

IFSAC Degree Assembly Procedures for Scheduling a Site Visit

Note: *This following process will take a minimum of 3 months and must take place while school is in session.*

Institution Responsibilities:

- Step 1: The institution notifies IFSAC Administration of their intent to become accredited.
- Step 2: The institution receives, from IFSAC staff, an Application for Accreditation, Criteria for Accreditation of Fire Degree Programs, and Self-Study Guide for Accreditation.
- Step 3: The institution returns the completed Application for Accreditation to the IFSAC Administrative Office. When an institution is requesting accreditation for more than one degree program, it **MUST** submit an application for **EACH** degree to be considered.
- Step 4: The institution conducts the self-study. *(See self-study guidance document)* The institution must complete and return, to IFSAC Administrative Office, the self-study **at least 60 work days prior** to the requested site visit start date.
- Step 4: The institution prepares 5 additional copies of the completed self-study, including all supporting documentation. Once Administration confirms the site team, the institution seeking accreditation will mail the additional copies to each visitor (3) and reader (2).

IFSAC Responsibilities:

- Step 1: Upon receipt of an institution's intent to become accredited, IFSAC staff shall send an Application for Accreditation, Criteria for Accreditation of Fire Degree Programs, and Self-Study Guide for Accreditation to the institution.
- Step 2: Upon receipt of the completed Application and application fee (may be invoiced) for accreditation from the institution, IFSAC staff shall verify the degree(s) to be accredited and the dates for the site visit.
- Step 3: IFSAC staff will update the institution file.
- Step 4: IFSAC will notify the Committee on Site Teams regarding the official application.
- Step 5: IFSAC staff will initiate the procedures for selection of evaluators. **Final confirmation of site team members will not be completed until the application for accreditation and self-study documents are received by Administration.**