

# The Road to Accreditation:

**ANSI/IACET Standard for Continuing Education and Training**

**International Accreditors for Continuing Education and Training**

<http://www.iacet.org>

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# Why IACET?

- ANSI recognizes IACET as a Standards Developing Organization (SDO).
- Developed the first CEU in 1970 in conjunction with a U.S. Department of Education task force.
- Extremely robust criteria for accreditation.



# Accredited Provider Benefits

- Awards CEUs to students.
- Shows organization is committed to a rigorous accreditation application and review process.
- Shows policies and processes have been thoroughly benchmarked against industry best practices.
- Minimizes disruption from turnover by helping to ensure that documentation exists.

# Current Accredited Providers

- Army Management Staff College
- Carrier
- Centers for Disease Control and Prevention
- Defense Intelligence Agency
- Department of Labor
- Disney Institute
- Food and Drug Administration
- FranklinCovey Co



<https://iacet.org/WhoRecognizes/>

# Certificates

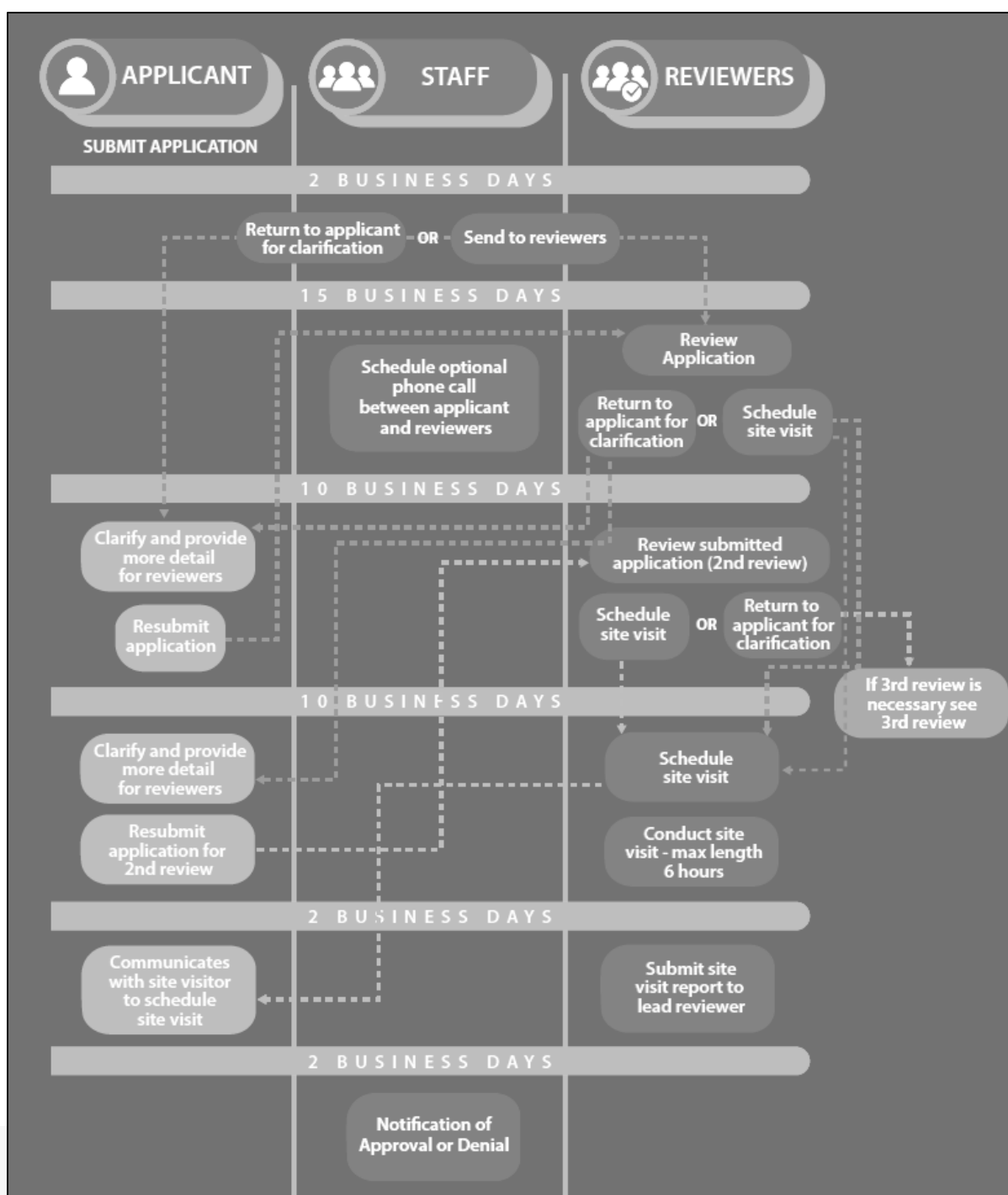
*This course awards 3.8 continuing education units per the IACET guidelines.*



