

	CREATION DATE April 16, 2018	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE May 20, 2018
POLICY TITLE ACCREDITATION	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

Each accredited certification program must maintain appropriate documentation and remain in compliance with accrediting body requirements.

DEFINITIONS:

Accreditation: The formal recognition by an authoritative body that a certification body is competent to carry out specific certification tasks.

POLICY:

SSH Staff with support from the Certification Council shall identify and achieve accreditations as deemed appropriate. Any accredited status, once achieved, shall be maintained as determined by the Certification Council. Certification programs shall remain in compliance with all accrediting body requirements including but not limited to:

- Submission of required annual or other dues
- Submission of annual reports of other documentation as required/requested
- Responses to inquiries or other requests from the accrediting body
- Compliance with audit or other procedures as determined by the accrediting body
- Submission of information related to material or other significant changes in the certification programs

SCOPE/APPLICABILITY:

This shall apply to all certification programs that are accredited to remain in compliance and good standing with the accrediting body(s).

PROCEDURES TO ENSURE COMPLIANCE:

- SSH staff shall ensure that all documentation is maintained as required
- SSH staff shall ensure that all required documentation or communication with the accrediting body is completed in the timelines mandated or requested
- SSH staff shall be available and shall communicate in an appropriate manner with accrediting body
- Certification Council shall be available and included as appropriate

SUPPORTING/REFERENCE DOCUMENTATION:

- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- None

ASSOCIATED NCCA STANDARD(S):

- 24, 24A, 24B, 24C

POSTED PUBLICLY: YES