or lesser rigour in the accreditation processes, they will be ratified by the National Certification Authority before being put into effect.

Note 1: There will be a single point of contact with a training provider. This individual will have signing/contracting authority, and will be the 'person responsible' for ensuring that the conditions (administrative and academic) that exist when the institution is accredited remain in effect. This individual will report changes, submit periodic reports, etc, as required under the Accreditation Agreement. If this individual is no longer able to fulfil this duty, the institution will inform the NAC and will have 90 days (extendable) to name a replacement. The replacement must be screened and accepted by the NAC.