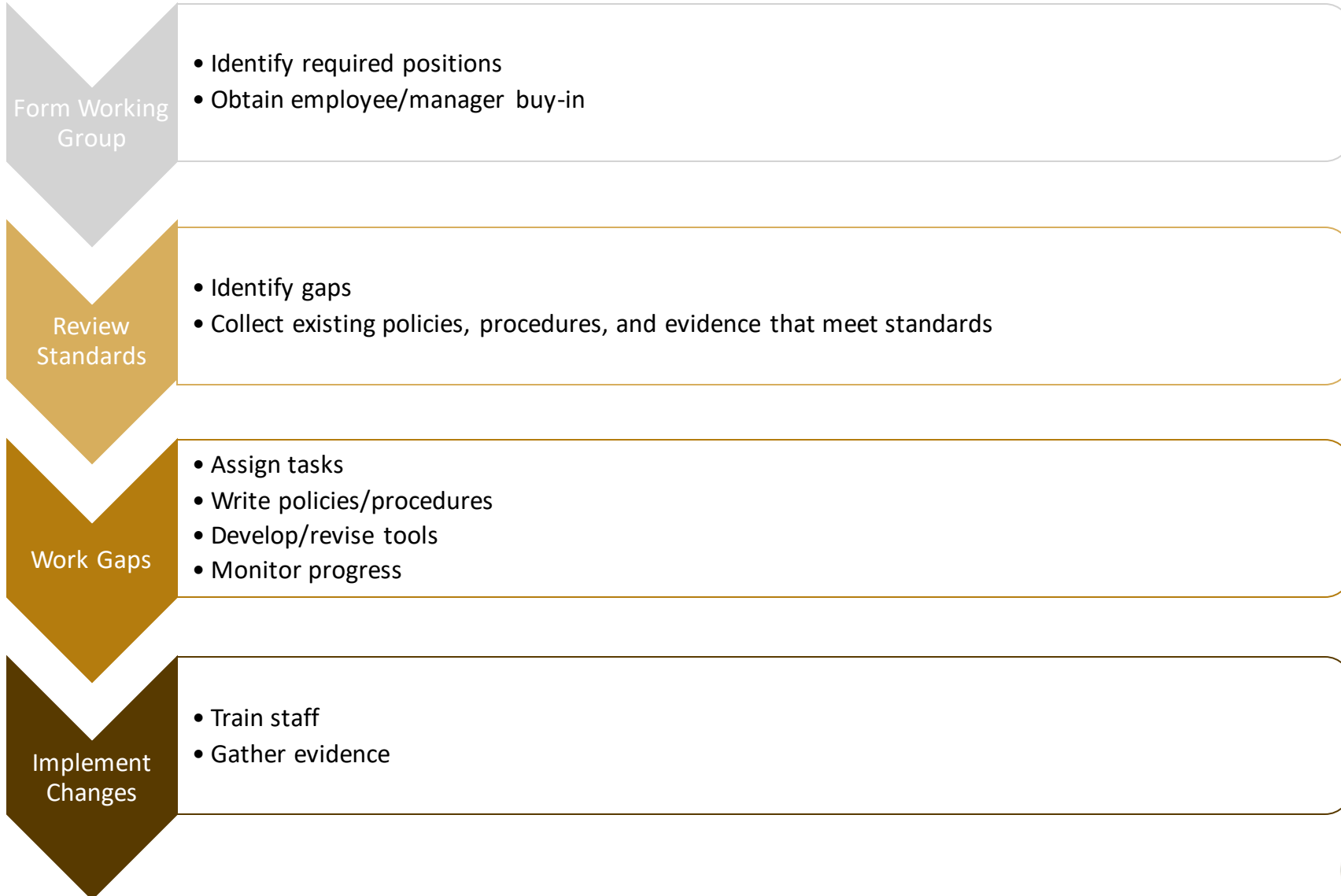
10 Contact Hours = 1 CEU

# Accreditation Process





# How Do We Get There?





# Post Accreditation

- Year 1: Accreditation
- Year 2: Self-Assessment
- Year 3: Self-Assessment
- Year 4: Self-Assessment
- Year 5: Re-Accreditation



