



Dear Applicant:

This is to inform all potential IACET Accredited Providers (APs) that have begun the accreditation process about revisions in the Initial Application based on the ANSI/IACET 2018-1 Standard. It is our desire to provide you with the best possible experience as you navigate the process of becoming an IACET Accredited Provider. The changes are based on feedback from Accredited Providers who have completed the accreditation process and input from the Commission and approved by the IACET Accreditation Review Committee (ARC) and will go into effect March 1, 2021.

The ARC reviewed and added some clarifying language and additional instructions that we believe you will find helpful. If you are in the application process and complete your first submittal by 11:59 PM EST on February 28, 2021, you will see no changes in the application. If you have entered your organization's application information into the AMS portal and will be completing your first submittal after 12:00 AM EST on March 1, 2021, your application will be converted to the revised application format. You could experience some "loss" of information. Please see the **Important Information** at the bottom of this letter.

Revisions include better instructions and additional text boxes in the demographic section of the application. In addition, expanded guidance has been added to describe acceptable evidence and clarify what needs to be addressed.

If you need further clarification or have any questions regarding these updates, please contact Dr. Karen LaMarsh, Director of Accreditation and Training at karen.lamarsh@iacet.org.

Best regards,

Cassandra Blassingame

Cassandra Blassingame, CEO
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Important Information: There could be some "loss" of information.

There are two types of changes being made, substantive and non-substantive. For items experiencing a non-substantive change where information already exists, then there will be no loss of information. For items experiencing a substantive change where information already exists, the item will be reset to “unanswered” and be required to be re-answered using the updated requirements. It would be wise to go ahead and download those responses prior to the switch over at 12:00 AM on March 1, 2021.

- Non-substantive Changes – minor clarification or expansion of guidance.
 - Initial Application
 - Element 1.1, 1.3, 1.4, & 1.5
 - Element 2.1, 2.4, and 2.5
 - Element 3.2 and 3.3
 - Element 4.1
 - Element 5.1
 - Element 6.1, 6.2, 6.3, and 6.4
 - Element 8.6
- Substantive Changes – a major change in the evidence requirement or behavior of the item.
 - Initial Application
 - Revised AP Agreement – Language changed and will require being re-signed
 - Prerequisites - New Item – Checkbox acknowledging the applicant has read the instructions
 - Prerequisites – Demographics Tab – Modified Item – Develop for Others, a Yes answer requires an explanation. Commissioners will be able to assess this item
 - Prerequisites – Demographics Tab – Modified Item – Approve Others, a Yes answer requires an explanation. Commissioners will be able to assess this item
 - Prerequisites – New Item – identify courses used for examples
 - Prerequisites – AP Agreement – Revised
 - Element 2.3 – Additional evidence required
 - Element 3.1 – Additional evidence required
 - Element 7.2 – Additional evidence required
 - Element 8.2 – Additional evidence required
 - Element 8.3 – Duplicate evidence required removed
 - Element 9.1 – Duplicate evidence required removed
 - Element 9.2 – Additional evidence required