

IACET Board of Directors Policy and Procedures

as of **April 27, 2024**

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IACET

45591 Dulles Eastern Plaza, Suite 132, Box 805

Sterling, VA 20166

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Foreword

The following verbal forms are used within IACET documents to distinguish requirements from other types of provisions in the document:

- “shall” and “shall not” are used to express requirements;
- “should” and “should not” are used to express recommendations;
- “may” and “may not” are used to express permission;
- “can” and “cannot” are used as statements of possibility or capability;
- “might” and “might not” are used to express possibility;
- “must” is used for external constraints or obligations defined outside the document; “must” is not an alternative for “shall”.

Suggestions for improving this document are invited. Comments and suggested revisions should be sent to the Governance Committee Chair, IACET, 45591 Dulles Eastern Plaza, Suite 132, Box 805, Sterling, VA 20166 or ceo@iacet.org.

Section 1 | Name and Purpose

Bylaws Article I

Policy Information

Background of IACET

Administrative Information

Policy #	1.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Governance Committee
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">• Governance Policy<input type="checkbox"/> Legal Policy<input type="checkbox"/> Finance Policy<input type="checkbox"/> Technology Policy<input type="checkbox"/> HR Policy<input type="checkbox"/> Operations Policy<input type="checkbox"/> Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The history of the International Accreditors for Continuing Education and Training (IACET) includes the development of the original Continuing Education Unit (CEU) and creation and maintenance of the American National Standards Institute (ANSI)/IACET Standard for Continuing Education and Training. IACET uses the ANSI/IACET Standard, in-depth research on the learning process and a nationwide network of experts to help continuing education and training providers to develop a framework for continuous improvement and a superior learning experience. IACET also engages in relevant research projects that foster professionalism and innovation. A complete history of IACET is in Appendix G.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Document Versioning History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Mission

Administrative Information

Policy #	1.2
Original Issue Date	
Current Revision Date	September 14, 2022
Next Review Date	
Responsible Committee(s)	Governance
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

We accredit providers around the world that deliver quality learning and inspire continuous improvement.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Vision Information

Administrative Information

Policy #	1.3
Original Issue Date	
Current Revision Date	September 15, 2022
Next Review Date	
Responsible Committee(s)	Governance
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

A World that Learns Better

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Strategic Planning

Administrative Information

Policy #	1.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Executive Committee
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

IACET shall maintain a current strategic plan approved by the Board of Directors. The strategic plan shall be evaluated annually and updated as needed.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 2 | Normative References

No normative references are listed in this document.

Section 3 | Terms and Definitions

No terms and definitions are listed in this document.

Section 4 | Affiliation

Bylaws Article II

Policy Information

Categories of affiliation

Administrative Information

Policy #	4.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Governance Committee
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">✓ Governance Policy<input type="checkbox"/> Legal Policy<input type="checkbox"/> Finance Policy<input type="checkbox"/> Technology Policy<input type="checkbox"/> HR Policy✓ Operations Policy<input type="checkbox"/> Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The following lists the qualifications and conditions of the categories of affiliation:

Individual Affiliates - persons who are interested in all IACET activities and support its mission, standards, goals, and objectives. Individual Affiliate benefits include but are not limited to discounts on event registration, webinars, newsletters, eligibility for membership on taskforces, the council, or advisory boards along with the ability to cast one vote. Individual Affiliates are considered in good standing when current with all financial obligations.

Associate Affiliates - persons who are interested in all IACET activities, support its mission, standards, goals, and objectives. Associate Affiliate benefits include but are not limited to discounts on event registration, webinars, newsletters, eligibility for membership on taskforces, standard commissions, the council, and/or advisory boards. Associate Affiliates are granted to any individual who receives compensation from IACET. This is a non-voting category.

Accredited Providers - organizations that maintain IACET accreditation and award the IACET CEU based on one or more of the IACET Standards.

Organizations (or units within) that utilize the continuing education unit or other units of measure in providing continuing education and training programs and desire review and approval of their process may apply for accreditation. Accredited Provider(s) benefits include but are not limited to discounts on event registration, webinars, newsletters, eligibility for membership on all committees, taskforces, or boards. Each Accredited Provider(s) shall have five (5) votes to be cast by its Primary Contact designated by the organization.

Applicants must meet the following eligibility requirements:

- a) A governmental unit, is incorporated, chartered or otherwise legally-recognized as a business entity.

- b) Has been in business for at least one (1) year and operating under the conditions described in the application for at least three (3) months.
- c) Has a well-defined organizational structure in which the authority and responsibility for administering continuing education and training activities, courses, or programs is assigned to a specified unit.
- d) Has its educational activities, courses, or programs administered by an individual or group that can ensure that the most current IACET standard is met.
- e) Current with all financial obligations including accreditation fees and annual dues.
- f) Has completed and submitted its organization's annual report when submitting annual dues.

Applicants can apply for accreditation on behalf of an entire organization or for a specific unit or department within an organization. The applicant must clearly define the organizational unit that seeks accreditation within the application. The provider must operate under a single set of policies and processes, and possess authority, responsibility, and administrative control over organizational learning.

Larger entities, complex organizations, and those with many geographic units might have several distinct providers who all operate autonomously. In these cases, each provider would need to apply separately for accreditation.

Corporate Affiliate(s) - organizations whose activities are related to IACET's mission and contribute to the IACET body of knowledge and expertise to promote the development of continuing education and training, but do not directly provide continuing education and training. Corporate Affiliate(s) may have up to five (5) individuals who receive benefits under their organizational affiliation to include but are not limited to discounts on event registration, sponsorships, webinars, newsletters, eligibility for membership on taskforces or advisory boards. This benefit also includes the opportunity to partner with IACET on product development projects that align with the IACET Standards. This is a non-voting category.

Corporate Affiliates must meet the following eligibility requirements:

- a) A governmental unit, or is incorporated, chartered, or otherwise legally-recognized as a business entity.

- b) A business entity recognized as a legal entity with operating jurisdiction for at least three (3) months.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Terms for Good Standing

Administrative Information

Policy #	4.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Governance Committee
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input checked="" type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Affiliates are considered to be in good standing when all obligations are met. Affiliates who are not in good standing are not eligible for affiliate-related benefits.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 5 | Action by the Board

Bylaws Article III

Policy Information

Voting

Administrative Information

Policy #	5.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Action on all matters by the Board of Directors shall be decided by a simple majority vote of the Directors present, unless otherwise stated in the Articles of Incorporation, the Bylaws, or as required by applicable law.

For decisions requiring an at-large voting, Accredited Providers and Individual Affiliates shall each have one (1) vote. The Primary Contact for an Accredited Provider, as indicated in IACET's Association Management System (AMS), shall be the only person eligible to cast a vote for the Accredited Provider. An employee or independent contractor of IACET may not serve as the Primary Contact of any Accredited Provider. The Primary Contact can be changed at the discretion of the Accredited Provider upon notice to IACET.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Notice

Administrative Information

Policy #	5.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Notice is required for any meeting or action to be as set forth in the Bylaws.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Voting Between Meetings

Administrative Information

Policy #	5.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

When Board action is required between Board meetings and when the issue is outside the purview of the Executive Committee's responsibility, IACET Board members may determine to conduct an electronic ballot following the preparation and distribution procedure delineated below:

- a) The question to be decided and appropriate supporting information shall be provided to the IACET Office.
- b) Receipt of a request for a vote signals the CEO to notify the IACET Chair.
- c) The IACET Chair authorizes an electronic ballot. The Chair determines response date.
- d) The IACET Office prepares and distributes the ballot and supporting information to each Board member marked "RESPONSE REQUIRED."
- e) Board members vote via electronic ballot (email or web-based).
- f) Board members complete the ballot by the designated deadline set by the Chair. Electronically cast ballots are required to include the name of the Board member. Electronic ballots, or links to such, shall be sent to the email address for the Board member on file with IACET. Email ballots must originate from an email address under the control of the Board member and on file with the IACET Office.
- g) The CEO reports the results of the vote to the Secretary and Chair.
- h) The Secretary and/or Chair reports the results to Board members by email, and the results of the vote are placed on the Agenda for inclusion in the minutes for the next regularly scheduled Board meeting.

Action can only be taken by this procedure if a quorum of a majority of Board members entitled to vote cast a ballot. Voting on all matters shall be determined by a simple majority of votes received.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Voting eligibility and methods

Administrative Information

Policy #	5.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Individual Affiliates and the Accredited Providers in good standing may vote on all matters brought to the Accrediting Body. The Accredited Providers may only vote through their respective Primary Contact. To avoid conflicts of interest, employees, or independent contractors of IACET may not vote (either as Individual Affiliates or as the Primary Contact of an Accredited Provider). An independent contractor may include, but not be limited to, those who are eligible to receive a United States Internal Revenue Service Form 1099 from IACET at the end of a year.

Votes that involve the at-large IACET affiliates may be conducted electronically or in-person, subject to the restrictions set forth in the Bylaws or by applicable law.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 6 | Business Meetings

Bylaws Article IV

NOTE: Policies and Procedures regarding business meetings have been moved to the Bylaws at the recommendation of IACET's Attorney.

Section 7 | Officers

Bylaws Article V

Policy Information

Officer Qualifications

Administrative Information

Policy #	7.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Officer candidates shall:

- a) Have a desire to use his/her expertise for the benefit of IACET (e.g., leadership in continuing education and training; marketing; association management; financial management), as evidenced by the candidate's statement of his/her expertise and how he/she plans to assist the mission and vision of IACET.
- b) Sign a statement declaring his/her qualifications for office and willingness to:
 - a. Attend spring and fall board meetings.
 - b. Participate on and lead IACET committees and task forces.
 - c. Assist in implementing the vision and mission of IACET.
 - d. Pay travel expenses for board meetings and other required activities that exceed the authorized allowance for board members.
 - e. Comply with IACET's conflict of interest policy.
- c) Be an Individual Affiliate of IACET in good standing or an employee and a designated contact of an Accredited Provider, as indicated in IACET's corporate records (a "Primary Contact") in good standing, which includes having all fees paid up-to-date.
- d) Have held a leadership position at IACET or another organization (e.g., hospital board, community organization, work unit or committee) or group, as evidenced by:

- a. A list of the leadership roles, dates of role, number of members in group, and contribution towards tangible results of the organization's or group's efforts. Simple affiliation of an organization, unit, committee, or group does not qualify.
- b. The candidate's own philosophy on leadership and how he or she could advance the Accrediting Body.
- e) Have served on the Board of Directors for two (2) years out of the last five (5) years and have held a leadership position within IACET, such as chairing a task force or committee, serving on the Executive committee, or serving as an officer.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Transfer of Responsibilities

Administrative Information

Policy #	7.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The transfer of responsibilities from old to new officers of the Accrediting Body shall take place at the conclusion of the Annual Meeting or at the beginning of the Board Meeting if the Board Meeting is held after the Annual Meeting.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Filling the office of chair vacated during the term of office

Administrative Information

Policy #	7.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

In the event that the Office of the Chair is vacated prior to the expiration of the term of office, the Board of Directors shall elect by majority vote an interim Chair to perform the duties of Chair for the remainder of the term of office. The interim Chair shall be elected at the next regular election if that election is scheduled to be held within 90 days, or at a special election held as soon as possible.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Filling the office of secretary or treasurer vacated during the term of office

Administrative Information

Policy #	7.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

If the office of the Secretary or Treasurer shall become vacant prior to the term of office, the Board of Directors upon the recommendation of the Chair shall elect by majority vote a Secretary or Treasurer for the remainder of the term.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Interim officers

Administrative Information

Policy #	7.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

When the Board elects one of its members to fill an officer vacancy, the elected officer will serve in that position on an interim basis until the next duly held election of officers. The Board member filling the officer position on an interim basis shall be eligible to run for the office at the next duly held election. The Board member filling an officer position on an interim basis shall not be replaced on the Board and shall resume Board membership after the duly held officer election, providing the interrupted term has not expired

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Office of chief executive officer

Administrative Information

Policy #	7.6
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The IACET CEO operates as chief administrative officer of the Accrediting Body and serves at the pleasure of the Board of Directors. The CEO serves under a contract approved by the Board of Directors and shall provide:

1. Leadership to include:

- a. Regularly inform the Chair, Executive Committee and Board of Directors regarding the operations of the Accrediting Body.
- b. Provide day-to-day management of the Accrediting Body while focusing on the strategic objectives set by the Board of Directors.

2. Management to include:

- a. Provide leadership and work direction to all direct reports and their staff with the purpose of developing the Accrediting Body's management team members to operate at their peak performance of excellence.
- b. Promote staff development and a positive, creative work atmosphere.
- c. Provide support to program staff, as necessary.
- d. Be authorized to make decisions regarding staffing and independent contractors within budgetary guidelines.
- e. Notify the Executive Committee, and when necessary, the Board of Directors prior to any major staffing decision.

3. Governance to include:

- a. Provide input to the Board of Directors regarding progress on Board designated goals, strategies, and directions.
- b. Meet with the Board of Directors at regular and special meetings.
- c. Assist the Board of Directors in cultivating new Affiliates and orienting them to the Accrediting Body's mission, strategic plans, and programs.

4. Planning to include:

- a. Be responsible for the development of short and long-term goals through strategic planning with the Board of Directors and the staff of the Accrediting Body.
- b. Conduct the implementation and monitoring of action plans, evaluations of outcomes and results, and succession planning for the Accrediting Body.

5. Finance to include:

- a. Guide the organizational budget for both operational and capital needs and for issue of all checks, vouchers, and payments.
- b. Monitor the financial position and operations of the Accrediting Body.

6. Development to include:

- a. Be responsible for the short and long-term fundraising planning goals and objectives and overall fundraising plans.
- b. Help instill a culture of service and philanthropy at IACET.
- c. Strategize with leadership and senior staff on cultivation and solicitation strategies for high-priority prospects (individuals, corporations and foundations).

- d. Cultivate and solicit high-level individual, corporate and foundation gifts and reviews major gift proposals and grant requests.
- e. Participate in prospect solicitation briefings, prepared and presented by development staff.
- f. Inform fundraising staff of key interactions as they relate to prospects to ensure proper documentation and tracking.
- g. Direct, in cooperation with senior fundraising staff, fundraising activities related to the Board.
- h. Oversee development and implementation of a marketing and communications plan for the Accrediting Body.

7. Programs to include:

- a. Be responsible for monitoring, evaluating, and improving IACET programs (subject to the terms of these IACET Policies and Procedures), with support from staff as determined by the CEO.
- b. Responsible for the management and administrative decisions of the IACET Council and Commission.
- c. Support the Commission in carrying out the accreditation process.
- d. Monitor Accredited Providers' activities for compliance with accreditation criteria and take appropriate action as necessary, subject to the Commission's oversight and approval.
- e. Plan and develop the annual training, and conduct such training, for new and existing members of the Council, Standard Consensus Bodies, Commissions, Committees, Advisory Boards, and Taskforces for their respective roles.

- f. Prepare the annual budgets for the Council on Standards Development (the “Council”) and IACET Commission, subject to Sections 11.4 and 13.2 of these Policies and Procedures, respectively.

8. Community affairs to include:

- a. Be responsible for explaining the purpose of IACET to the public through all means of communication and media available to the Accrediting Body.
- b. Maintain effective client relations, leading collaborative efforts with other similar organizations, researching other unmet continuing education and training needs, and maintaining appropriate relations with other governmental regulatory bodies, educational and professional groups.

9. Legal affairs to include:

- a. Be responsible for meeting appropriate legal requirements relative to the operations of the Accrediting Body, including all public accountability at federal, state, and local levels.
- b. Be the official signatory on contracts, grants, purchase orders, consultant agreements, and other legal documents executed by the Accrediting Body. Other authorized signatory of such documents shall include the IACET Chair, Secretary, and Treasurer.

New proposed obligations exceeding \$5,000 that are not in the budget must be disclosed to the Board by the authorized signer prior to execution.

Obligations or variations that cumulatively exceed 1% of the approved budget in one or more budgeted line items require board approval.