# Nine Categories – 34 Criteria

1. Organization, Responsibility and Control (8)
2. Learning Environment and Support Systems (5)
3. Planning and Instructional Personnel (3)
4. Needs Analysis (1)
5. Learning Outcomes (2)
6. Content and Instructional Requirements (5)
7. Assessment of Learning Outcomes (2)
8. Awarding the IACET CEU and Maintaining Learner Records (6)
9. Evaluation of Learning Events (2)

# 1. Organization, Responsibility and Control

- 1.5 The Provider shall have a **periodic internal review process** that ensures adherence to the current ANSI/IACET 1-2018 Standard for Continuing Education and Training.
- 1.6 The Provider shall have an **anti-discrimination policy** statement.
- 1.8 The Provider shall have a policy regarding **intellectual and legal property rights** for all material used in its learning event.

## 2. Learning Environment and Support Systems

- 2.2 The Provider shall have a process to ensure **learning environments** support the achievement of learning outcomes.
- 2.3 The Provider shall have a process to **disseminate information** including, but not limited to, the learning outcomes, criteria to earn the IACET continuing education unit (CEU), prerequisites and other requirements in advance of the learning event.
- 2.4 The Provider shall ensure **support services** are available to learners prior to, during and following the learning event.

# 3. Planning and Instructional Personnel

- 3.1 The Provider shall have a policy that individuals involved in the design, development, delivery, and evaluation of learning events are **qualified to perform their assigned tasks**.
- 3.2 The Provider shall have a process that requires **regular performance evaluations** of instructors, instructional design and development staff, program evaluators and administrators.

## 4. Needs Analysis

- 4.1 The Provider shall have a process for conducting a **formal needs analysis** for the learning event that guides the development of planned learning outcomes and learning event design.

# 5. Learning Outcomes

- 5.1 The Provider shall have **learning outcomes** that are specific and measurable, achievable, realistic, and time based.
- 5.2 The Provider shall establish the relationship between **needs analysis and planned learning outcomes.**

# 6. Content and Instructional Requirements

- 6.1 The Provider shall have a process to ensure the selected **content logically supports the learning outcomes.**
- 6.2 The Provider shall have a **policy to review course content** for quality, currency, effectiveness, and applicability.
- 6.4 The Provider shall have a process for **calculating and recording the IACET CEU** for learning events.



# 7. Assessment of Learning Outcomes

- 7.1 **Assessment methods** shall measure the achievement of learning outcomes.
- 7.2 The Provider shall have a process to **ensure learners have achieved the learning outcomes** through the learning assessment.

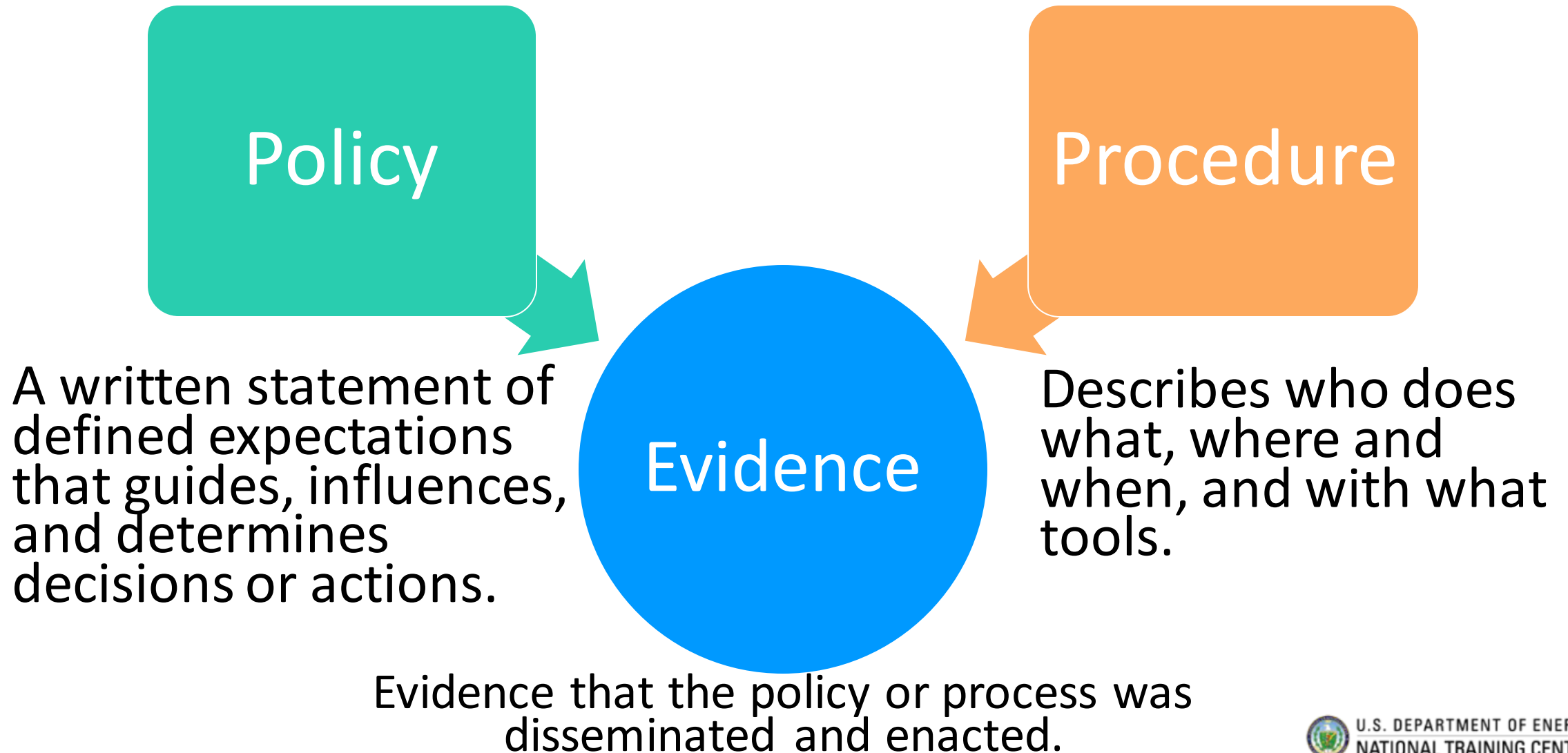
# 8. Awarding the IACET CEU and Maintaining Learner Records

