INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
Degree Assembly
Membership and Accreditation Process Overview

There are two Assemblies within IFSAC:

Degree Assembly - accredits the fire-related degree programs.

Certificate Assembly - accredits the certification process of the organization which includes only the written and skills testing and the policies and procedures of the entity seeking accreditation. We do not accredit the training program nor do we review the training program, curriculum, etc.

Following is the process for membership and accreditation through the IFSAC Degree Assembly. All documents described are on our website at https://ifsac.org.

1. Complete and send to IFSAC Administration the IFSAC Degree Assembly application for membership. IFSAC Administration will review the application and then forward it to the Degree Assembly Board of Governors (DABOG) chair for final approval.

   - The institution must be approved as a voting member of the Degree Assembly before a program can be eligible for accreditation.

2. If the application for membership is approved by the DABOG chair, IFSAC Administration will send a written notification to the applicant entity.

   - The applicant should not issue payment for annual membership dues until after they have been notified of the decision regarding their membership application and have been invoiced by IFSAC Administration.

3. We recommend that at least one representative of a new member institutional program or potential member institutional program attend the next regular scheduled IFSAC spring or fall meeting. Activities during the meeting include site visit training and meetings as well as opportunities to network with other members.

4. How soon a program can be accredited after becoming a member of the IFSAC Degree Assembly depends on a number of factors including the readiness of the program to be evaluated and completion of the self-study. Information regarding the accreditation process and scheduling a site visit can be found in the on the IFSAC website at https://ifsac.org.

5. Once requirements outlined in the self-study document have been completed, send to IFSAC Administration the Application for Degree Accreditation, completed self-study, and $1000 application fee. We can invoice for the $1000 application fee. IFSAC Administration will review your documents to make sure all necessary documents have been submitted.

   - Preferred dates for a site visit are provided to IFSAC Administration by the applicant.

6. Evaluation team members will be selected, contacted, and confirmed for availability.

   - The point of contact for the applicant institution will be contacted as soon as an evaluation team is confirmed.

   - IFSAC Administration will email a confirmation letter to the program's point of contact and the evaluation team members. The letter will include contact information for site visit team members as well as the program.

   - Upon this notification, the applicant institution shall send copies of the application, self-study, and supporting documents to the evaluators so they can conduct an initial review prior to the site visit.

- The applicant program is required to pay for IFSAC evaluation team member travel including air/ground travel, hotel, per diem and other related travel costs.

7. The evaluation team members will travel to the institution to evaluate the program(s) based on the criteria, review all self-study documentation, visit with faculty and staff, etc.

8. The evaluation team will notify the program representative(s) of any requirements that must be completed (if any). The program can either make corrections on the spot or send the corrections, etc. to the team leader following the site visit. The evaluation team may give deadlines for items to be completed.

9. The evaluation team leader will give a report and recommendation to the Degree Assembly Board of Governors at their next regular meeting following the site visit.

   - If the site visit occurs within 30 days of the Board's next meeting, the site visit report will be placed on the agenda for the following meeting.

   - The Board takes a vote and makes a decision based on the report and recommendations of the site visit team.

Costs associated with IFSAC (subject to change):

1. Annual recurring membership fee - $1980 (USD). Annual billing cycles are from July 1 through June 30. Applications received and approved during mid-year are prorated for the membership fee until the next billing cycle begins.

2. Meeting registration fees:

   - Spring meetings: $325 pre-registration, $375 on-site, $75 one-day attendance
   - Fall meetings: $325 pre-registration, $375 on-site, $75 one-day attendance

3. Site visit costs:

   - $1000 (USD) application fee
   - Airfare, parking, mileage, etc for each evaluation team member
   - Hotel - your choice (5 star hotels not required but please no dumps) for each evaluation team member
   - Per diem for each evaluation team member

4. Administrative Review Fees - $300 (USD) each program – Institutions wanting to add programs to accreditation between required site visits, may submit an application to add a degree program along with a self-study for that program. Once the evaluators have completed their review of the materials, they will contact the IFSAC Manager with their recommendation on accreditation of the additional program(s).

For more information or to apply for membership, contact:
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