IFSAC CERTIFICATE ASSEMBLY
ADMINISTRATIVE REVIEW PROCEDURE
(October 2023)

PURPOSE

The following outlines the procedure for submitting materials and conducting an administrative review. See Bylaw 11.9.4.

APPLICATION

This document applies to those entities preparing materials to submit to IFSAC Administration for administrative review and to those individuals conducting administrative reviews for accreditation at additional levels. The Administration Office shall be responsible for arranging the administrative review.

PROCEDURE

1. Entity submits the following to IFSAC Administration <u>for each level requested</u>:

   a. An *Application for Administrative Review* form.

      (Found at https://ifsac.org/images/ca_pdfs_docs/Admin_Review_Application.docx)

   b. Application fee of $250 (may be invoiced).

   c. Correlation sheets in the IFSAC format.

   d. Performance skill evaluation sheets or other methodologies used.

   e. Written test bank (see item 3 below).

2. IFSAC Administration logs receipt of materials and then forwards to an administrative reviewer. The administrative reviewer will be selected based on availability in the following order:

   a. A member of the entity's site visit team.

   b. A member of the CABOG.

   c. Site visit team leaders.

   d. Experienced site visit team members (who have completed at least three site visits).

3. Based on entity desires, the following options are available for the transfer of test banks:

   a. Test banks may be sent through IFSAC Administration to the reviewer.

   b. Test banks may be sent directly to the reviewer. If using this option, please notify IFSAC Administration on the application.

   c. The reviewer may be brought to the entity's site (at entity expense) to have test banks reviewed on site.

      i. For on-site administrative reviews, see *Travel Procedures for the Site Team* in the *IFSAC Certificate Assembly Accreditation Procedures* and the *Site Visit Team Information documents*.

      ii. The number of administrative reviewers required will be dependent on the number of levels applied for at a given time. The section for *Selection* in the *Site Visit Team Information* document will be used as guidelines for the number of administrative reviewers needed for an on-site administrative review.

   Note: Entities requesting an administrative review where a purchased or testing service test bank is used must contact the company that holds the copyrights to the test and request specific

permission to release the test bank for administrative review. A separate request must be issued for each instance requiring the submission of their test banks.

4. Administrative reviewer completes review and/or reports findings within 30-60 days to IFSAC Administration. The report shall state whether the entity has achieved compliance or detail deficiencies.

    a. If deficiencies are found, IFSAC Administration forwards a copy of the report to the entity. The entity representative works with the reviewer to make changes.

5. Once the administrative review is completed, the reviewer submits a final report of recommendation for accreditation to IFSAC Administration.

6. IFSAC Administration sends an accreditation letter and completed report to entity representative.

7. Administrative reviewer sends all materials back to original entity or may destroy materials upon receiving approval from applicant entity.

8. All communication between reviewer and entity shall include IFSAC Administration at admin@ifsac.org.