- 8.1 The Provider shall have a process **verifying that the learner** who registers and participates in the learning event is the same learner who receives the IACET CEU.
- 8.3 The Provider shall **recognize successful completion** of the established criteria either through a certificate of completion or a training transcript.
- 8.5 The Provider shall have a process to **maintain training records** and make them available to learners for a minimum of seven (7) years.

# 9. Evaluation of Learning Events

- 9.1 The Provider shall have a process that requires the comprehensive, systematic **evaluation of the learning events**.
- 9.2 The Provider shall have a process for **analyzing learning event evaluation results and sharing them** with instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events.

# Meeting Criteria



## Category 2: Learning Environment and Support Systems

**2.1 The Provider shall ensure relevant instructional and learning resources are available for instructors, learners, and staff.**

Guidance: The Provider must have a process for ensuring reference material is up to date; educational materials are accessible, accurate and current; and media/technological resources are properly maintained and in good working order.

The process should:

- Provide the who, what, when, how, and with what tools;
- Include detail that addresses reference/educational materials, media resources, and technological supports.

**Please submit the following:**

- a) The documented process including assigned tasks which are employed to ensure that reference material is up to date; educational materials are accessible, accurate and current; and media resources and technological supports are properly maintained and in good working order. More than one process may be necessary to verify that all requirements described in this element are met.
- b) Completed documents such as checklists, narratives, meeting notes, or employee handbook excerpts that verify the associated tasks with the process(es) are consistently executed.

## Category 6: Content and Instructional Requirements

For 6.1, 6.2, 6.3 and 6.4, provide an example of a course design document for each method of delivery offered (use the same learning events that you highlighted in 5.1 and 5.2).

**6.1 The Provider shall have a process to ensure the selected content logically supports the learning outcomes.**

Guidance: The Provider must establish an instructional design process and employ a learning design document that clearly aligns the content to the learning outcomes.

The process should:

- Provide the who, what, when, how, and with what tools;
- Explain instructional designers' interface with subject matter experts (SMEs);
- Include a peer review or piloting phase.

**Please submit the following:**

- a) The documented process to ensure the content supports the learning outcomes.
- b) Using the learning design documents submitted for Category 5: Learning Outcomes, show how the content is appropriately matched to learning outcomes.

# Fees

Item	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Standards & App Purchase	\$495	–	–	–	\$495
(Re)Accreditation Application	\$4290*	–	–	–	\$3275*
Annual Membership (Due immediately after accreditation)	\$1095	\$1095	\$1095	\$1095	\$1095

\*U.S. Domestic. Additional Travel expenses may be applicable for providers outside the U.S. and Canada.

# Questions?