10. Facilities and equipment to include:

- a. Be responsible to secure and manage utilizing a stewardship approach of the facilities and equipment for a successful operation of the Accrediting Body.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Finance Committee	Board of Directors	<ul style="list-style-type: none">Item 9 B updated for signatory authority: Expansion of Authorized Signatories: The

				<p>updated policy broadens the list of officials authorized to act as signatories to include the IACET Chair, Secretary, and Treasurer, in addition to the existing role of the President and CEO. This change:</p> <ul style="list-style-type: none">o Mitigates risk by distributing authority and reducing dependency on a single officer.o Improves operational efficiency by allowing greater flexibility and responsiveness in managing contractual and financial matters. <ul style="list-style-type: none">• Disclosure and Approval Requirements: The new thresholds for disclosure and board approval are intended to ensure that substantial financial commitments align with the organization's strategic objectives and budgetary
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				<p>constraints. Specifically:</p> <ul style="list-style-type: none">○ Disclosure for New Obligations Over \$5,000: This requirement ensures that the Board is informed of significant new expenditures not previously budgeted, allowing for better financial oversight and strategic alignment.○ Board Approval for Exceeding Budget by 1%: Requiring board approval for expenditures exceeding budget thresholds by 1% safeguards the organization's financial health and ensures that budget overruns are scrutinized
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				and justified.
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Section 8 | Board of Directors

Bylaws Article VI

Policy Information

Role of the Board of Directors

Administrative Information

Policy #	8.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The role of the IACET Board of Directors is to:

1. Make policies and direct the strategic activities of the Accrediting Body. It shall be composed of the Officers, and no more than ten additional elected or appointed voting directors and one non-voting *ex officio* director, as described in the Bylaws.
2. Appoint members to the IACET Council, Standard Consensus Bodies, and Commission as recommended by the Nominations and Elections Committee.
3. Review and approve the annual budget.
4. Maintain a role of non-interference with the accreditation or certification review processes.
5. Oversee activities of the IACET Council, Standard Consensus Bodies, and Commission.
6. Oversee the activities of the Council, Standard Consensus bodies, and Commission. The Chair of the Council is liaison to the Board as a non-voting member. The Chair of the Commission and Chair of the Accreditation Review Committee are liaisons to the Board as non-voting members.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board of directors' nominations and election

Administrative Information

Policy #	8.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Subject to the requirements in Section 8.3 below, all persons with an interest in or association with continuing education and training who are either an employee and a Primary Contact of an Accredited Provider or Individual Affiliate in the Accrediting Body qualify for appointment or election to the IACET Board of Directors.

Six (6) non-officer Directors shall be elected by the affiliates and four (4) shall be appointed by the Board of Directors. The terms shall be staggered so that, insofar as is possible, one-third of the directors shall rotate each year.

Candidates for all ten (10) Director positions and three (3) Officer positions shall be recommended by the Nominations and Elections Committee.

1. The Nominations and Elections Committee shall strive, to the extent possible, to identify and recruit a balance of available candidates from business and industry; schools, colleges and universities; professional and trade associations; hospitals and health services; federal government agencies; state and local government agencies; and other categories (at-large), as well as a balanced representation of geographical locations.
2. The Nominations and Elections Committee shall establish the cutoff date for acceptance of candidacy applications. The committee will publish the cutoff date and the Board of Directors' candidate application form on the IACET website. The committee shall contact all known nominees to inform them to complete the application and return it to the Nominations and Elections Committee no later than the cutoff date.
3. The Nominations and Elections Committee shall screen all applications for omissions and contact the applicant to request any missing

information. The applicant will have five (5) working days after the request to provide the information.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board member candidate requirements

Administrative Information

Policy #	8.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The candidate must be an Individual Affiliate of IACET in good standing or an employee and Primary Contact of an Accredited Provider in good standing, which includes having all fees paid up to date.

1. Additionally, all candidates shall:
 - a. Have held a leadership position in IACET or another organization (e.g., hospital board, community organization, work unit or committee) or group, as evidenced by: A list of the leadership roles, dates of role, number of members in group, and contribution towards tangible results of the organization's or group's efforts. Simple membership in an organization, unit, committee, or group does not qualify.
 - b. Submit the candidate's own philosophy on leadership.
 - c. Have a desire to use his/her expertise for the benefit of IACET (e.g., leadership in continuing education and training; marketing; association management; financial management), as evidenced by the candidate's statement of his/her expertise and how he/she plans to use that expertise for IACET.
2. Candidates must sign a statement declaring his/her qualifications for Director and willingness to:
 - a. Attend spring and fall board meeting.
 - b. Participate on and lead IACET committees and task forces.
 - c. Implement the vision and mission of IACET.

- d. Pay travel expenses for board meetings and other required activities that exceed the authorized allowance for board members.
 - e. Comply with IACET's conflict of interest policy.
3. The Nominations and Election Committee shall review all complete applications to assemble a slate of nominees. If more than three complete nomination forms are received per vacancy, the Nominations and Election Committee shall select the three best qualified candidates for each vacancy.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Candidate disclosure

Administrative Information

Policy #	8.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Nominations and Election Committee with the assistance of IACET staff shall publish the applications of all candidates on the IACET website at the same time as the call for votes.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board meeting attendance requirements

Administrative Information

Policy #	8.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Board members shall attend all meetings. Directors who miss two consecutive meetings may be removed for such absences by a majority vote by the Directors in office. A Board member is only marked as present if they are present for most of the meeting.

Virtual attendance at Boards meetings is an option. Board members are required to use the technology provided by IACET to ensure full interaction and collaboration in the meeting. The Executive Committee has the right to determine whether a Board member has met the appropriate requirements for participating in the meeting.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board member travel reimbursement

Administrative Information

Policy #	8.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Board members may be reimbursed for reasonable expenses actually incurred to offset the cost of IACET-related business travel. Expenses expected to exceed \$1,500 must be pre-approved by the CEO. Expenses must be supported by receipts.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board Member Vacancies

Administrative Information

Policy #	8.7
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Vacancies of board-elected positions on the Board of Directors occurring during the term of office may be filled for the remainder of the term by a majority vote of the Board.

Vacancies of affiliate-elected positions on the Board of Directors occurring during the term of office may be filled by a majority vote of the Board until the next regularly scheduled affiliate election of Directors, which at that point the affiliates shall elect by majority vote a Director to fill the remainder of the term.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Board member recognition

Administrative Information

Policy #	8.8
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Board of Directors may recognize individual board members for meritorious service.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Conflict of interest

Administrative Information

Policy #	8.9
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

A conflict-of-interest policy is essential to ensure the integrity and effective stewardship of resources at our nonprofit organization. It helps those associated with the organization to identify any potential conflicts and take the necessary steps to address and resolve them in an ethical and transparent manner. This policy ensures that all decisions are being made in the best interest of the organization, its mission, and its constituents.

B. Policy Statement

It is the policy of the IACET Board to maintain and encourage its directors, officers, other volunteers, and employees to maintain the highest standards of ethics and propriety in all IACET activities. The Board has adopted a formal Conflict of Interest policy (Appendix E) to use as guidance.

It shall be required of each new director, officer, other leadership group volunteer and selected staff to review and attest to their receipt of the Conflict of Interest Policy immediately upon assumption of his or her responsibilities. Appendix F provides a form for reporting potential conflicts of interest and can be provided to the CEO or Chair as needed.

Board members are prohibited from simultaneously holding a position on an IACET Commission and shall resign their post as a Commission member prior to being considered for a Board position. IACET Employees are prohibited from serving in a voting capacity on the Board, Council or Commission.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Board of Directors	Board of Directors	<ul style="list-style-type: none">- Minor typographical and grammatical changes to improve readability.- Added “in writing” to notification clauses to ensure clarity of the method.- Updated list of groups to match the <i>Policy on</i>

				<p><i>Policies</i> definitions.</p> <ul style="list-style-type: none">- Added a section to deal with non-compliance to the policy.
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Policy Information

Appeals Process

Administrative Information

Policy #	8.10
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

With exception of appeals with respect to accreditation decisions, the Board of Directors shall act as the final appeals for decisions made by the Council, Standard Consensus Bodies, Committees, Advisory Boards, and Taskforces. The Board will reconsider or investigate the matter (e.g., questions of controversy that have not been reconciled) at any regular or special meeting where a quorum is present. A quorum for the Appeals Board shall be two-thirds of the Board members. The Appeals Board decision will be by a majority vote of those responding.

All appeals shall be submitted in writing and sent (mail or email) to IACET HQ to be distributed to the Board of Directors. Appeals should state the reason for the appeal and any other pertinent information. Appeals must be submitted within 14 calendar days of notification of a decision, which is being appealed. The Board will acknowledge receipt of the appeal within 3 calendar days. The appellant will be provided with a report stating the Appeals Board decision.

If a member of the Board of Directors has a conflict of interest, he/she shall not participate in the Appeals process. The decision of the Appeals Board shall be final and binding for all purposes.

Appeals with respect to accreditation decisions shall be adjudicated by the Accreditation Review Committee.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 9 | Standing Committees and other Workgroups

Bylaws Article VII

Policy Information

Executive Committee

Administrative Information

Policy #	9.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Executive Committee provides oversight for all Accrediting Body-related action areas and adherence to policy. Although the Committee acts on behalf of the Board between Board meetings it is responsible to the full Board for all of its actions. The Board shall be consulted prior to acting on sensitive issues, including but not limited to, major personnel decisions, unbudgeted expenditures in excess of \$10,000 (USD), and Board liabilities. The Executive Committee actions shall be reported to the Board of Directors within 30 days.

Individuals elected to the Executive Committee shall have served on the Board for at least one (1) year. They shall serve for one year and may be re-elected at the end of their term. The Chair shall present candidates for the At-Large positions at the Board meeting held in conjunction with the Annual Business Meeting. For vacancies that occur during the year, ballots may be conducted by electronic ballot or email. Voting results will be reported to the Board prior to an individual taking office.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Nominations and Elections Committee

Administrative Information

Policy #	9.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Nominating and Elections Committee shall include one (1) Council member, three (3) members from outside the Board, drawn from the ranks of Individual Affiliates and persons who are employees and Designated Contacts of Accredited Providers, and two (2) members from the Board of Directors, with the Chair of the Governance Committee serving as a non-voting liaison to ensure compliance with the IACET Bylaws and Policies and Procedures.

The Nominations and Elections Committee Chair shall be recommended by the Chair of the Board from among the Committee members. The CEO shall serve as a voting member of the Committee. The Nominations and Elections Committee members and its Chair shall be appointed by the Board of Directors based upon the recommendation of the Chair of the Board. Each term of office shall not exceed one (1) year unless members are re-appointed by the Board of Directors during the next official election term.

Requests for filling vacant officer, Board, Council, Standard Consensus Body, or Commissioner positions should be directed to the Nominations and Elections Committee unless otherwise directed in these policies or the Bylaws. The Committee shall examine the qualifications of applicants for those positions and submit recommendations to the Board for consideration and voting.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Finance Committee

Administrative Information

Policy #	9.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Finance Committee shall be chaired by the Treasurer. Committee members have terms of one (1) year, and shall meet quarterly to review IACET's budget, financial statements, investments, and overall financial health.

The Committee shall review and approve the proposed budget prior to submission to the Board of Directors, and with the assistance from the CEO, oversee the development and maintenance of an investment policy (Appendix A) that is to be used to optimize and protect IACET's financial assets.

Members of the Finance Committee shall be appointed by the Chair of the Board.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Governance Committee

Administrative Information

Policy #	9.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Governance Committee shall:

- Ensure IACET corporate governance policies are in agreement with its stated goals, mission, vision and by-laws, and devise and make recommendations for policies that reflect best practices for overall good governance.
- Make recommendations regarding the size and composition of the Board.
- Assist the Nominations & Elections Committee with respect to attracting and recruiting Directors of the IACET Board.
- Assist the Board of Directors with identifying best practices, policies and procedures for identifying and recruiting candidates for Board of Director vacancies.
- Develop and conduct an orientation process for newly appointed Board Directors and provide ongoing board training and development.
- Advise the Board about strategies that strive to increase individual Board Director effectiveness and their abilities to work collaboratively with their peers.
- Advise the Board, and make recommendations, about operational strategies including relevant amendments to the organization's bylaws to strengthen the organization and empower the Board in meeting its obligations related to good governance principles and abide by the organization's mission, vision, values, and by-laws. These recommendations may include:

- Policies to increase Board Director effectiveness and collaborative work with their peers, and policies on issues related to Board Director service
- Criteria for Board membership
- Job descriptions for Directors and Officers
- Policies for Board vacancies, size and composition of the Board and Board Committees
- Policies on removal of ineffective Directors.
- Make recommendations regarding standing committees (including size and composition)
- Develop Board, Committee, Volunteer, and Staff conflict of interest policies.
- Mediate conflicts and/or conflicts of interest involving Directors, Officers, and/or the IACET CEO.
- Handle whistleblower complaints (*See Whistleblower Policy*)

The Governance Committee shall be composed of no more than 7 members with at least 3 being current Directors of the Board. The Governance Committee Chair shall be a current Director of the Board nominated by the IACET Chair and elected by the majority of the Directors of the Board. The remaining members shall be appointed by the IACET Chair upon the recommendation of the Chair of the Governance Committee. Members shall serve three (3) year terms and no member shall serve more than three (3) consecutive terms.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Awards Committee

Administrative Information

Policy #	9.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Awards Committee shall have a one (1) year term where they manage the annual awards program.

This includes reviewing the type, criteria, awards issued in past years, assessing for relevance to the current organizational mission, goals and strategies, deciding which awards to carry forward and, as applicable, identifying and developing new award categories.

Members of the Awards Committee shall be appointed by the Chair of the Board.

The Committee shall implement an award nominations and evaluations process.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Personnel Committee

Administrative Information

Policy #	9.6
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Personnel Committee serves as an advisor regarding IACET employee policies and general benefits provided by the Accrediting Body.

The Committee shall be comprised of select members of the Executive Committee and one other at-large member of the Board of Directors, as determined by the Chair. The Committee Chair shall be appointed by the Chair of the Board.

The Committee is not responsible for day-to-day management decisions concerning staff. The Committee is expected to meet as needed to review its charge and consider actions.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Non-standing Committees and Taskforces

Administrative Information

Policy #	9.7
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

There may be times when the IACET Board of Directors will need to form a non-standing committee or taskforce to provide input on specific issues.

The Chairs of all non-standing committees and/or taskforces are appointed by the Chair of the Board for one (1) year. One month prior to the Fall Annual Meeting, the Chair will appoint Committee Chairs for each committee, for which the Chair has such appointment authority, for the up-coming year. Appointments are effective as of the close of the Fall Annual Meeting. Committee membership is voluntary and encouraged.

When a non-standing committee or taskforce has accomplished the established goals, the IACET Board shall dissolve the committee.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Advisory Boards

Administrative Information

Policy #	9.8
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

There may be times when the IACET Board of Directors will need to form an Advisory Board to provide input on specific issues or for certain industries. IACET shall maintain a policy governing its Advisory Boards. (See Appendix G for Advisory Board Policy.)

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
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0				Initial Outline of Process
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Appendix G

ADVISORY BOARD POLICY

G.1 Definition

An Advisory Board is a collection of individuals who bring unique knowledge and skills that complement the formal IACET Board members to effectively govern and promote the organization. An Advisory Board does not have formal authority to govern IACET. Rather, an Advisory Board serves to make recommendations and/or provide key information and materials to the formal Board of Directors. Multiple Advisory Boards may be formed to address specific needs of the Accrediting Body.

G.2 Purpose

Advisory Boards shall be used to build and maintain relationships in important industries or professions in which IACET operates. Advisory Board members have unique knowledge and skills that IACET can leverage to further its mission.

G.3 Establishment and Membership

1. The establishment of an Advisory Board must be in harmony with the IACET Strategic Plan and be driven with a clear sense of purpose.
2. The establishment and dissolution of an IACET Advisory Board shall require the approval of the IACET Board of Directors.
3. Members of the Advisory Board along with the chair shall be appointed by the IACET Chair of the Board.
4. IACET Affiliation is recommended but not required for participation on an Advisory Board.
5. Terms for Advisory Board members are for one year.
6. The CEO shall make recommendations to the IACET Chair of the Board on potential members and reappointments.

G.4 Conflict of Interest

1. Advisory Board members are subject to the IACET Conflict of Interest Policy and shall disclose any potential conflict of interest.
2. Each Advisory Board member shall be provided with this policy and provide a signed acknowledgement of receipt.

G.5 Expenditures

1. Expenditures made on behalf of the Advisory Board must be approved by the Chief Executive Officer (CEO) and budgeted for in advance.
2. Expenditures for the Advisory Board shall be disclosed on financial reports received monthly by the Treasurer and quarterly by the Finance Committee.

G.6 Compensation

IACET Advisory Board Members shall not be provided honoraria or other forms of financial compensation. Advisory Board members may be eligible for reimbursement of travel expenses in conjunction with IACET Travel Policy at the discretion of the CEO and within the parameters of the IACET budget.

Section 10 | Fiscal Responsibilities

Bylaws Article VIII

Policy Information

Fiscal Year

Administrative Information

Policy #	10.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Accrediting Body's fiscal year begins January 1st and ends December 31st.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Depositing, expending, or investing accrediting body funds

Administrative Information

Policy #	10.2
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input checked="" type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The CEO or designated staff is directed to handle the receipt and recording of all funds and cause them to be deposited, expended, or invested.

