



# ACCREDITATION READINESS CALCULATOR



The ANSI/IACET Standard for Continuing Education and Training defines a proven model for developing effective and valuable continuing education and training (CE/T) programs. Because the ANSI/IACET Standard focuses on how continuing education and training programs are developed, not what they cover, it provides a framework of best practices that can be applied across disciplines and industries.

The ANSI/IACET Standard measures all aspects of a CE/T provider's program development across nine internationally recognized categories:

- 01 Organization, Responsibility and Control
- 02 Learning Environment and Support Systems
- 03 Planning and Instructional Personnel
- 04 Needs Analysis
- 05 Learning Outcomes
- 06 Content and Instructional Requirements
- 07 Assessment of Learning Outcomes
- 08 Awarding the IACET CEU and Maintaining Learner Records
- 09 Evaluation of Learning Events





In order to meet IACET requirements, all processes must explain who does what, when, how and with what tools.

**NOTE: All policies and processes must be in place for a minimum of 3 months BEFORE submitting the application.**

Please use the following questionnaire as a tool to assess your program and your organization's readiness to start the accreditation journey. For each question, check YES if you satisfy all the criteria in the question. Check INCOMPLETE if you meet some of the criteria but not all. Check NO if you do not meet any of the criteria in the question.

Yes	Incomplete	No	
			Has your organization been in business for at least one year?
			Do you have a current organizational chart, job descriptions (indicating position(s) responsible for IACET compliance) and resumes for your CE/T personnel?
			Do you have a mission statement or strategic goals that reflect your organization's commitment to continuing education?
			Have you attended one of the free monthly <a href="#">Accreditation Assistance Webinars</a> ?
			Have you reviewed the Accredited Provider (AP) <a href="#">Initial Application project plan template</a> ?
			Are you planning to attend an <a href="#">Accreditation Workshop</a> as part of the accreditation process?



Category 1: Organization, Responsibility and Control	Yes	Incomplete	No	
				<b>01</b> Do you have a process to measure the effectiveness of your development, administration, delivery, and support of your education/training?
				<b>02</b> Do you have a periodic internal review process for your course development, delivery, and evaluation?
				<b>03</b> Do you have policies that define scope, roles and responsibilities for (a) Anti-discrimination, (b) Disclosure of any instructor's proprietary interest, and (c) Intellectual and legal property rights?

Category 2: Learning Environment and Support Systems	Yes	Incomplete	No	
				<b>01</b> Do you have processes that (a) specify your learning environment requirements and (b) ensure learning materials are current and media/technology resources are working properly?
				<b>02</b> Do you have processes that (a) furnish learners with all relevant course information prior to the learning event and (b) provide support services for learners as well as instructors and other CE/T staff before, during and after the learning event?



Category 3: Planning and Instructional Personnel	Yes	Incomplete	No	
				<b>01</b> Do you have a policy that documents hiring qualifications for each CE/T position along with current resumes or other documents verifying that your CE/T team meets those requirements?
				<b>02</b> Do you have processes that (a) explain how you conduct regular performance evaluations of each CE/T member and (b) how you identify and support their ongoing professional development?

Category 4: Needs Analysis	Yes	Incomplete	No	
				<b>01</b> Do you have processes for (a) conducting a formal needs analysis for a learning event and (b) a process for how the needs analysis guides the development of planned learning outcomes?
				<b>02</b> Do you have (a) a learning event design approach or methodology and (b) a learning event design document for that approach or methodology?

Category 5: Learning Outcomes	Yes	Incomplete	No	
				<b>01</b> Do you have a process to ensure that learning outcomes are Specific, Measurable, Achievable, Realistic and Time-Based (SMART)?
				<b>02</b> Do you have a (a) process to document the relationship between needs analysis and planned learning outcomes and (b) a design document that shows that relationship?





Category 6: Content and Instructional Requirements

Yes	Incomplete	No	
			<b>01</b> Do you have (a) a process describing how content development and methods for conveying this content aligns with the learning outcomes and (b) a design document that captures the alignment?
			<b>02</b> Do you have a policy to ensure the content is up to date and applicable for the learner?
			<b>03</b> Do you have a process for effectively communicating to learners the event requirements and learning outcomes at the beginning of the event?
			<b>04</b> If/when you anticipate offering the IACET CEU, a process is required for calculating and recording the IACET CEU for your learning events at the time of application. For further information on the IACET CEU calculation, please go to 1) <a href="#">Top 10 Frequently Asked Questions about IACET Accreditation - IACET</a> and 2) <a href="#">Six Steps to Submitting CEU Calculations - IACET</a> .





Category 7: Assessment of Learning Outcomes	Yes	Incomplete	No	
				01 For each learning event, do you have assessment methods that measure your learners' achievement of the learning outcomes based on the stated performance criteria?
				02 Do you have (a) a process describing how the learner may successfully achieve the learning outcomes and (b) measures/metrics to ensure this occurs during assessment?

Category 8: Awarding the IACET CEU and Maintaining Learner Records	Yes	Incomplete	No	
				01 Do you have a process to verify that IACET CEUs are provided to the same learner who registered and participated in the learning event?
				02 Do you have a process to identify and inform learners if they have or have not met the established criteria for earning IACET CEUs and recognizing successful completion of a course either through a certificate of completion or a training transcript?
				03 Do you have an operational recordkeeping system that maintains records for a minimum seven years?
				04 Do you have a policy for ensuring the accessibility, release, privacy, and information security of learners' records?