All transfers from investment funds to operating funds must be approved by the Board of Directors.

The Treasurer, the CEO, and any designated staff will be bonded on behalf of the Accrediting Body.

A Treasurer's report will be included as an agenda item at regularly scheduled Board of Directors meetings and the Annual meeting.

The Accrediting Body under the supervision of the CEO, Treasurer, and the Finance Committee shall maintain a current investment policy. (See Appendix A)

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Finance Committee	Board of Directors	<p>10.2 Depositing, expending, or investing accrediting body funds</p> <ul style="list-style-type: none">• Added requirements that all investment funds being transferred to operating funds must be approved by the Board to ensure transparency and accountability.• Clarified that a Treasurer's Report is required at regularly scheduled meetings, not all meetings

to avoid confusion on if a Treasurer's Report is due when an emergency meeting occurs.

**Appendix A
Investment Policy**

A.1 Purpose

- Expanded to include liquid assets and investments funds.

A.4 Staff

- Restricted authority of the CEO for certain actions and elevated the authority to the Board of Directors to ensure transparency and accountability, as well as, allow the Board to solidify their role as fiduciaries.

				<p>A. 4.1.7 Allocations (Operating Fund)</p> <ul style="list-style-type: none">• Added specific target allocations to the operating fund account to ensure cash flow and solvency.• Added escalating reporting requirements when allocations are outside of targeted amounts. <p>A.4.4.4 Allocations (Reserve Fund)</p> <ul style="list-style-type: none">• Added a maximum amount that the reserve fund shall not exceed to promote the use of excess reserves to finance strategic initiatives approved by the Board.
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Policy Information

Payment Execution Authorization Policy

Administrative Information

Policy #	10.3
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input checked="" type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

The power to bind an entity is an important governance issue that must be carefully considered. A key element of effective internal control is ensuring the proper signing authorities are in place for both internal approval processes and bank transactions. Through the implementation of a Signature Authority Policy, the Board shall define and implement a structure for appropriate authority levels for transactions such as check writing, ACH approvals, bank transfers and wire activity.

A Signature Authority Policy requires progressive approvals for various expenditure levels and is an important oversight tool as it helps to ensure that the appropriate parties are aware of and have approved of major expenditures. The policy can address expenditures as well as contractual commitments.

Furthermore, a documented set of internal authorities shall be established and enforced for internal approval of processes such as purchasing, payroll, and commitment of organization resources for services or goods (contracts). This will ensure that internal procedures are followed, and that accountability is maintained.

B. Policy Statement

- a. The CEO, senior operations manager, and Treasurer are authorized to execute all payments or transfers on behalf of the Accrediting Body.
 - i. Payments up to \$5,000 require approval from one of the authorized signatories.
 - ii. Payments over \$5,000 and up to \$25,000 require two approvals from the authorized signatories, one of which must be the approval of the Treasurer or CEO.
 - iii. All checks over \$25,000 require two approvals from the authorized signatories, one authorized staff member and the Treasurer.

- iv. In no case:
 - may one of the approvals be the same as the payee.
 - may blank checks or counter checks (checks without a date, amount, or payee designated) be signed in advance.
 - may payments be made out to “cash,” “bearer,” “petty cash,” etc.
 - may payments be prepared on verbal authorization.

- b. The CEO, senior operations manager, and the Treasurer are authorized to sign checks and electronic fund transfers to, from, and between IACET accounts.
 - i. Anyone approving an outgoing funds transfer must assure the availability of the funds.
 - ii. Board approval is required to transfer funds from the investment account to the operating account and the transfer is consistent with the Investment Policy (Appendix A).

- c. The CEO, senior operations manager, and Treasurer are authorized to execute payments for staff compensation and bonuses.
 - i. The Board approves the compensation and bonuses for the CEO. The IACET Chair certifies the Board’s decision in a memo to the CEO and senior operations manager.
 - ii. The CEO approves compensation and bonuses consistent with what is allowed for in the budget for the IACET staff and certifies their decision in a memo to the staff person and the senior operations manager.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Finance Committee	Board of Directors	<p>The revised Payment Execution Authorization policy introduces more structured and detailed guidelines for handling financial transactions, reflecting our commitment to robust financial management and accountability. These changes enhance security, ensure compliance, and maintain financial integrity across all levels of the organization.</p> <ol style="list-style-type: none">Expanded Authorization and Multi-level Approval Processes:<ul style="list-style-type: none">Broadening the Pool of Authorized Signatories (CEO, Senior Operations Manager, and

				<p>Treasurer) distributes responsibility and reduces operational bottlenecks, facilitating smoother financial operations.</p> <ul style="list-style-type: none">• Structured Approval Tiers:<ul style="list-style-type: none">• Payments up to \$5,000 require single-signatory approval, balancing efficiency with oversight.• Payments between \$5,000 and \$25,000 require dual approvals, including the Treasurer or CEO, enhancing security for mid-level transactions.• Payments exceeding \$25,000 necessitate two approvals, ensuring high-level oversight for
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				<p>significant financial commitments.</p> <ul style="list-style-type: none">• These tiered approvals are designed to proportionally increase scrutiny and security with the size of the transaction, thereby safeguarding organizational assets. <p>2. Prohibitions and Safeguards:</p> <ul style="list-style-type: none">• Specific prohibitions against pre-signed blank checks, payments to "cash" or similar, and payments based on verbal authorizations prevent fraud and ensure all transactions are fully documented and traceable.• These prohibitions reinforce our commitment to financial transparency and prevent unauthorized disbursements. <p>3. Specific Authorizations for Fund Transfers and Compensation:</p>
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				<ul style="list-style-type: none">• Fund Transfers: Board approval is required for moving funds from investment to operating accounts, ensuring that such significant financial decisions align with the organization’s investment policy and long-term strategy.• Compensation and Bonuses: Establishing clear approval pathways for compensation—ranging from the Board for the CEO to the CEO for other staff—maintains transparency and accountability in salary administration. <p>These updates to the payment execution policy are intended to enhance the financial governance of the organization, ensuring that every transaction is executed with the utmost integrity and in alignment with our fiscal policies. This structured approach to financial management will support the organization’s continued success and sustainability.</p>
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Policy Information

Appointment of an auditing firm

Administrative Information

Policy #	10.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The CEO will employ an accounting firm to audit the Accrediting Body's financial records on an annual basis.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Fees in U.S. dollars

Administrative Information

Policy #	10.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

All fees and prices, unless clearly stated otherwise, will be in U.S. dollars. It is the responsibility of the payer to provide all payments in U.S. currency, including any costs of exchanging foreign currencies and any losses due to the day-to-day differences in the exchange rate.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Refunds

Administrative Information

Policy #	10.6
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

A. Affiliation Dues/Annual Fees

Affiliation dues and accreditation fees will not be refunded once an applicant has been notified of acceptance into active membership or accreditation.

B. Registration fees for Events

1. Registration Transfer Requests

Registrations shall be transferable to another delegate upon written request prior to the start of the event.

2. Cancellation by IACET

IACET reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable. If IACET cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event or another event of the same type at the new, future date. IACET will not refund the registrant expenses associated with the event, such as, travel, hotel, or other expenses.

3. Cancellation by Registrant

a. Professional Development Webinars

Written requests for webinar cancellations received prior to the start of the webinar are fully refundable.

b. Synchronous Events held at IACET HQ or Remotely

Registration fees will be fully refunded only if requests for cancellation/refunds are received in writing at least 10 business days prior to the event. A 20% processing fee will be assessed. No refunds will be made within 9 business days of an offering. However, substitutes may be made for another delegate to attend learning events offered by IACET in lieu of the original registrant. IACET shall not be obligated to provide a refund or credit towards a future workshop for requests received the day prior to the event or after the event to registrants who do not attend.

c. Synchronous Events held at Contracted Venues

Since IACET may be subject to different contractual obligations with various venues, the IACET CEO shall establish refund policies for each event based on the terms of the contracted venue.

d. Asynchronous Educational Offerings (e-Learning courses)

Registration fees for asynchronous educational offerings are non-refundable. For courses that have not been started, the registration may be transferred to another delegate upon request. Registrants may also request one extension of up to three-months of the course access expiration date.

C. Standard purchase policy

The purchase of an ANSI/IACET Standard represents potential use of the standard and is non-refundable. The materials are copyrighted.

D. Accreditation application fees

The accreditation application fee is non-refundable.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Fee differential

Administrative Information

Policy #	10.7
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

There will be a differential between meeting fees paid by IACET affiliates and non-affiliates.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Annual accreditation fees/affiliation dues invoicing – renewals

Administrative Information

Policy #	10.8
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Invoices for accreditation fees/affiliation dues will be emailed 90 days prior to the beginning of the renewal year. Second invoices will be emailed 60 days prior to the beginning of the next renewal year. Third invoices will be emailed 30 days prior to the beginning of the next renewal year.

Three months into the fiscal year either a letter or phone call will be made to determine continuation of accreditation/affiliation. Accreditation/affiliation will be dropped the following month if fees/dues are not received.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Credit Card Policy

Administrative Information

Policy #	10.9
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	Finance Committee
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input checked="" type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

Organizations that provide credit cards to their employees should establish a clear policy outlining the usage rules and expectations of employees. This policy should cover:

- spending limits

- requirements for responsible use
- acceptable expenses
- consequences for any misuse or violation of organization policy.

In addition, the policy should provide a clear understanding of the employee's personal liability if they misuse the card. Finally, the policy should include a procedure for monitoring the employee's use of the card and how to handle any discrepancies uncovered.

B. Policy Statement

- a. IACET will issue a business credit card with a limit of \$50,000 for use by the CEO and authorized full-time employees to make authorized business purchases.
- b. The CEO will maintain a policy and procedures for determining which staff members are authorized and credit limits for those employees.
- c. The balance on the IACET credit card(s) are paid each month.
- d. Any benefits accrued to the IACET credit card will be used solely for the benefit of IACET.
- e. The CEO will present the monthly credit card statement along with appropriate documentation to the Treasurer.
- f. The CEO will be notified of staff purchases on the IACET credit card. Staff must submit proper documentation to support all credit card purchases within 10 business days.
- g. IACET credit cards cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers.
- h. IACET credit cards cannot be used for expenses other than those incurred by the assigned employee named on the card, except with prior written approval from the Treasurer, or for personal expenses.
- i. Misuses of the card will result in cancellation of the card and withdrawal of corporate credit card privileges.
 - 1) In the rare event a personal item is purchased with an IACET credit card, the employee will immediately reimburse the organization.

- 2) A receipt showing the reimbursement will be submitted with the receipts and credit card statement.
 - 3) Employees with three or more personal expense charges within a 12-month period will lose the privilege of having an IACET credit card for a period of not less than one year, at which time, they may re-apply to the CEO to have card privileges reinstated.
- j. In the event an IACET credit card is lost or stolen, it must be immediately reported to the CEO.

C. Authority

The Finance Committee is responsible for establishing policies and procedures surrounding the use of credit cards.

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Finance Committee	Board of Directors	<ol style="list-style-type: none"> 1. Scope of Authorization: <ul style="list-style-type: none"> • Clarifies that credit cards are issued to the CEO and authorized full-time employees, narrowing the range of potential cardholders. • Establishes a procedure for the CEO to set specific credit limits and authorization criteria for staff members. 2. Documentation and Reporting: <ul style="list-style-type: none"> • Tightens the timeline for staff to submit documentation supporting credit card purchases to

				<p>within 10 business days.</p> <ul style="list-style-type: none">• Maintains the requirement for the CEO to present the monthly statement and supporting documentation to the Treasurer. <p>3. Restrictions on Usage:</p> <ul style="list-style-type: none">• Explicitly prohibits the use of credit cards for obtaining cash advances, bank checks, traveler's checks, or electronic cash transfers.• Limits card usage to expenses incurred by the named employee on the card unless prior written approval is obtained from the Treasurer. Personal expenses are
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strictly
forbidden.

**4. Consequences of
Misuse:**

- Defines misuse consequences, including the cancellation of the card and the withdrawal of credit card privileges.
- Specifies the process for handling personal charges mistakenly made on the card, including immediate reimbursement and documentation requirements.
- Introduces a policy where employees with three personal expense charges within a 12-month period will lose credit card privileges for at least one year.

				<p>5. Loss or Theft:</p> <ul style="list-style-type: none">• Stipulates that lost or stolen cards must be immediately reported to the CEO.
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Policy Information

Travel Expense Reimbursement Policy

Administrative Information

Policy #	10.10 Amendment B
Original Issue Date	09/2016
Current Revision Date	2024-04-27
Next Review Date	2027
Responsible Committee(s)	Finance Committee
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none"><input type="checkbox"/> Governance Policy<input type="checkbox"/> Legal Policy✓ Finance Policy<input type="checkbox"/> Technology Policy<input type="checkbox"/> HR Policy✓ Operations Policy<input type="checkbox"/> Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

The purpose of this Travel Policy is to establish clear guidelines and procedures for the authorization, arrangement, and reimbursement of travel expenses incurred by employees, contractors, volunteers, and board members while conducting business on behalf of the organization. This policy aims to ensure that all travel is conducted in a cost-effective, efficient, and consistent manner, while supporting the business objectives and maintaining fiscal responsibility. The policy also seeks to provide transparency and accountability in the management of travel-related expenses, ensuring compliance with applicable laws and regulations, and fostering a culture of fairness and equity within the organization.

B. Policy Statement

IACET shall maintain an updated travel policy that governs travel made on behalf of the Accrediting Body. Contractors, Volunteers, and Employees without credit card privileges are required to use personal methods of payment and seek reimbursement for expenses. Employees with credit card privileges may use the IACET credit card for travel expenses but are still required to submit a travel expense reimbursement form.

C. Authority

The Board of Directors, as fiduciaries of the organization, holds the authority to establish and set this Travel Policy. This responsibility includes defining the guidelines and procedures for all travel-related activities to ensure they align with the organization's mission, financial integrity, and operational efficiency. Once established, the enforcement and implementation of this policy are delegated to the CEO.

D. Definitions

To ensure clarity and understanding of the terms used in this Travel Policy, the following definitions are provided:

Business Necessary: Expenses that are essential to fulfill IACET's mission and vision and are aligned with the strategic goals of the Board.

Economy Class Tickets: Airfare tickets that offer standard seating and services without additional amenities, often at the lowest available fare.

Entertainment Expenditures: Costs incurred for business-related social activities, such as meals or events, authorized in advance by the Board Chair or CEO.

Expense Report Module: An online tool within the IACET portal used for submitting and managing travel expense reports.

Frivolous Expense: Any cost that is considered unnecessary, inappropriate, or extravagant and does not serve a valid business purpose.

Ground Transportation: Means of transport such as taxis, rideshares, rental cars, shuttles, and personal vehicles used for business travel.

Gratuity: A voluntary payment made in addition to the required amount, typically for services such as meals, transportation, and porter services, subject to specific guidelines in this policy.

IACET Credit Card: A credit card issued by IACET to authorized employees for business-related travel expenses.

IRS Mileage Reimbursement Rate: The rate set by the Internal Revenue Service for reimbursing business use of a personal vehicle, which includes fuel, maintenance, and depreciation costs.

Itemized Receipt: A detailed receipt that lists all items purchased, their individual prices, and any applicable taxes or tips.

Lavish or Extravagant: Expenses that exceed what is reasonable and appropriate for the business context, as determined by IACET's CEO.

Mid-Size Vehicle: A rental car category that is larger than a compact car but smaller than a full-size car, typically used for its balance between cost and comfort.

Non-Reimbursable Expenses: Costs that are not covered by IACET, including but not limited to, luxury upgrades, personal entertainment, and any expenses not explicitly outlined in the policy.

Ordinary and Necessary: A standard set by the IRS that defines travel expenses as both common and accepted in the traveler's profession, and essential for conducting business.

Personal Methods of Payment: Any payment method, such as personal credit cards or cash, used by individuals when IACET credit cards are not available.

Standard Accommodations: Basic lodging provided by a hotel or similar establishment, excluding upgrades or luxury options.

Travel Expense Reimbursement Form: A document submitted by travelers to request reimbursement for expenses incurred during business travel on behalf of IACET.

E. Procedures

See Appendix B.

F. Responsibility

1. **Board of Directors:**
 - Holds the authority to establish and set the Travel Policy.
 - Ensures the policy aligns with the organization's mission, financial integrity, and operational efficiency.
2. **Chief Executive Officer (CEO):**

- Enforces and implements the Travel Policy as delegated by the Board of Directors.
- Reviews and approves exceptions to the travel policy, including meal expense limits and travel arrangements in high-cost locations.
- Pre-approves rental car expenses and oversees compliance with the travel policy.
- Authorizes entertainment expenditures in advance.

3. **Finance Committee:**

- Responsible for the oversight of the Travel Policy.
- Reviews and recommends updates to the policy to ensure it remains current and effective.

4. **Employees, Contractors, and Volunteers:**

- Adhere to the guidelines and procedures outlined in the Travel Policy.
- Use personal methods of payment for travel expenses unless otherwise specified.
- Submit travel expense reimbursement forms within ten (10) days of travel.
- Ensure all travel-related expenses are necessary, reasonable, appropriate, and allowable.
- Maintain transparency and accountability by providing itemized receipts and necessary documentation for all reimbursable expenses.
- Use the most economical and efficient means of transportation and lodging.

- Follow tipping guidelines and ensure gratuities are in line with local customs and policy limits.

5. **Operations Department:**

- Audits all submitted travel expense reports to ensure compliance with the Travel Policy.
- Handles reimbursement processes and maintains accurate records of travel expenses.
- Recoups previously approved expenses deemed frivolous or inappropriate.

G. Related Information

- **[Expense Reimbursement Module](#)**: The online tool within the IACET portal used for submitting and managing travel expense reports.
- **[IRS Mileage Reimbursement Rate](#)**: Current rate set by the IRS for reimbursing business use of a personal vehicle.
- **IACET Board of Directors Policy 10.09 – Credit Card Policy**: Specific rules and guidelines for the use of IACET-issued credit cards.
- **Local Laws and Regulations**: Compliance with local government laws and regulations regarding travel and reimbursement.

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0	09-2016	Board of Directors	Board of Directors	Initial Outline of Process

1	06-2019	Board of Directors	Board of Directors	Terminology updated
2	09-2019	Board of Directors	Board of Directors	<p>Summary of Key Changes</p> <ul style="list-style-type: none"> • Responsibility for Penalty Charges: Clarified IACET's stance on penalty charges for changes or cancellations. • Non-Reimbursed Expenses: Explicitly stated that unlisted expenses require CEO approval. • Expense Report Submission: Introduced requirement for submission via email in one PDF document. • IRS Compliance and Budget Consistency: Emphasized compliance with IRS regulations and consistency with approved budget. • Site Visit Honorarium: Moved honorarium payments to a separate process. <p>These changes reflect a tightening of the policy to ensure better compliance, documentation, and financial oversight.</p>
3	09-2021	Board of Directors	Board of Directors	<p>Summary of Key Changes:</p> <ul style="list-style-type: none"> • Meal Allowance Raised: The daily meal allowance was raised to \$76/day. • Expense Report Submission Process: The expense reimbursement

				<p>process was transitioned from a form and email to use of the Expense Reimbursement Module in the IACET Online Portal.</p>
4	04-2024	Finance Committee	Board of Directors	<p>Summary of Key Changes</p> <ul style="list-style-type: none"> <p>Eligibility for Reimbursement: Expands the categories of individuals who must use personal methods for travel expenses to follow definitions of groups in <i>Policy on Policies</i>.</p> <p>Staff with Credit Card Privileges: Specifies exception to use personal method for travel expenses for employees with credit card privileges.</p> <p>Guiding Principles: Added guiding principles to provide a framework for making decisions about travel and travel expenses.</p> <p>Meal Expense Guidelines: Increases the per diem for meals from \$76 to \$100 and introduces itemized receipt requirements. Adds ability for CEO to pre-approve exceptions for flexibility when</p>

				<p>traveling to high expense locations.</p> <ul style="list-style-type: none">• Removed Alcohol from Allowable Meal Reimbursement Expense: To mitigate risk, alcohol will no longer be reimbursed unless part or pre-approved entertainment.• Lodging: Continues to mandate staying in designated accommodations but now requires itemized receipts for all lodging-related expenses. It explicitly disallows reimbursement for amenities like spa treatments and in-room entertainment.• Ground Transportation: Adds rideshare as a preferred mode of travel and emphasizes the use of the most economical and efficient transportation methods. Rental cars must now be pre-approved, and insurance costs are not reimbursable.• Air Travel: Provides detailed guidelines for eligible economy fare classes and conditions under which they are
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				<p>reimbursable. It introduces the requirement for refundable tickets on expensive and international flights.</p> <ul style="list-style-type: none">• Tipping and Gratuity: Establishes clear guidelines for tipping, aligning them with local customs and specific service types, ensuring transparency and preventing over-tipping.• Documentation and Audit: Stipulates that all expenses are subject to audit and previously approved expenses deemed frivolous can be recouped from the traveler.• Entertainment: Restricts authorization to the Board Chair and CEO, requiring advance approval and specific documentation of business purpose and attendance.
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Policy Information

Document Retention Policy

Administrative Information

Policy #	10.11
Original Issue Date	Unknown
Current Revision Date	2021-10-18
Next Review Date	
Responsible Committee(s)	Governance Committee
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">✓ Governance Policy✓ Legal Policy✓ Finance Policy✓ Technology Policy✓ HR Policy✓ Operations Policy✓ Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

A well thought-out document retention policy is essential in an organization's strategy for managing risk. It should include clear rules defining how long records will be kept and how they will be destroyed when no longer needed. This policy will provide a critical safeguard in the face of potential regulatory reviews, tax audits, or lawsuits.

B. Policy Statement

IACET shall maintain an updated document retention policy that identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Accrediting Body documents and records. (See Appendix C)

C. Authority

The Governance Committee is responsible for establishing policies by means of a comprehensive and strategic framework that provides a:

- Means for determining the need for an organizational policy.
- Consistent process for the development, review, and adoption of policies.
- Identifies authority for approving and adopting organizational policy.
- Mechanism for regular review of a policy's need, compliance, and effectiveness
- Consistent policy format and accessible policy library.

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Procurement Policy

Administrative Information

Policy #	10.12
Original Issue Date	2024-04-27
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Finance Committee
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input checked="" type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

A procurement policy is a structured set of guidelines and principles established by an organization to govern its processes for acquiring goods, services, and resources. This policy outlines the procedures and standards that the organization's procurement team and stakeholders must adhere to in order to ensure transparency, fairness, efficiency, cost-effectiveness, and compliance with relevant laws and regulations throughout the entire procurement lifecycle, from vendor selection to contract management. The policy aims to streamline decision-making, minimize risks, and achieve optimal value in the organization's purchasing activities.

B. Policy Statement

10.13 Procurement Policy

IACET will maintain an updated procurement policy that identifies the guidelines and principles used in the process of acquiring goods, services, and resources. (See Appendix H)

Appendix H: Procurement Policy

1. Purpose and Scope

This procurement policy is established to guide the acquisition of goods, services, and resources by IACET. It applies to all Staff, Contractors, and Volunteers involved in procurement activities and aims to ensure transparency, accountability, and responsible stewardship of IACET's resources.

2. Principles

- a) *Fairness and Competition*: All procurement processes will be conducted in a competitive and transparent manner, encouraging participation from a diverse pool of vendors and service providers.

- b) *Value for Money*: Procurement decisions will be based on achieving the best value for the organization while considering quality, cost, and sustainability.
- c) *Ethical Standards*: Staff, Contractors, or Volunteers involved in procurement will adhere to the highest ethical standards, avoiding conflicts of interest and ensuring decisions are made in the best interest of the organization.
- d) *Compliance*: All procurement activities will be conducted in compliance with relevant laws, regulations, and donor requirements.
- e) *Sustainability*: Whenever possible, the organization will prioritize environmentally and socially responsible procurement practices.

3. Procurement Process

- a) *Planning*: Procurement needs will be identified and assessed to determine specifications, quantity, and budget.
- b) *Vendor Selection*: A competitive process will be followed for vendor selection, including open tenders, request for proposals, or quotations, based on the complexity and value of the procurement.

Purchase Type	Threshold	Method
Micro-purchase	≤ \$1000	<ul style="list-style-type: none"> - The price must be reasonable. - Periodically distribute purchases equitably among qualified vendors.
Small-Scale purchase	\$1,001 - \$10,000	<ul style="list-style-type: none"> - Obtain written price or rate quotations from at least two (2) qualified vendors. - Example documentation: catalog price, online price, email, or written quote.
Moderate-Scale purchase	\$10,001- \$25,000	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis. - Outline requirements of proposals. - Identify all evaluation factors and their relative importance. <p>Solicitation</p>

		<ul style="list-style-type: none"> - Solicit quotes/proposals from at least three (3) qualified vendors. <p>Proposal Review/Selection</p> <ul style="list-style-type: none"> - Consider all proposals to the maximum extent practical. - Use written method to conduct technical evaluations of the proposals. - Award contract to bidder with most advantageous proposal, considering price and other factors. - Award fixed price or cost-reimbursement contract - Legal review of contract required.
<p>Capital Expenditures, Major Contracts, and Large-Scale purchase</p>	<p>≥ \$25,001</p>	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis. - Outline requirements of proposals. - Identify all evaluation factors and their relative importance. <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise invitation for bids. - Include specifications or information sufficient for bidders to respond. - Provide adequate time to respond. - Solicit a sufficient number of bids. <p>Bid Review/Selection</p> <ul style="list-style-type: none"> - Open bids at the time and place set forth in invite. - Award to lowest responsive and responsible bidder. - May reject bids for sound, documented reason. - Award written, fixed price contract. - Legal review of contract required.
<p>Sole Source Purchases</p>		<p>Procurement by solicitation of a proposal from a single source may only</p>

be used if one of the following apply and are documented:

- Item is only available from a single source.
- Public exigency or emergency will not permit any delay.
- After soliciting a number of sources, competition is determined inadequate.

Emergency Purchases

When an emergency situation prevents the use of a competitive procurement method, IACET may conduct a procurement on an emergency basis.

Emergency procurements may be negotiated on a sole source or limited competition basis as dictated by the circumstances surrounding the emergency.

What is an emergency?

- There is an adverse impact to IACET and/or its programs.
- To preserve or protect IACET property.
- The health or safety of any person(s) is adversely impacted.

What is NOT an emergency?

- Procurements that need to be rushed because of an avoidable failure to plan ahead.
- End of the fiscal year procurements.

- End of a grant/contract procurement.

Who determines an emergency?

- Board Chair or Treasurer
- CEO
- Government official managing emergency conditions

Limits of an Emergency Procurement

- The emergency procurement will be limited to the procurement of only the types of items and quantities or time sufficient to meet the immediate threat and will not be used to meet long-term requirements.

- c) *Evaluation*: Procurement decisions will be based on predetermined evaluation criteria, considering factors such as quality, price, delivery, and vendor's track record. When possible, rubrics for evaluations should be developed prior to solicitation.
- d) *Contracting*: Contracts will clearly define terms, deliverables, payment terms, and performance standards. Legal review may be sought for complex agreements.
- e) *Monitoring and Performance*: Ongoing vendor performance will be monitored to ensure compliance with contractual terms and quality expectations.
- f) *Record-Keeping*: Comprehensive records of procurement activities, decisions, and communications will be maintained for accountability and auditing purposes.

4. Delegation of Authority

Clear guidelines will be established regarding the delegation of procurement authority, specifying the levels of approval required for different procurement thresholds.

Purchase Type	Threshold	Approval
Micro-purchase	≤ \$1000	No approval necessary if budgeted expense. Purchases outside of the budget must follow the variances requirements outlined in Board P&P Section 9B.
Small-Scale purchase	\$1,001 - \$10,000	No approval necessary if budgeted expense. Purchases outside of the budget must follow the variances requirements outlined in Board P&P Section 9B.
Moderate-Scale purchase	\$10,001-\$25,000	Approval of Treasurer or Board Chair required.
Capital Expenditures, Major Contracts, and Large-Scale purchase	≥ \$25,001	Board approval required.
Sole Source Purchases		Board approval required.
Emergency Purchases		Board Chair or Treasurer approval required prior to purchase. Board to be informed within 3 business days.

5. Training and Capacity Building

Staff, Contractors, and Volunteers involved in procurement will receive appropriate training to enhance their understanding of procurement processes, ethical considerations, and compliance requirements.

6. Conflict of Interest

Staff, Contractors, and Volunteers involved in procurement must disclose any potential or actual conflicts of interest that could compromise the integrity of the procurement process. (cf. Appendix E and Appendix F)

Staff, Contractors, and Volunteers will neither solicit nor accept gratuities, gifts, consulting fees, trips, favors, or anything having a monetary value in excess of one hundred dollars (\$100) from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

7. Reporting and Transparency

Regular reports on procurement activities, expenditures, and outcomes will be provided to the board and stakeholders to ensure transparency and accountability.

8. Review and Revision

This procurement policy will be reviewed at least bi-annually to ensure its relevance and effectiveness, with any necessary updates made to align with changing organizational needs and best practices.

9. Adoption and Communication

Staff, Contractors, and Volunteers will be informed of this policy, and its adoption will be communicated clearly to ensure consistent understanding and implementation across the organization.

10. Non-Compliance

Non-compliance with this procurement policy may result in disciplinary actions up to and including termination.

IACET is committed to upholding the principles outlined in this procurement policy to achieve its mission and best serve its beneficiaries while maintaining the highest standards of integrity and professionalism.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0	2024-04-27	Finance Committee	Board of Directors	Initial Outline of Process

Policy Information

Joint Venture Policy

Administrative Information

Policy #	10.13
Original Issue Date	2024-04-27
Current Revision Date	
Next Review Date	New
Responsible Committee(s)	Finance
Scope <i>Select all that applies</i>	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Legal Policy <input checked="" type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input checked="" type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

A joint venture policy refers to a set of guidelines, principles, or rules established by an organization to govern its participation in joint ventures. A joint venture is a business arrangement in which two or more independent entities come together to collaborate on a specific project or initiative, while still maintaining their separate legal identities. Joint ventures are often undertaken to pool resources, share risks, and leverage each partner's expertise for mutual benefit.

B. Policy Statement

Activities Subject to this Policy

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which IACET and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

The CEO may enter into a Joint Venture agreement provided that:

- The Joint Venture opportunity has been assessed based on their alignment with IACET mission, values, and strategic goals.
- The Joint Ventures provides a clear and tangible benefit to IACET.
- The potential partner's reputation, expertise, and commitment to ethical practices has been evaluated before entering into a joint venture.
- The Joint Venture activities will adhere to applicable laws, regulations, and ethical standards.
- The Board is informed 10 business days prior to the engagement of the joint venture and the terms of the engagement.
- The Board is updated annually on the key milestones, achievements, challenges, and decisions of the engagement.

Approval and Management of Joint Activities

Before deciding to participate in a Joint Venture, the CEO will ensure that the Joint Venture furthers IACET's exempt purposes and will negotiate at arm's length contractual and other terms of participation that safeguard IACET's exemption from federal income tax. Such terms will be in writing in the operating agreement of the Joint Venture and will include the following minimum requirements:

- The leadership structure of the joint venture will be clearly defined, outlining the roles and responsibilities of each participating organization.
- IACET will designate a representative who will liaise with the joint venture partner, ensuring effective communication and collaboration.
- The allocation of financial, human, and technological resources for the joint venture will be determined through mutual agreement, with consideration given to each organization's strengths and contributions.
- Funding arrangements, including contributions from both parties, will be specified in the joint venture agreement.
 - With respect to any whole joint venture (that is, a joint venture in which IACET contributes substantially all of its assets to the enterprise), IACET's control over the Joint Venture through fifty-one percent (51%) or more of the voting rights and/or veto power;
 - With respect to any ancillary joint venture (that is, a joint venture to which a portion of IACET's resources are contributed), IACET would, at a minimum, maintain sole control over the tax-exempt aspects of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with IACET's capital contributions;
 - A requirement that any subsequent contract with IACET's partner in the Joint Venture be negotiated at arm's length and for fair market value;
 - A requirement that the Joint Venture give priority to IACET's tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and

- A prohibition on activities that would jeopardize IACET's tax-exempt status.
- The allocation of liabilities and responsibilities in case of disputes or unforeseen circumstances will be clearly defined in the joint venture agreement.
- Intellectual property and confidential information shared during the joint venture will be protected through appropriate agreements.
- Guidelines for sharing and using proprietary information will be established to ensure the security and integrity of sensitive data.
- Regular communication channels and reporting mechanisms will be established to keep both organizations informed about the progress of the joint venture.
- Key milestones, achievements, challenges, and decisions will be documented and shared as part of the communication process.
- A well-defined exit strategy will be included in the joint venture agreement, outlining the conditions under which the joint venture may be terminated or dissolved.
- Procedures for the distribution of assets, liabilities, and any ongoing commitments will be addressed in the exit strategy.

All Joint Ventures will be made only in consultation with legal and/or tax counsel to ensure there is no risk to IACET's tax-exempt status.