Category 9: Evaluation of Learning Events	Yes	Incomplete	No	
				<b>01</b> Do you have a process that requires the comprehensive, systematic evaluation of the learning events?
				<b>02</b> Do you have a process for analyzing learning event evaluation results and sharing them with instructors, instructional design and development staff, program evaluators and administrators?
				<b>03</b> Do you ensure these results are incorporated into continuous process improvement for the specific learning event and future learning events?

Yes	Incomplete	No	
			Add the total number of responses in each column above
<b>2</b>	<b>1</b>	<b>0</b>	Multiply the total number of responses in the Yes column by 2 to calculate total Yes points. Multiply total responses in the Incomplete column by 1 to calculate total Incomplete points. Zero points are given for No responses.
			Enter total points from the Yes and Incomplete columns.
			Add the total points for Yes and Partially together and enter the sum in the gray box. This is your Accreditation Readiness score. See below for recommendations.

**Calculations:** Response Options: No (0 points), Incomplete (1 point), and Yes (2 points)



❑ **If you score 45 – 60**

(75% or more of available points), you may be able to prepare your application for submission in three to six months. We recommend that you attend a free [Accreditation Assistance Webinar](#) to get an overview of the accreditation process. We also suggest that you attend the [Introduction to IACET Accreditation Workshop](#).

❑ **If you score 30 – 44**

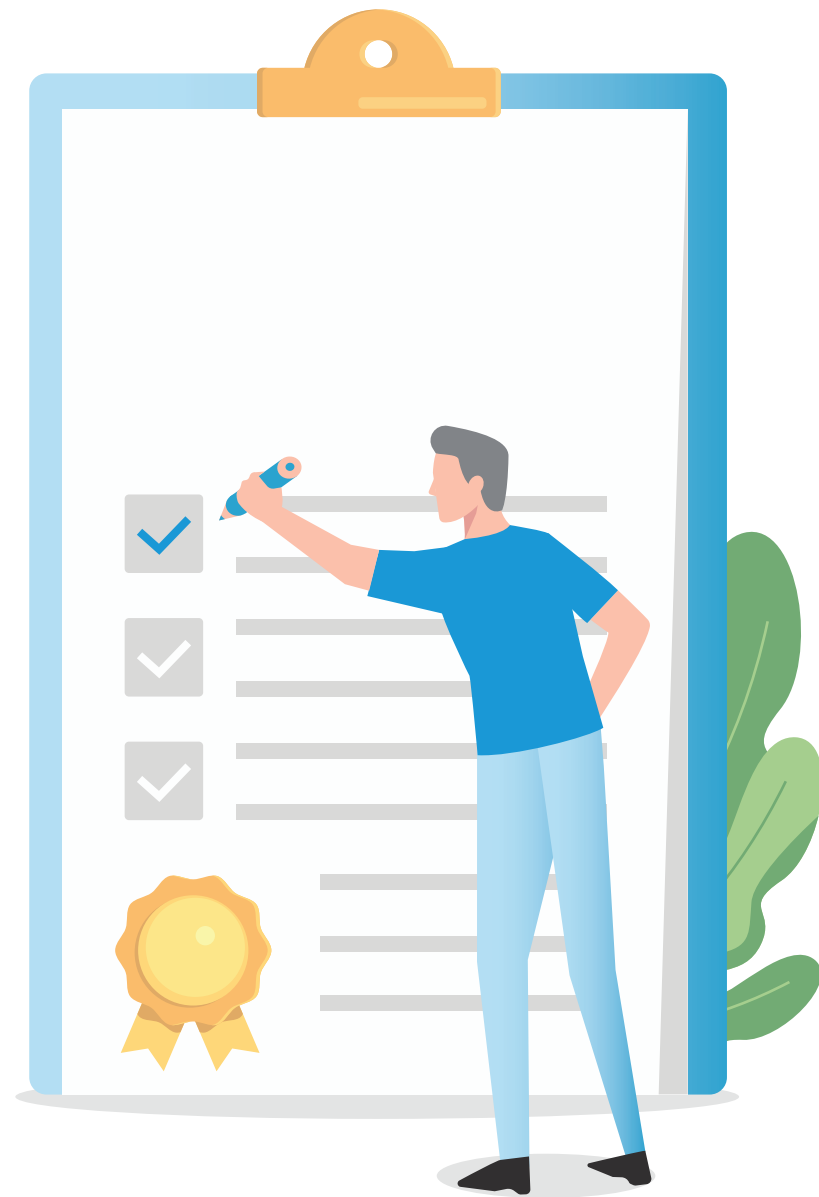
(50 – 74% of available points), you may be able to submit in six to nine months. We recommend that you attend both a free Accreditation Assistance Webinar to get an overview of the accreditation process and the [Introduction to IACET Accreditation Workshop](#).

❑ **If you score less than 30 points,**

you may need nine to 12 months to prepare your application. We strongly recommend that you attend a free Accreditation Assistance Webinar to get an overview of the accreditation process, the [Introduction to IACET Accreditation Workshop](#), and the [Documentation, Evidence, and Annual Reporting Workshop](#).

❑ **If you answered No or Incomplete to many of the questions,**

consider taking time to develop your policies and processes to address the different categories, and then retake the calculator. Once you have done this preparation, you will be ready to work on your application.



We hope you find this tool helpful in your accreditation preparation. Your feedback is welcome and can be sent to [accreditation.director@iacet.org](mailto:accreditation.director@iacet.org). Thank you for helping us improve our resources!