This joint venture policy will be periodically reviewed and updated to reflect changes in 's strategies and industry landscape.

Amendments to the policy will be communicated to relevant stakeholders to ensure transparency and alignment.

C. Authority

D. Definitions

Arm's Length - an expression which is commonly used to refer to transactions in which two or more unrelated and unaffiliated parties agree to do business, acting independently and in their self-interest.

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0	2024-04-27	Finance Committee	Board of Directors	Initial Outline of Process

Section 11 | Council on Standards

Development

Bylaws Article IX

Policy Information

Purpose of the Council

Administrative Information

Policy #	11.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Council shall oversee the IACET standard development and maintenance process to ensure compliance with the American National Standards Institute's (ANSI) *Essential Requirements for Standards Developers*. The Council will operate independently of influence and control of the Board of Directors in its oversight of the development of standards, but its operations shall be subject to applicable law, the Accrediting Body's Articles of Incorporation, the Bylaws, Accrediting Body's Policies and Procedures, and the general authority of the Board of Directors (collectively, referred to "IACET Governance").

The Council reviews processes performed by each of the Accrediting Body's Standard Consensus Bodies to ensure compliance with the ANSI *Essential Requirements for Standards Developers*.

The Council shall maintain of its own policies and procedures which shall be subject to review and approval, as changes are proposed, of the Governance Committee where Board policy exists. In those situations where Board Policy does not exist, the Governance Committee shall make recommendations to the Board. These Council policies and procedures are subsidiary to IACET Governance. These Council policies and procedures shall include:

1. Policies and procedures for appointing, maintaining, and discontinuing Standard Consensus Bodies in accordance with ANSI *Essential Requirements* and Board approval.
2. The Council shall provide a report to the Board of Directors on all Standard development activities at least twice annually.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Council Membership

Administrative Information

Policy #	11.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Council will consist of no less than 8 and no more than 13 voting members. The Chair and Vice-Chair will be IACET Affiliates or an employee and Designated Contact of an Accredited Provider in good standing and will be recommended to the CEO by the members of the council.

The remaining members will be appointed by the CEO based upon the recommendations from the Nominations and Elections Committee and do not have to be IACET Affiliates.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Council appointments and terms

Administrative Information

Policy #	11.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Chair and Vice Chair shall each be appointed for two-year terms, which shall commence at the same time, with the intent being that the Vice Chair shall succeed to the position of Chair at the end of his/her term. The remaining members shall serve three-year terms. These terms shall be staggered to ensure continuity within the Council.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Council Budget

Administrative Information

Policy #	11.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The CEO and Treasurer will prepare an annual budget line item that, in their discretion, reflects the costs necessary to execute the Councils' obligations. The Board is responsible for review and approval of the annual budget.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 12 | Standard Consensus

Bodies

Bylaws Article X

Policy Information

Standard Consensus Bodies

Administrative Information

Policy #	12.0
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The IACET Board of Directors shall establish a Standard Consensus Body for each Standard that IACET develops and maintains. A Standard Consensus Body will consist of experts in the respective fields to promote and collect research that aids in the development of a standard and/or the revision of an existing standard.

IACET Affiliation is not a requirement for Standard Consensus Body appointment. The Standard Consensus Body will have the responsibility to comply with ANSI Essential Requirements and engage in a process of review and revision for its respective standard.

The CEO and Treasurer will prepare an annual budget line item that, in their discretion, reflects the costs necessary to execute the obligations of Standard Consensus Bodies. The Board is responsible for review and approval of the annual budget. The following Consensus Bodies are hereby established by the Board of Directors:

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Establishment of consensus bodies

Administrative Information

Policy #	12.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Board has established the following Consensus Bodies:

- A. Standard Consensus Body for ANSI/IACET Standard for Continuing Education and Training.
- B. Standard Consensus Body for the BSR/IACET 2-Standard for Petroleum and Natural Gas Continuing Education and Training (PNG-CB).

NOTE Other consensus bodies will be added here as needed.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Consensus bodies appointments and terms

Administrative Information

Policy #	12.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

- a. The Consensus Body shall consist of no less than 8 and no more than 13 voting members.
- b. Members of the Consensus Body shall be appointed by the Council based upon requirements as defined by the ANSI *Essential Requirements* and the IACET Standards Development Policy and Procedures.
- c. A Chair shall be chosen by the Council for a term of five (5) years.
- d. The term for Standard Consensus Body Members shall be for five (5) years with a two-term limit. Candidates can re-apply for membership after one (1) year off.
- e. Consensus body members will be evaluated by the Council and IACET staff on a regular basis to determine continued appointment.
- f. With assistance from staff, the Chair of the Consensus Body shall provide a written report on standard development and maintenance to the Council and the Board at least annually.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 13 | IACET Commission

Bylaws Article XI

Policy Information

Purpose of the Commission

Administrative Information

Policy #	13.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The IACET Commission is established to determine compliance with a standard for the purpose of awarding or denying accreditation. The Commission shall be responsible for:

1. Maintenance of its own Commission policies and procedures which shall be submitted to the Governance Committee for review and approval where Board policy exists. In those situations where Board Policy does not exist, the Governance Committee shall make recommendations to the Board. These Commission policies and procedures are subsidiary to IACET Governance.
2. Compliance with requirements of the IACET Council regarding procedures for maintaining ANSI accreditation if applicable.
3. Review of applicants for initial and continuing accreditation.
4. Determination of whether applications should be awarded accreditation.
5. Monitoring the activities of those awarded accreditation for compliance with the applicable Standard(s).

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Funding for the Commission

Administrative Information

Policy #	13.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The CEO and Treasurer shall prepare an annual budget that, in their discretion, reflects the costs necessary to execute the Commission's obligations. The Board is responsible for review and approval of the annual budget.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Commission's independence in accreditation decisions

Administrative Information

Policy #	13.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The process of review and accreditation operates independently of Board influence and control. This independence is essential to ensuring that applicants accept that the process operates with the highest levels of integrity and objectivity. The Board may not act in any way to attempt to sway or prejudice the outcome of any application. The Board's role is limited to that specifically provided for in IACET Governance.

Additional Policies and Procedures governing the Commission and its process can be found in the applicable Commission's Policies and Procedures Manual(s).

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

IACET Commission appointments and terms

Administrative Information

Policy #	13.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The CEO shall establish policies and procedures governing the membership of the Commission and subject to review and approval of the Governance Committee.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 14 | Indemnification

Bylaws Article XII

Policy Information

Indemnification

Administrative Information

Policy #	14
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Accrediting Body shall indemnify directors and officers of the Accrediting Body to the fullest extent permitted by law, and, in the discretion of the Board of Directors, may indemnify employees and agents of the Accrediting Body.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 15 | Amendments

Bylaws Article XIII

Policy Information

Amendments

Administrative Information

Policy #	15
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Amendment procedures are found in the Bylaws.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 16 | Dissolution

Bylaws Article XIV

Policy Information

Dissolution

Administrative Information

Policy #	16
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Dissolution procedures are found in the Bylaws.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 17 | Publications

Policy Information

E-newsletter

Administrative Information

Policy #	17.1
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The Newsletter shall be published as often as decided by the IACET CEO. IACET shall comply with all unsubscribe requests and all other applicable privacy laws.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Directory

Administrative Information

Policy #	17.2
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The IACET Accredited Provider Directory will be published on a continual basis on IACET's website.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Copyrighting of IACET intellectual property

Administrative Information

Policy #	17.3
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

The principal publications of IACET will be registered for copyright purposes. This is done in order to:

1. Retain ownership and rights of the material.
2. Assure that IACET is recognized as the source when material developed under IACET auspices is reprinted elsewhere.
3. Avoid unauthorized use of IACET material for commercial or other purposes.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Affiliate discounts for IACET publications

Administrative Information

Policy #	17.4
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

Affiliates may be entitled to discounts on the publications placed on sale by IACET.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Distribution of IACET publications

Administrative Information

Policy #	17.5
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

IACET generally favors a wide distribution of the principles, guidelines, and recommended practices for use that improve the quality of continuing education and training. To this end, the CEO is authorized to receive and make decisions on applications to reprint IACET materials, and to specify an appropriate credit and copyright note.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Policy Information

Publication sales

Administrative Information

Policy #	17.6
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

IACET accepts payment for publication orders prepaid via company check made payable to the IACET or by credit card.

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 18 | Whistleblower Policy

Policy Information

Whistleblower Policy

Administrative Information

Policy #	18
Original Issue Date	
Current Revision Date	2024-04-27
Next Review Date	
Responsible Committee(s)	Governance
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">✓ Governance Policy✓ Legal Policy✓ Finance Policy✓ Technology Policy✓ HR Policy✓ Operations Policy✓ Compliance Policy✓ Training Policy✓ Advancement Policy

A. Purpose

Stakeholders who take the brave step of reporting illegal activities that could cause public harm are protected by a range of state and federal laws that shield whistleblowers from retaliatory measures. Nonprofits must ensure their directors, officers, employees, and other stakeholders are aware that they have a responsibility to report any unethical or illegal activity they witness and can do so without fear of negative repercussions. It is the Board's duty to guarantee that whistleblowers are supported, and any potential retribution is prevented.

B. Policy Statement

IACET will maintain a Whistleblower policy for the protection of staff, contractors, or volunteers who report activity considered illegal or dishonest. (See Appendix D).

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process
1	2024-04-27	Board of Directors	Board of Directors	<ul style="list-style-type: none"> • Updated list of groups to whom the policy is applicable to reflect the updated definitions in the <i>Policy on Policies</i>. • Updated to expand the applicability of the policy and to update to reflect updated definitions the <i>Policy on Policies</i> in multiple places. • Expanded list of scenarios where an obligation to report is present. • Added “Chair of the” to clarify to whom the

				<p>report should be sent.</p> <ul style="list-style-type: none">• Added flexibility to the type of disciplinary action that can be imposed for retaliation on whistleblower.• Added a clause to deal with situations where entity to which one should report concerns is the subject of the complaint.
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Section 19 | Headquarters

Policy Information

Headquarters

Administrative Information

Policy #	19
Original Issue Date	
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<input type="checkbox"/> Employees <input type="checkbox"/> Contractors <input type="checkbox"/> Volunteers
Policy Type	<input type="checkbox"/> Governance Policy <input type="checkbox"/> Legal Policy <input type="checkbox"/> Finance Policy <input type="checkbox"/> Technology Policy <input type="checkbox"/> HR Policy <input type="checkbox"/> Operations Policy <input type="checkbox"/> Compliance Policy <input type="checkbox"/> Training Policy <input type="checkbox"/> Advancement Policy

A. Purpose

B. Policy Statement

(Not related to specific bylaw)

The Board of Directors will determine the site of the IACET Headquarters' Office.

IACET's Headquarters (HQ) is located at:

21670 Ridgetop Circle; Suite 170
Sterling, VA 20166

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0				Initial Outline of Process

Section 20 | Administrative Policies

Policy Information

Policy on Policies

Administrative Information

Policy #	20.1
Original Issue Date	2024-04-27
Current Revision Date	
Next Review Date	
Responsible Committee(s)	Governance
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">✓ Governance Policy✓ Legal Policy<input type="checkbox"/> Finance Policy<input type="checkbox"/> Technology Policy<input type="checkbox"/> HR Policy✓ Operations Policy✓ Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

IACET's policies must be thoroughly reviewed, maintained, and made available to the entire community to promote practicality, compliance, and accountability. A Board member may use policy-making as a tool for establishing requirements of the Accrediting Body. In this way, policies connect the IACET mission to individual conduct, clarify organizational expectations, support compliance with laws and regulations, mitigate organizational risk, and enhance productivity and efficiency in operations.

IACET has established a standard policy document and review process to achieve consistency, appropriateness, availability/access to, and compliance with, IACET policies.

B. Policy Statement

IACET formally approves, issues, and maintains in a consistent format, official policies in a central policy library. IACET establishes policies to align operations, set behavioral expectations across all locations, and communicate policy roles and responsibilities. Individuals engaged in developing and maintaining IACET policies must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing policies.

Therefore, organizational policies should generally include those issues or matters which:

- a) Align with the IACET's mission and core values
- b) Apply organization-wide
- c) Impact a majority of IACET's population

In addition, organizational policies must meet one or more of the following criteria:

- a) Promote consistency, efficiency, and effectiveness.
- b) Mitigate or manage significant organizational risk.

- c) Derive from the authority of the Board, including specific delegated authority to manage the organization.
- d) Direct the compliance with federal, state and/or local laws, or regulations.
- e) Direct the compliance with accreditation requirements or other regulations.

C. Authority

The Governance Committee is responsible for establishing policies by means of a comprehensive and strategic framework that provides a:

- Means for determining the need for an organizational policy.
- Consistent process for the development, review, and adoption of policies.
- Identifies authority for approving and adopting organizational policy.
- Mechanism for regular review of a policy's need, compliance, and effectiveness
- Consistent policy format and accessible policy library.

D. Definitions

Contractor: A contractor is a person or firm who contracts with IACET for specific services. A contractor is not an employee and is not eligible to receive employee benefits. Contractors may or may not be subject to a particular policy.

Employee: An employee is an individual paid by IACET as defined by federal and state regulations. All full-time, part-time, and temporary individuals fall under this class.

Governance Committee: The Governance Committee is a standing committee of IACET authorized by the Board to work in partnership with

other stakeholders to: (a) review the policy plan to ensure policies are needed and aligned with organization's bylaws, mission, goals, and priorities; (b) review subsequent policy drafts to ensure policies are concise, consistent in format and scope, and easy to understand; and (c) to make recommendations for action to the Board.

Interim Policy: An Interim Policy is a) an organizational policy executed by the Board or b) an operational policy executed by the CEO, at their discretion, without following the outlined processes herein. Interim policies should begin the formal review process within six months of execution.

Policies: Policies are organization-wide directives that mandate requirements of, or provisions for, members of the IACET community, including procedures to assist with the policies' implementation.

Responsible Committee: The Responsible Committee is the governing or standing committee of the organization responsible for the development and review of the policy. Depending on the scope of the subject matter, a policy may have more than one committee so designated.

Policy Plan: The Policy Plan is a working document that provides the Responsible Committee and review and approval groups with a consistent approach toward policy needs analysis, risk assessment, and policy development and management.

Policy Statement: The Policy Statement describes what the policy is (i.e., purpose, core provisions, or requirements).

Procedures: Procedures are a series of action steps related to a policy that specifies how a particular process should be completed. Procedures include information on the who, what, when, and where of the policy. Procedures are developed by operational executives and advised and reviewed as needed by Responsible Committee.

Reason for Policy: The Reason for Policy is a statement on the policy that describes why the policy exists (e.g., mitigates institutional risk, supports

institutional mission and values, meets legal or regulatory requirements of the policy).

Responsible Committee Chair: The Responsible Committee Chair is a Board member designated by the Chair as responsible for the high-level oversight of governance that naturally falls within their committee's area(s) of responsibility.

Volunteer: A Volunteer is someone who is not an IACET employee or contractor and, therefore, is working without payment for their time and services. Volunteers may or may not be subject to a particular policy.

E. Procedures

Exceptions to a Policy: An exception to a policy may be granted at the approval of a Responsible Committee, after consultation with the Board Chair.

Preexisting Policies: Some policies predate this IACET Policy on Policies, and so, have not been through the entire process outlined. They remain official policies and, in time, will be reviewed.

New Policy Creation: Any individual or committee may identify the need for a new policy, but at least one Responsible Committee Chair must agree to sponsor its development and be accountable for the content. Refer to the IACET Policy development flow chart and IACET Policy creation guidelines.

Revising a Policy: Changes to an existing policy's substance or principles must be approved by the Board. Refer to the IACET Policy Revision guidelines for additional information.

Expedited Process. Responsible Committee Chairs may request a more expedited process from the Governance Committee. Special situations where this is likely may include, but are not limited to, a change in federal, state, or local law, a significant and immediate financial opportunity, or a major institutional risk.

Withdrawing a Policy. In special circumstances, a Responsible Committee Chair may deem it appropriate to withdraw an existing policy or consolidate the same with another policy and follow the same process required for creating and revising policies.

Compliance. Employees, Contractors, and Volunteers are responsible for knowing, understanding, and complying with policies that relate to their position at IACET. Responsible Committee Chairs must follow the policy development and implementation process outlined herein, communicating their policies properly, reviewing and updating their policies regularly, and monitoring their policies for compliance and effectiveness as outlined herein.

Relationship of Policies with Procedures, Guidelines, and Plans. Policies are established to facilitate decision-making, while procedures, guidelines, and plans are developed to support the implementation of the policy. A procedure, guideline, or plan may not conflict or supersede an established policy.

F. Responsibility

Chair: The Board Chair maintains ultimate responsibility for all policies.

IACET Board of Directors: The IACET Board of Directors (Board) sets criteria by which policies are established, serves as a forum for dialogue on policies and overall impact on the direction of IACET, and keeps informed of policy related issues. The Board oversees the administrative policy framework to ensure policy alignment, continuity, and accountability; applies an organizational perspective to the review and approval of policies; approves new policies and substantive amendments to existing policies for circulation to ensure policies meet the minimum criteria for adoption; and ensures policy development and management plans are appropriate for the administration of policies.

Governance Committee: The Governance Committee reviews policy plans to determine if the criteria for organizational policy development is met, that

the policy statement and reason are clear, align with the vision, mission, and values of the organization, and that the plan for implementing and maintaining the policy is sound; reviews policy drafts for clarity and consistency; provides recommendations to the Board as to whether or not a policy should be adopted and communicated to the IACET community.

Responsible Committee Chair: The Responsible Committee Chair is accountable for the substance of, including the provisions and requirements of, and compliance with policies under their jurisdiction. The Responsible Committee Chair also serves as the liaison between staff and the Board of Directors.

Executive Staff Leadership: Executive Staff Leadership ensures that all employees are aware of policies relevant to the performance of their duties by providing access to policies, assistance with policy interpretation and application, and communicating the expectation for policy compliance.

Employees, Contractor, and Volunteers: Employees, Contractors, and Volunteers are responsible for understanding and following all applicable policies and related procedures.

G. Related Information

1. IACET Policy Template

H. Policy History

The Policy History section of the Board policy will include the Board's approval date, as well as revision and review history. This information is completed after receiving the Board's approval and prior to publishing the approved policy.

Revision No.	Date Issued	Created by	Approved by	Approval Date
0	2023-05-02	Staff	Governance Committee	2023-05-25

0	2023-05-25	Governance Committee	Board of Directors	2024-04-27
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Policy Information

Privacy Policy

Administrative Information

Policy #	20.2
Original Issue Date	2024-04-07
Current Revision Date	
Next Review Date	
Responsible Committee(s)	
Scope <i>Select all that applies</i>	<ul style="list-style-type: none">✓ Employees✓ Contractors✓ Volunteers
Policy Type	<ul style="list-style-type: none">✓ Governance Policy<input type="checkbox"/> Legal Policy<input type="checkbox"/> Finance Policy✓ Technology Policy<input type="checkbox"/> HR Policy✓ Operations Policy✓ Compliance Policy<input type="checkbox"/> Training Policy<input type="checkbox"/> Advancement Policy

A. Purpose

A privacy policy for a non-profit organization is a statement that outlines how the organization collects, uses, protects, and discloses personal information collected from individuals. This policy is an important step in respecting individuals' rights over their personal information, and providing transparency and accountability regarding how the organization handles such data. A privacy policy typically covers topics such as the types of personal information collected, the purposes for which it is collected, how it is used and disclosed, the security measures in place to protect it, and the rights of individuals to access, correct, and delete their personal information.

B. Policy Statement

IACET understands that protecting your personal information is important to you. As such, we have established this Privacy Policy so that you can understand what information we collect and how we use it. As an www.iacet.org visitor or by purchasing our products and services, you are accepting the practices described in this Privacy Policy and are acknowledging that IACET will use and store your information in the United States of America.

This privacy policy has been updated to comply with the European Union's General Data Protection Regulation (GDPR). IACET has no operations located in the EU and maintains all data inside the United States. Please be aware that the privacy laws and standards of the United States, including the rights of authorities to access your personal information, may differ from those that apply in the country in which you reside.

Any future changes to our Privacy Policy will be posted in this statement.

Security

IACET takes every precaution to protect your information. When you submit sensitive information via the website, your information is protected. When you enter sensitive information, such as a credit card number, the

information is encrypted with industry-standard-encryption software, SSL. While on a secure page, such as our membership application, the lock icon displays when using Web browsers such as Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge, and Microsoft Internet Explorer.

IACET is committed to ensuring your personal information is appropriately safeguarded. We use appropriate technical and organizational measures, including encryption, to protect your personal information and privacy, and we review those regularly. We protect your personal information using a combination of physical and IT security controls, including access controls that restrict and manage the way in which your personal information and data is processed, managed and handled. In the unlikely event that we do suffer a security breach which compromises our protection of your personal information, IACET will promptly inform you.

How we collect information on you

While providing you access to the website, as well as products and services, IACET collects and receives personal information in different ways. Often, you can choose what information to provide, but sometimes we require personal information from you to carry out certain activities such as account verification or event registrations. In all cases, we attempt to limit the amount of information needed to what is minimally required to perform the business operation. This section details the ways in which we collect information from you and how that information is received.

Account Registration

Although IACET provides for anonymous participation, in some instances to use certain products and services, IACET requires account registration. For example, when you: purchase products, sign up for membership, register for events or submit requests for information.

Account registration requires a name associated with your account, an email address at which we can contact you; and, in some cases, additional

information including, a shipping address, a billing address, and a password to help secure your personal information.

At times, email and postal addresses are used to contact members to generate volunteer support for the organization or to send surveys to collect data for industry research. Information may also be used to send promotions from IACET sponsors. IACET does not sell its membership lists to third parties. You may review and change your communication and privacy preference settings in your [Account Settings](#).

[Profile Information](#)

IACET permits you to provide additional, optional information as part of a public "profile" for use in IACET's private, protected member portal. This additional profile information may be publicly displayed if you choose to complete certain elective components of the Account Profile options. Account Profile options include your profile picture, your curriculum vitae (CV), your affiliated role and company, your skills, your interests and your links to your social networks, and additional contact information if you opt to be included in the Member Directory and to have that information shared with other IACET Members. You may control and modify the profile information in your [Account Settings](#).

[IACET's Open Digital Badge Validator Information](#)

For the purposes of validating Open Digital Badges, IACET temporarily stores the uploaded image file to perform the validation. The file is immediately deleted once the validation has been performed, even if the validation is unsuccessful. IACET does not record or otherwise permanently store the image file nor does it persist any provided names, email addresses, personal information, or any other metadata related to the validation of a badge.

[Information Collected Automatically](#)

IACET collects and stores limited personal information as anonymous, aggregate statistics from all visitors on our website, whether you actively

provide us with that information or merely browse our website. This includes the internet protocol (IP) address of the device you are using, the browser software you are using, your operating system, the date and time of access, the internet address of the website from which you link through to our website and information on how you use our websites.

IACET use this information to see how long our website takes to load, how it is used, the number of visitors to the different sections of the IACET website, and what information visitors look at most. This information is used to help identify any part of our website that is not working as well as it should so that IACET can make our website even better for you and other users.

IACET does not link information collected from your online interactions with any other records we may have of you.

Your Control of the Information Collected on You

Privacy is a guiding principle of IACET and we value your privacy. To this end, we provide you with the ability to control how your information is stored, and what information is collected. You may change or correct your account settings and choose not to share certain information. Additionally, much of the data we collect is voluntary, and it is entirely your choice to provide it or not. You may also remove certain optional information that you no longer wish to be publicly displayed, such as your photo or your curriculum vitae. Should you wish, you may also request the permanent deletion of your account by contacting the Data Protection Officer using the information below, in which case all personal information collected on you will be removed from our servers, except information required by necessity to maintain as outlined in the Document Retention Policy.

Email Communications

Additionally, you may control the receipt of certain marketing and advertising communications from IACET. Some messages that we send are required and related to our legal obligations or they are service related and mandatory, such as membership billing notices and messages generated as part of

accreditation and certification processes. Other messages, such as marketing and advertising communications, are provided by us to let you know about information on products, services, events and special promotions. These types of messages are voluntary, and we provide you with the opportunity to control which voluntary messages you would like to receive in your [Account Settings](#), by providing opt-out choices in every promotional email and fax, by contacting IACET by phone +1 (703)763-0705, or by email at info@iacet.org and requesting removal from all e-mail, fax, or mailing lists.

Cookies

Cookies are small pieces of text that are placed as files stored on a user's computer that allows a website to recognize your device and maintain a consistent, cohesive experience throughout multiple sessions. To provide products and services and access to the IACET website, we may place cookies on your device, as well as partner with third parties including advertising partners, who may use cookies or other similar technologies to provide you with advertising based on your browsing activities and interests.

- **General Browsing:** We use cookies that are important for certain technical features of our website, like logging into user accounts. These cookies enable behavior in our site that is tailored to the activity or preferences of the person visiting.
- **Advertising:** We use cookies to enable advertising with our third-party partners.
- **Analytics:** We use cookies to compile usage activity to better cater our site offerings to you and to third parties. We DO NOT share identifiable “raw” data with our clients or any third parties; however, we do make high-level decisions based on aggregated data about site usage.

Restricting Cookies

If you prefer that IACET not to use cookies when you visit the website, you can adjust the settings of your internet browser and choose from the available Cookies setting to best meet your preferences. While setting options may

vary from browser to browser, you can generally choose to reject some or all cookies, or instead to receive a notification when a cookie is being placed on your device. For more information, please refer to the user help information for your browser of choice. Please keep in mind that cookies may be required for certain functionalities, and by blocking these cookies, you may limit your access to certain parts or features of our sites and platforms.

Finally, while cookies are set for varying durations on your device, you can manually delete them at any time; however, deleting cookies will not prevent the site from setting further cookies on your device unless you adjust the settings discussed above.

Disclosure of Third-Party Data Processors

IACET uses a third party for credit card processing. This company does not retain, share, store, or use personally identifiable information for any secondary purposes.

IACET also uses outside sources for website hosting. The ISP has access to information stored in our web databases and log files. The data is stored for display or order processing as appropriate. The servers that store this information are in a secure environment provided by our hosting company. IACET staff who need information to perform a specific job, such as order processing, are granted access to personally identifiable information.

IACET's sponsors have access to statistics regarding the number of click-throughs to their company websites. They have access to information pertaining to their particular advertisement and are not provided with any personally identifiable information.

Links

This website contains links to other sites. Please be aware that IACET is not responsible for the privacy practices of other sites. When you click on links to other sites, please be aware that you are leaving www.iacet.org and that this Privacy Policy applies solely to information collected on this site.

Amendments to this privacy policy

We will review and update this privacy policy at least once a year to reflect any changes to the way personal information is collected and processed in relation to the products and services offered. If we change our privacy policy, any changes will be posted on this page and notified via the CET Connection Newsletter.

Contact Us

If you have any questions, comments or concerns, or would like to file a complaint about how IACET uses the personal information we hold, you can contact us using the information below. The email below does not offer accreditation support. Please contact accreditation@iacet.org for your accreditation inquiries.

Data Protection Officer

Randy Bowman

President & Chief Executive Officer
45591 Dulles Eastern Plaza, Suite 132
PO Box 805
Sterling, VA 20166

Email: privacy@iacet.org

Phone: +1 (703) 763-0705 ext 103

C. Authority

D. Definitions

E. Procedures

F. Responsibility

G. Related Information

H. Policy History

Revision No.	Date Issued	Issued by	Approved by	Description
0	2024-04-27	Board of Directors	Board of Directors	<p>A privacy policy written by staff was posted to the website but had not been incorporated as a Board Policy.</p> <ul style="list-style-type: none">• Fixed typographical errors• Added clause “as outlined in the Document Retention Policy” to provide rationale as to why some information might not be removed from

				<p>the servers when requested.</p> <ul style="list-style-type: none">• Removed references to a fax number that is obsolete.• Updated title for the data protection officer.
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Appendix A

Investment Policy

A.1 Purpose

This Investment Policy has been adopted by IACET Board of Directors to provide guidelines for the liquid assets, reserves, and investment funds held by the Accrediting Body. The reserves of the Accrediting Body are unrestricted net assets which are calculated on a consolidated basis. IACET's reserves should balance the Accrediting Body's need to provide funds for maintaining operations during times of financial or other stress in a carefully planned and articulated proposal.

The purpose of this statement of investment policy is to:

- a. Establish reasonable expectations, objectives, and guidelines for the investment of IACET's Investments;
- b. Define a process for managing IACET's Investments which meets standards of prudence and fiduciary responsibility;
- c. Define roles and responsibilities of parties involved in the management of the Investments;
- d. Encourage effective communication among all parties involved in the oversight and management of the Investments;
- e. Guide Third Party Advisors regarding the investment of the Investments;
- f. Establish relevant time horizons for and the basis for evaluating investment results;
- g. Provide a framework that enhances the probability that investment goals for the Investments will be achieved.

A.2 General Investment Principles

Investments will be managed with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a Portfolio of like character and with like aims.

As needed, IACET will engage the services of professional, third parties to advise, manage, and evaluate the performance of IACET's Investments. Any parties engaged by IACET in this effort, will at all times, act in a manner consistent with generally accepted standards of fiduciary responsibility and in the sole benefit of IACET.

IACET seeks to avoid any real or potential conflicts of interest in the management of its Investments. Any parties with real or perceived conflicts should immediately notify the Treasurer/Secretary and IACET's Chief Executive Officer.

IACET recognizes that investments contain risks and seeks to manage these risks through a disciplined investment process and a diversified investment strategy. As such, greater emphasis is placed on risk at the portfolio level than at the individual asset class/Investment Manager level.

A.2.1 Third-Party Advisors

In managing the Investments, IACET may delegate to qualified parties' certain responsibilities. These parties may include:

1. Investment Advisor, a person or entity which may assist the Board, Finance Committee and/or staff in establishing investment policy, objectives, and guidelines; selecting Investment Managers; reviewing such managers over time; measuring and evaluating investment performance; providing education and advice on financial matters to IACET leadership, and other tasks as deemed appropriate. The Investment Advisor may be granted authority to select Investment Managers and allocate funds in accordance with policy guidelines on a discretionary basis.

2. Investment Managers a person who has the discretion to purchase, hold and sell securities consistent with the guidelines established by this policy.
3. Custodian, the entity that maintains possession of securities owned by IACET; collects dividend and interest payments; redeems maturing securities, and effects receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Investment accounts.
4. Additional specialists such as attorneys, auditors, and others may be employed to assist in meeting its responsibilities and obligations to administer investment assets prudently.

A.3 Definitions

The following are terms used ~~with in~~within this policy and procedures document to ensure proper understanding of the nature of IACET business and activities.

Board of Directors (Board)

The members of IACET's governing body.

Fiduciary

Any individual or organization that exercises discretionary authority or control over fund management or any authority or control over management, disposition, or administration of any portion of the Investment assets.

Finance Committee

Affiliates who serve on IACET's Finance Committee.

Intermediate Term Fund

Funds in excess of Operating Funds and Short-Term Reserve Funds, targeted to be used for supporting operations in a downturn to meet expenses that are required for IACET to fulfill its mission.

Investment Advisor

Any other individual or organization employed to provide advisory services, including but not limited to advice on investment objectives and/or asset allocation, investment manager search/recommendation, and performance monitoring.

Investment Horizon

The time period over which the investment objectives, as set forth in this Investment Policy Statement, are expected to be met.

Investment Manager

Any individual or group of individuals employed to manage the investments (purchase and sale of securities) of all or part of the Investment assets. This may include, but will not be limited to separate accounts managers, mutual funds, and exchange traded funds.

Investment Pools or Investments

The cumulative investment funds maintained by IACET.

Long Term Reserve Fund

Funds in excess of Operating Funds, Short Term Reserve Funds, and Intermediate Funds designed to maximize the returns without exposure to undue risk and to provide financial stability to support the mission of IACET.

Operating Fund

Funds expected to be spent in the normal course of business during the current budget cycle.

Securities

The marketable investment securities defined as acceptable in this Investment Policy Statement.

Short Term Fund

Funds targeted to be used for supporting operations in a downturn to meet expenses that are required for IACET to fulfill its mission.

A.4 Duties and Responsibilities

Responsibility of IACET's Board of Directors

The Board is charged by law with the management of IACET assets with the assistance of the Finance Committee. The Board will discharge its duties solely in the interests of IACET, with the care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character with like aims. Responsibilities relating to the investment management of investment assets to include:

Board of Directors

The Board of Directors will periodically review this Policy, the investment process, and performance of IACET's Investments.

Finance Committee

The Finance Committee will perform the following:

1. Review the target amounts to be maintained in the Investment Pools.
2. Review the Investment Policy, investment performance, and the performance of the Investment Advisor/Managers regularly and communicate results to the Board.
3. Review revisions to this Policy and recommend any appropriate action to the Board as necessary and appropriate.
4. Recommend the selection or termination of Investment Advisors and custodians to the Board.

Staff

The CEO, working with the Director of Operations (collectively "Staff") is authorized to perform the following:

1. Recommend investment and spending policies for IACET.
2. Recommend the hiring and/or termination of the Investment Advisor for Board approval.

3. Implement an investment strategy consistent with the target asset allocations as approved by the Board.
4. Authorize the use of Investment Advisors, Investment Managers, mutual funds and other appropriate investment vehicles in the implementation of the investment strategy.
5. Approve the hiring and/or termination of Investment Managers as executed by the Investment Advisor.
6. Approve changes to the long-term target asset allocation that are within the minimum and maximum asset allocation guidelines set forth in this policy.
7. Review tactical adjustments to asset allocations that are within the minimum and maximum asset allocation guidelines.
8. Receive and distribute original statements/reports on the Investments monthly to the Finance Committee.
9. Review this Policy at least annually and present any recommended changes to the Finance Committee.

Responsibility of the Investment Manager(s)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this Policy and in any additional Statements (which, if/when issued, will become attachments to and incorporated into this Statement), as applicable. Specific responsibilities of the Investment Manager(s) will include:

1. The timely investment of principal and interest into securities permitted by this policy and in accordance to the specific investment discipline and process for which the manager was hired.
2. Reporting of investment performance results on a timely basis to Staff and/or the Investment Advisor.

3. Informing the Investment Advisor of any material change in its investment management organization or personnel (e.g., changes in ownership, structure, portfolio management personnel, investment philosophy, etc.).
4. Voting proxies on behalf of the Investments.

Responsibility of the Investment Advisor

Investment advice concerning the management of investment assets will be offered by the Investment Advisor, consistent with and observing all policies, guidelines, constraints, and philosophies as established in this Statement. Specific responsibilities of the Investment Advisor include:

1. Assisting in the development and periodic review of investment policy;
2. Recommending an appropriate asset allocation strategy consistent with Policy return objectives, risk tolerance, liquidity needs, and time horizon;
3. Recommending Investment Managers to implement the overall investment strategy;
4. Providing "due diligence" research on the Investment Manager(s), including ongoing monitoring of Investment Managers for fundamental changes in investment management process and evaluation and potential replacement of Investment Managers upon the occurrence of such events;
5. Reporting investment performance results on a timely basis to the Staff and/or the Board or any of its designated committees;
6. Monitoring and reporting the performance of the Investment Manager(s) to provide Staff with the ability to determine adherence to investment policies and progress toward the investment objectives;
7. Reviewing and recommending the Investment policy and presenting recommendations to Staff, as appropriate;

8. Communicating, on at least a quarterly basis, any major changes in economic outlook, investment strategy, or other relevant factors that affect implementation of either the investment process or progress toward the Investments' management objectives.

A.4.1 Operating Fund

A.4.1.1 Purpose

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of IACET in a timely manner.

A.4.1.2 Investment Objectives

The investment objectives of the Operating Fund are as follows:

- a. Preservation of Capital.
- b. Liquidity.
- c. Optimize the investment return within the constraints of a, b above.

A.4.1.3 Time Horizon

The time horizon for investment purposes will be one (1) year or less.

A.4.1.4 Investment Guidelines

Allowable Assets within the Investment Guidelines are the following:

1. Cash Equivalents.
2. Treasury Bills.
3. Money Market Funds.
4. STIF Funds (Short Term Investment Funds).
5. Commercial Paper.
6. Banker's Acceptances.

7. Repurchase Agreements.
8. Certificates of Deposit.
9. Checking and/or Savings accounts.

A.4.1.5 Maturity

The Operating Fund will have a weighted average maturity of one (1) year or less.

A.4.1.6 Credit quality

The average credit quality of the Operating Reserve will be at least "AA."

A.4.1.7 Allocation

- The operating fund should maintain a minimum average daily balance of two and half (2.5) months of annualized average expenses.
 - If the operating fund's average daily balance drops below two (2) months of annualized average expenses for more than two (2) weeks, Staff will notify Treasurer.
 - If the operating fund's average daily balance drops below one (1) month of annualized average expenses for more than (2) weeks, the Treasurer will notify the Board of Directors.
- The operating fund should maintain an average daily balance of no more than four (4) months of annualized average expenses for more than three (3) months.

A.4.2 Short Term Reserve Fund

A.4.2.1 Purpose

The purpose of the Short-Term Reserve Fund is to meet the expenses occurring as a result of unanticipated issues and/or events or economic downturn, improve the return on funds held for possible expenditure over the next one to three years, and to manage investment risk.

A.4.2.2 Investment Objectives

The investment objectives of the Short-Term Fund are as follows:

1. Preservation of Capital.
2. Liquidity.
3. Income.
4. Optimize the investment return within the constraints of 1, 2 and 3 above.

A.4.2.3 Time Horizon

The time horizon for investment purposes will be 1 – 2 years. Investment performance and strategy will be monitored on a regular basis and adjusted as deemed appropriate.

A.4.2.4 Investment Guidelines

Investment Guidelines are the following:

1. Allowable Assets.
2. Any investment allowed in the Operating Fund.
3. Fixed Income Securities.
4. U.S. Government and Agency Securities.
5. Fixed Income Securities of Foreign Governments and Corporations.
6. Corporate Notes and Bonds.
7. Mortgage Backed and Asset Backed Bonds.
8. Floating Rate Securities.
9. Mutual Funds (including similar pooled investments and in-house funds) will be selected on the basis that they generally invest in those securities deemed to be allowable above. However, it is understood that assets invested in such commingled vehicles will be managed in accordance with the investment policies, procedures, and guidelines

set forth in the prospectus or other relevant document for such commingled vehicle, notwithstanding anything to the contrary set forth in this Policy.

A.4.2.5 Maturity

The portion of the Short-Term Fund designated above will have a weighted average maturity of two (2) years or less.

A.4.2.6 Diversification

No more than 10% of the Short-Term Fund combined may be in the securities of any one issuer except for obligations of the U.S. Government and its agencies, and federally insured instruments.

A.4.2.7 Credit Quality

The average credit quality of the Short-Term Fund will be at least "AA."

A.4.3 Intermediate Term Reserve Fund

A.4.3.1 Purpose/Objectives

This Fund is designed to provide a third source of liquidity to meet expenses resulting from unanticipated and unforeseen circumstances. The Operating Funds along with the Short-Term Funds serve as the primary and secondary sources of liquidity for operational purposes. It is anticipated that these funds will provide an improved rate of return over the Operating and Short-Term Funds due to the longer time frame and enhanced investment options. In the employment and management of these funds, the following objectives and goals should be acknowledged:

- Capital Preservation.
- Liquidity.
- Income.
- Capital Appreciation.

A variety of asset classes will be employed to realize these objectives/goals.

A.4.3.2 Time Horizon

In investment parlance, the phrase "Intermediate Term," can carry varied meanings. Depending on its usage and the asset class to which it is applied, the actual time frame can vary widely. It is common usage to refer to a period between 5 and 10 year as intermediate when referring to bonds. In contrast, when referring to equities that time period may range from days to years depending on its context. For purpose of this interpretation, these funds should focus on a 3-6-year time frame.

A.4.3.3 Allowable Investments

Allowable Investments will encompass:

- All investments allowed in the Short-Term Fund.
- Mutual Funds, Closed End Funds, Exchange Traded Funds, Pooled Investments, Real Estate Investment Trusts, Individual Equities, and Structured Products.
- The above list is not meant to exhaust or limit the available investment choices. Investments that are prudent and consistent with the risk profile, time frame and investment goals/objectives are permissible.
- This portfolio will employ a balanced investment approach.

A.4.4 Long Term Reserve Fund

A.4.4.1 Purpose/Objectives

To assist in providing the financial stability and wherewithal to support the mission of IACET. While securities markets are unpredictable and rates of return can be highly volatile, these funds are designed to provide returns consistent with the overall markets while limiting undue risk exposure.

Primarily, these funds are intended to maintain the long-term real purchasing power of these assets. Consistent with this focus, capital

appreciation is the primary objective and an equity-based portfolio will be employed. Maximizing total return is secondary to risk management and downside protection.

A.4.4.2 Time Horizon

For purposes of this interpretation, these funds should focus on a 6-8-year time frame.

A.4.4.3 Allowable Investments

Allowable Investments will encompass:

- All investments allowed in the Intermediate Term Reserve Fund.
- Investments that are prudent and consistent with the risk profile, time frame, and investment goals/objectives are permissible.
- This portfolio will employ primarily an equity-based approach.

Prohibited transactions in the portfolio include, but are not limited to, the following:

- Short Selling (unless through a professionally managed fund/strategy).
- Margin Transactions (unless through a professionally managed fund/strategy).
- Private Placements.
- Letter Stock.
- Options (unless through a professionally managed fund/strategy).

A.4.4.4 Asset Allocation Guidelines

Investment management of the assets of IACET's total portfolio will be in accordance with the following asset allocation guidelines:

Asset Class	Target	UBS Funds Targets
Cash/Equivalents (non-UBS account)	12%	
Non-cash Equivalents (non-UBS account)	5%	
Total Fixed Income (UBS)	23%	30%
Long Equities (UBS)	60%	70%

The Investment Manager will have the ability to adjust these targets within a variance of no more than within 10% up or down from the target.

The total reserve average daily balance will not exceed one and half years of revenue for more than one year. The excess reserve will be used to finance strategic initiatives approved by the Board.

A.4.4.5 Rebalancing

Over time, due to changing capital market conditions a portfolio's actual asset allocation will move away from its long-term strategic target. IACET recognizes that periodic portfolio rebalancing is a prudent investment practice.

A.4.4.6 Selection of Investment Managers

Investment Managers will be selected based upon a variety of quantitative and qualitative criteria.

A.4.4.7 Performance Review and Evaluation

Investment Managers will be evaluated against commonly accepted and pre-identified performance benchmarks. Consideration will be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines set forth in this Statement. The Board intends to evaluate the portfolio(s) over at least a three-year period, but reserves the right to terminate a Manager for any reason, including but not limited to the following:

- investment performance that is significantly less than anticipated given the discipline employed and the risk parameters established;
- unacceptable justification of poor results;
- failure to adhere to any aspect of this Statement of Investment Policy, including communication and reporting requirements; or
- significant qualitative changes to the investment management organization.

Investment Manager(s) will be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

IACET recognizes that periodic outperformance or underperformance relative to benchmarks and/or peer groups is common, even with top-tier Investment Managers. Consequently, short-term investment performance should not be the principal basis for either hiring or terminating any Investment Managers.

Appendix B

Travel Expense Reimbursement Policy

An individual traveling on IACET business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, and delays or services unnecessary or unjustified in the performance of IACET business are not reimbursable by IACET. Travelers are responsible for all excess costs and for additional expenses incurred for personal preference or convenience.

Expenses will be business necessary and in good judgement. Any frivolous, improper, or inappropriate, unnecessary or unauthorized expense will be denied. For a business expense to be approved for payment, whether on an IACET credit card or reimbursed to a traveler, it must meet the following criteria:

- **Necessary** to perform a valid business purpose required to fulfill IACET's Mission and Vision and is aligned with the Strategic Goals of the Board. The primary benefit of a necessary business expense is to IACET, and not the individual; and
- **Reasonable** in that there is prudent reason to incur the expense, and its cost is not excessive, and the amount is what would normally be spent in a specific situation. This Policy does not define precise dollar amounts for what constitutes reasonableness for all expense types, where reasonableness of an expense depends upon many relevant factors, such as the business purpose, context of the expense, and circumstances relevant to the expenditure; and
- **Appropriate** in that the expense is suitable, of an appropriate professional nature, fits the context of the valid business purpose and is adequately documented; and

- **Allowable** in that it's sufficiently approved by management consistent within IACET's Governance and Management structure, submitted timely, appropriately documented, and compliant with this and all other applicable policies and procedures.

All expenses are audited periodically. If previously approved expenses are subsequently deemed frivolous, travelers may be responsible for repaying IACET.

All travelers requesting reimbursement by IACET for travel activity conducted on behalf of IACET must follow the policy presented below.

Timeline:

Expense reports must be submitted to IACET within ten (10) days of travel.

Meal Expenses: Itemized Receipts Required

Meal expenses per person will be reimbursed for actual costs not to exceed \$100.00 USD per day, or equivalent local currency, except where this conflicts with local government laws and regulations. Itemized receipts must accompany the expense report. The CEO may pre-approve exceptions to this limit. Expenses will not be reimbursed for meals that were otherwise provided by IACET. Alcohol will not be reimbursable except when part of pre-approved entertainment.

Tipping for meals is only allowed where it is customary. Refer to Tipping (Gratuity) section below, for specific guidelines for meals and other services.

Room and Tax: Itemized Receipts Required

If IACET staff schedules a room block for a meeting, you are expected to stay at the designated hotel. If you are unable to stay at the hotel, you must get prior approval from staff and the room rate must be equal to or less than the room block rate. For events scheduled by IACET staff, the room and tax will be billed directly to IACET through the master folio. The traveler must pay for all other incidental charges and seek reimbursement for appropriate items.

Only standard accommodations will be reimbursed. Any upgrades or changes will be the responsibility of the traveler.

Reimbursement requests for lodging expenses paid by personal rewards points from credit cards or travel plans will not be reimbursed.

Itemized receipts from the hotel are required for reimbursement for items such as room charges, parking, and meals. Amenities, such as spa treatments and in-room entertainment, are not reimbursable.

Ground Transportation: Itemized Receipts Required

IACET requires all reimbursed travel be incurred using the most economical and efficient means available.

Shuttles: Complimentary shuttles should be used when available.

Rideshare/Taxi: Rideshare and Taxi expenses for business related local travel should be used when available.

Rental car: Rental car expenses will be reimbursed for mid-size vehicles or smaller where the use of a rental car has been preapproved by the Chief Executive Officer (CEO). IACET will reimburse for the purchase of fuel when renting a vehicle. Damage waivers and other liability insurance are not reimbursable because IACET maintains umbrella insurance that covers loss. The traveler is expected to abide by all traffic laws. Failure to do so will result in the traveler assuming all responsibility.

Automobile mileage expense is reimbursed at the current IRS recommended rate. (The current rate is noted on the Expense Report template). The expense report should reflect the **“From Destination”** and the **“To Destination”** and the number of miles driven. Total cost should not exceed the cost of the most direct economy air route between points. Expense reports including claims for mileage must be accompanied by a **Google Map or similar report** that reflects the mileage from the departure point to the destination and return if different than the original route.

When personal vehicles are used for authorized travel, fuel costs are **not** reimbursed since the cost of fuel by mile is calculated in the IRS mileage reimbursement rate.

Ground transfers, parking fees, tips, and tolls are reimbursed at actual cost. Fees for taxi service to and from business appointments should not exceed the cost of a rental car or vice-a-versa. **Receipts are required for all ground transfers, parking fees, tolls, and rideshare/taxi services.**

Airfare: Receipts Required

- Full-fare Economy class tickets (fare codes such as Y, H, K, M, L, G, V, S, N, Q, O, B, and E) are eligible for reimbursement.
 - Travelers are encouraged to purchase reduced fare tickets based on the lowest fare available, taking into consideration their airline status.
 - Economy tickets eligible for reimbursement can be refundable, transferable, include seat selection, and allow for at least one checked bag.
 - For international travel and any ticket purchases exceeding \$500, refundable tickets are required.
 - Charges for ticket upgrades beyond the approved categories will be borne by the traveler.
 - As an example, premium Economy tickets, including but not limited to Economy Plus and Comfort Plus, are considered upgrades and are not eligible for reimbursement.
 - Ticket upgrades should be purchased as a separate transaction.
- Standard baggage charges for no more than one bag will be covered by the organization.
 - Baggage overages will be the responsibility of the traveler unless the overage is for required supplies or equipment.
- Whenever possible, airfare ticket purchases are to be made at least 21 days prior to the travel date.
 - The cost of the airline ticket may be submitted for reimbursement prior to the actual flight, accompanied by the receipt and flight itinerary.

- If the travel does not actually occur or the travel plans change, the traveler will either be invoiced for the reimbursement amount, or the reimbursed amount will be deducted from the next expense report.

Note: IACET will not be responsible for penalty charges due to changes or cancellation of reservations. However, in the case of a personal emergency; or travel issues due to inclement weather, **travelers must notify IACET staff as soon as possible to discuss travel options** and keep all documentation and receipts so that alternate arrangements can be made if necessary.

Tipping: Receipts Required when Available

Please check local customs for appropriate tipping when traveling abroad. Tipping is allowed when appropriate and in accordance with local customs. Meals and Taxi tips should be on your receipt and not a separate cash transaction.

Tipping is reimbursed for only the services listed below:

- Meals and Entertainment: Gratuity should fall within the range of 10-20% of the before tax total. Gratuity should be in line with the level of service received.
 - Note: On large party checks when restaurants automatically charge a gratuity, an additional gratuity is not allowed.
 - Note: Tipping does not count toward daily meal limit.
- Taxi and Rideshare service: Tips are reimbursable, up to 15% of fare.
- Hotel courtesy shuttles \$5 per person not to exceed \$20.
- Hotel porter service: \$5 per bag or box not to exceed \$20.

It's recommended to check your receipt for automatic tip before adding, to avoid over-tipping.

Expenses Not Reimbursed: Any expenses not outlined above will not be reimbursed without prior approval from the CEO.

Expense Report:

Expense reports are to be submitted to IACET within ten (10) days of travel using the **Expense Reimbursement Module** in the IACET Online Portal.

Entertainment:

The Board Chair and CEO are the only officers who may authorize in advance for entertainment expenditures. Entertainment expenditures must be listed on the expense report with the specific IACET business purpose stated along with the names of each person who attended.

The Internal Revenue Service has strict regulations for non-profit organizations regarding the substantiation of business expenses. Travel expenses must be “ordinary and necessary”; they cannot be “lavish or extravagant” or they will be disallowed as determined by IACET’s Chief Executive Officer. All travel expenses incurred should be consistent with the approved budget, upon prior approval of the Board Chair or the Chief Executive Officer if substantial, and consistent with other IACET policies.

Appendix C

Document Retention Policy

1. Rules.

The Accrediting Body's Employees, Contractors, and Volunteers, are required to honor these rules:

- a. Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staff/departments or their equivalents.
- b. All other paper documents may be destroyed after three years.
- c. All other electronic documents may be deleted from all individual computers, data bases, networks, and back-up storage after three years.
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. Terms for retention.

- a. Retain permanently:
 - i. Governance records - Charter and amendments, bylaws, and other organizational documents, governing the Board of Directors and Board of Directors minutes.
 - ii. Tax records - Filed state and federal tax returns/reports, supporting records, tax exemption determination letter and related correspondence, files related to tax audits, and audit reports.
 - iii. Intellectual property records - Copyright and trademark registrations and samples of protected works.
 - iv. Financial and asset records - Audited financial statements, attorney contingent liability letters, year-end financial statements, deeds and mortgages, bills of sale, and depreciation schedules.

- v. Communications - Correspondence (legal and important matters), insurance records, current accident reports, claims, etc.
 - vi. Retirement and benefit records - Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and support records.
 - vii. Accreditation documentation - Historical data regarding APs who maintain accreditation.
- b. Retain for seven years:
- i. Financial records - Accounts payable ledgers and schedules, expense analyses, expense distribution schedules, inventories of products, material and supplies, invoices (to customers, from vendors), and withholding tax statements.
 - ii. Employee/employment records - Employee names, addresses, social security numbers, dates of birth, USCIS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/Family Medical Leave Act (FMLA), engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three (3) years after departure of each individual.)
 - iii. Agreements - Contracts, mortgages, notes and leases (expired).
- c. Retain for three years:
- i. Insurance and contract/license records - Software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three (3) years after the termination, expiration, non-renewal of each agreement), and expired insurance policies.

- ii. Financial records - bank statements, past budgets, bank reconciliations, and deposit slips.
- iii. Accreditation documentation - Historical data of Providers who have allowed accreditation to lapse. Documentation belonging to Providers who allow their accreditation to lapse.

Appendix D

Whistleblower Policy

D.1 General

The International Accreditors for Continuing Education and Training (IACET) Code of Conduct (hereinafter referred to as the “Code”) requires staff, contractors, and volunteers to observe high standards of business and personal ethics in the conduct of their duties. Staff, contractors, and volunteers must practice honesty and integrity in fulfilling their duties and comply with all applicable laws and regulations.

The objectives of the IACET Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by staff, contractors, or volunteers on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by IACET regarding accounting, internal controls, or auditing matters.
- The protection of staff, contractors, or volunteers reporting concerns from retaliatory actions.

D.2 Reporting Responsibility

Staff, contractors, and volunteers have an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, (b) violations or suspected violations of unreported conflicts of interest, (c) questionable or suspicious expenses, (d) violations or suspected violations of the bylaws or board policies, and (e) violations and suspected violations of IACET’s Code (hereinafter collectively referred to as “Concerns”).

D.3 Authority of Governance Committee

All reported Concerns will be forwarded to the CEO and the Chair of the Governance Committee in accordance with the procedures set forth herein. The CEO or the Chair of the Governance Committee will be responsible for notifying the Chair, with respect to all reported Concerns. If the issue pertains to the CEO, it will be the Chair of the Governance Committee's responsibility to disclose to Governance committee and vice versa.

D.4 No Retaliation

This Whistleblower Policy is intended to encourage and enable staff, contractors, or volunteers to raise Concerns within IACET for investigation and appropriate action. With this goal in mind, no staff, contractor, or volunteer, who in good faith, reports a Concern will be subject to retaliation. Moreover, any staff, contractor, or volunteer who retaliates against someone who has reported a Concern in good faith is subject to disciplinary actions, up to and including, dismissal from their position.

D.5 Reporting Concerns

Staff, contractors, and volunteers should submit Concerns in writing directly to the Chair of the Governance Committee, unless the Concerns involve the Chair of the Governance Committee, in which case, the Concerns should be submitted to the CEO. If the Concerns involve the Chair of the Governance Committee, the Chair will recuse him/herself from the proceedings and the Board of Directors will select an appropriate officer of IACET to continue the investigation.

D.6 Handling of Reported Violations

The Governance Committee will address all reported Concerns. The Chair of the Governance Committee will immediately notify the Governance Committee and the Chair. The Chair of the Governance Committee will notify the sender and acknowledge receipt of the Concern within two (2) business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Governance Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The Governance Committee, with approval by the IACET Board of Directors, has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

D.7 Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, violations or suspected violations of unreported conflicts of interest, questionable or suspicious expenses, violations or suspected violations of bylaws or board policy, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and will result in discipline, up to and including dismissal from the staff, contractor, or volunteer position. Such conduct may also give rise to other actions, including legal action.

D.8 Confidentiality

Reports of Concerns, and investigations pertaining thereto, will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and will result in discipline, up to and including termination of the staff, contractor, or volunteer position. Such conduct may also give rise to other actions, including legal actions.

Appendix E

Conflict of Interest Policy

The Board of Directors of the International Accreditors for Continuing Education and Training (IACET) has adopted the following policy designed to avoid any possible conflict between the personal interest of Board members or staff and the interests of IACET.

The purpose of this policy is to ensure that decisions about IACET operations and the use or disposition of IACET assets are made solely in terms of the benefits to IACET and are not influenced by any private profit or other personal gain (profit, benefit, etc.) to the individuals affiliated with IACET who take part in the decision. In addition to actual conflicts of interest, Board members and staff are also obliged to avoid actions that could be perceived or interpreted as being in conflict with IACET's interest.

Conflicts of interest may occur when IACET enters into transaction(s) with not-for-profit organizations as well as those that are undertaken with profit making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with IACET and to refrain from participation in decisions affecting transactions between IACET and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with IACET make any necessary decisions.

1. Directors: Any member of the Board of Directors who may be involved in an IACET business transaction in which there is a possible conflict of interest will promptly notify the Chair of the Board in writing. The Board member will refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The Board member's presence may not be counted in determining the quorum for any vote with respect to IACET business transaction in which he or she has a possible conflict of interest. Furthermore, the Board member, or the Chair in the Director's absence,

will disclose a potential conflict of interest to the other members of the board before any vote on an IACET business transaction and such disclosure will be recorded in the Board minutes of the meeting at which it is made. Any IACET business transaction, which involves a potential conflict of interest with a member of the Board of Directors, will have terms that are at least as fair and reasonable to IACET as those that would otherwise be available to IACET if it were dealing with an unrelated party.

2. Volunteers: Any workgroup member including Committee members, Advisory Board members, etc. who may be involved in an IACET business transaction in which there is a possible conflict of interest will promptly report the possible conflict to the Chief Executive Officer (CEO) in writing. If the potential conflict involves the CEO, the potential conflict will be reported to the Chair of the Board in writing.
3. Staff: Any staff member who may be involved in an IACET business transaction in which there is a possible conflict of interest will promptly report the possible conflict to the CEO in writing. If the possible conflict involves the CEO, the possible conflict will then be reported to the Chair of the Board in writing.

The CEO or where applicable, Chair of the Board, after receiving information about a possible conflict of interest, will take such action as is necessary to assure that the transaction is completed in the best interest of IACET without the substantive involvement of the person who has the possible conflict of interest. (This does not mean that the purchase or other transaction must necessarily be diverted, but simply that persons other than the one with the possible conflict will make the judgments involved and will control the transaction.) All employees, contractors, and volunteers and senior staff member will complete the Conflict of Interest Statement of Disclosure (Appendix F) on an annual basis.

A written record of any report of possible conflict and of any adjustments made to avoid possible conflicts of interest will be kept by the CEO, or where applicable, the Chair of the Board.

1. Definitions:

- a. "Involved in an IACET business transaction" means initiating, making the principal affiliate recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from IACET accounts. This language is intended to include not only transactions for IACET's procurement of goods and services, but also for the disposition of IACET property, and the provision of services or space by IACET.
- b. A "possible conflict of interest" is deemed to exist where the director, or staff member, or a close relative, or a member of that person's household, is an officer, director, employee, proprietary, partner; or, Board member of, or, when aggregated with close relatives and members of that person's household, hold 1% or more of the issued stock in the organization seeking to do business with IACET. A possible conflict is also considered to exist where such a person is (or expects to be) hired as an employee of IACET, retained as a paid consultant or contractor by an organization which seeks to do business with IACET, and whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person's household.

A "possible conflict of interest" exists when an individual affiliated with IACET has an interest in an organization which is in competition with a firm seeking to do business with IACET if the individual's position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.

A "possible conflict of interest" also exists when an individual affiliated with IACET is a Board member, director, officer or employee of a not-for-profit organization that is seeking to do business with or have a significant connection with IACET or is engaged in activities which could be said in a business context to be "in competition with" the programs of IACET.

The policy statement will be made available to each Board member and each person appointed to an IACET position that regularly involves initiation, review, or approval of significant IACET contracts or other commitments. Such people will be asked to sign the attached acknowledgement concerning reporting of potential conflicts of interest.

Any individual found to not have disclosed a possible conflict of interest will be subject to disciplinary action up to and including termination, dismissal, or removal from office.

I have read and understand IACET's policy on potential Conflicts of Interest.

I agree to report promptly any such interest that arises in my conduct of IACET business in other respects, to comply with the policy and its procedures.

Signed: _____ Date _____

“I attest that I have received a copy of IACET’s Bylaws, and Policies & Procedures”

Appendix F

IACET Conflict of Interest Statement of Disclosure

WHEREAS, it has always been, and will continue to be, the policy of the IACET Board to maintain, and to encourage its directors, officers, other volunteers, and employees to maintain the highest standards of ethics and propriety in activities and relations with all parties; and

WHEREAS, the Board wishes to adopt a formal Conflict of Interest/Statement of Disclosure policy for the guidance of its directors, officers, other volunteers and employees to promote adherence to the ethical standards maintained by the Board;

RESOLVED; that the following Conflict of Interest/Statement of Disclosure Policy is hereby adopted:

FIRST: Directors, officers, other leadership group volunteers, and staff shall adhere to the highest standards of honesty, good faith, and fair dealing in all activities relating to IACET.

SECOND: No director, officer, other leadership group volunteer, staff, or any member of their respective families or households should accept gifts, gratuities, or favors of any kind which could reasonably be expected to influence his or her actions affecting IACET, from any person, firm or corporation doing business or seeking to do business with IACET. This prohibition is not intended to preclude business meals and other nominal benefits in the reasonable and ordinary course.

THIRD: No director, officer, other leadership group volunteer or staff should have any position of influence with, or a material financial interest in any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to IACET; or, which could reasonably be expected to affect his or her independence of judgment, including with respect to transactions between

IACET and such other entity, without full and complete disclosure to and approval of the IACET Board.

FOURTH: Each director, officer, other leadership group volunteer, and staff should provide the IACET Board with a full and complete written disclosure of all facts of any transaction or situation that is subject to any reasonable doubt concerning the possible existence of a conflict of interest by the director, officer or staff member.

FIFTH: It is recognized that situations may arise in which IACET may wish to contract or enter an arrangement for goods or services under circumstances that may present a conflict of interest. Before entering any such contract or arrangement, the terms of the contract or arrangement should be fully and completely disclosed to the IACET Board. IACET will only enter into the contract or arrangement if (i) the contract or arrangement is upon terms and conditions at least as advantageous to IACET as can be reasonably obtained from any other source for equivalent goods or services; and (ii) the Board (with any interested member abstaining) by resolution approves such contract or arrangement.

BE IT FURTHER RESOLVED, that annually the Chair of the Board shall send to all directors, officers, other leadership group volunteers, and contract employees ("selected staff members") a copy of this Resolution, together with a Conflict of Interest/Statement of Disclosure which shall be completed and returned to him/her. Copies of the Conflict of Interest/Statement of Disclosure shall be returned to the Chair of the Board in care of selected employees. The Chair shall cause a confidential report to be included in the records of the corporation concerning any interests of directors, officers, other volunteers, and selected employees, together with his recommendations to the Board concerning the same. The Chair shall administer this policy and any disputed action of the Chair of the Board with respect to this policy shall be resolved by the Board.

BE IT FURTHER RESOLVED, that each new director, officer, other leadership group volunteer, and selected staff shall participate in a similar procedure immediately upon assumption of his or her responsibilities.

IACET CONFLICT OF INTEREST QUESTIONNAIRE

Name

Office or Position Held

In responding to these questions, please note that a "yes" answer does not imply that the relationship or transaction was necessarily inappropriate.

1.) Are you an officer or director of any corporation with which IACET has business dealings other than IACET accreditation?

Yes ____ No ____

If the answer to the foregoing question is "yes," please list the names of such corporations, the office held and the approximate dollar amount of business involved with IACET for last year.

2.) Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which IACET has business dealings other than accreditation?

Yes ____ No ____

If the answer to the foregoing question is "yes," please supply the following information:

- a. Names of business organizations in which such interest is held and the person(s) by whom such interest is held:
- b. Nature and amount of each such financial interest, remuneration or income:

3.) Did you, or any member of your family receive during the past twelve months any gifts or loans from any source from which IACET buys goods or services or with which IACET has significant business dealings?

Yes ____ No ____

If the answer to the foregoing question is "yes", list such gifts or loans as follows:

NAME OF SOURCE VALUE	ITEM	APPROXIMATE
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4.) Were you involved in any other activity during the past year that might be interpreted as possible conflict of interest?

Yes ____ No ____

If "yes", please describe:

I certify that the forgoing information is true and complete to the best of my knowledge.

Date _____ Signature _____

Appendix G

Advisory Board Policy

G.1 Definition

An Advisory Board is a collection of individuals who bring unique knowledge and skills that complement the formal IACET Board members to effectively govern and promote the organization. An Advisory Board does not have formal authority to govern IACET. Rather, an Advisory Board serves to make recommendations and/or provide key information and materials to the formal Board of Directors. Multiple Advisory Boards may be formed to address specific needs of the Accrediting Body.

G.2 Purpose

Advisory Boards shall be used to build and maintain relationships in important industries or professions in which IACET operates. Advisory Board members have unique knowledge and skills that IACET can leverage to further its mission.

G.3 Establishment and Membership

1. The establishment of an Advisory Board must be in harmony with the IACET Strategic Plan and be driven with a clear sense of purpose.
2. The establishment and dissolution of an IACET Advisory Board shall require the approval of the IACET Board of Directors.
3. Members of the Advisory Board along with the chair shall be appointed by the IACET Chair of the Board.
4. IACET Affiliation is recommended but not required for participation on an Advisory Board.
5. Terms for Advisory Board members are for one year.
6. The CEO shall make recommendations to the IACET Chair of the Board on potential members and reappointments.

G.4 Conflict of Interest

1. Advisory Board members are subject to the IACET Conflict of Interest Policy and shall disclose any potential conflict of interest.
2. Each Advisory Board member shall be provided with this policy and provide a signed acknowledgement of receipt.

G.5 Expenditures

1. Expenditures made on behalf of the Advisory Board must be approved by the Chief Executive Officer (CEO) and budgeted for in advance.
2. Expenditures for the Advisory Board shall be disclosed on financial reports received monthly by the Treasurer and quarterly by the Finance Committee.

G.6 Compensation

IACET Advisory Board Members shall not be provided honoraria or other forms of financial compensation. Advisory Board members may be eligible for reimbursement of travel expenses in conjunction with IACET Travel Policy at the discretion of the CEO and within the parameters of the IACET budget.