



Commissioner Position Description

The purpose of the IACET Accredited Provider Commission is to direct and administer the process whereby organizations are accredited to become IACET Accredited Providers. Commission members are IACET members in good standing.

The purpose of the Commission is to:

- ◆ Establish the Accredited Provider accreditation program policies and procedures.
- ◆ Review applicants for initial and continuing AP accreditation.
- ◆ Determine whether the applicant will be granted or denied AP accreditation.
- ◆ Review Accredited Providers' activities for compliance with the ANSI/IACET Standard and take any appropriate action.
- ◆ Provide training on the AP accreditation process.

Commissioner - Duties and Responsibilities:

- ◆ Complete Commissioner Training/Mentoring Program.
- ◆ Conduct at least 6 lead reviews and/or site visits per fiscal year (October 1 – September 30).
- ◆ Respond to IACET staff within 48 hours as to the availability to review assigned applications and/or conduct site visits.
- ◆ Review online applications anywhere from 100-500+ pages in length and/or perform site visit to verify application findings and complete the necessary forms to submit to IACET.
- ◆ Complete all Review Reports, Site Visit Reports and Final Lead Reviewer Reports within the required time frame:
 - Initial Review Report: Within 21 days of receipt of application.
 - Site Visit Report: Within 5 days of conducting the site visit.
 - Final Lead Reviewer Report: Within 5 days of receipt of Site Visit Report.
- ◆ Must be able to attend the annual Commissioner training September 29-30, 2017 (Los Angeles, CA) and occasional conference calls.
- ◆ Maintain organized files on each application reviewed for a minimum of 1 year.
- ◆ Maintain strict application confidentiality.
- ◆ Determine any potential applicant conflicts of interest and communicate to IACET staff.
- ◆ Submit expense report adhering to IACET's travel reimbursement guidelines one week of the site visit.

Knowledge, Skills, and Abilities Required:

- ◆ Knowledgeable of the most current ANSI/IACET Standard, and the Accredited Provider application and review process.
- ◆ Knowledge of and the ability to recognize and assess the application of current adult education best practices.
- ◆ Ability to use clear judgment/decision making skills.
- ◆ Access to computer, Internet, and e-mail.
- ◆ Proficient level of PC based software, word processing skills, and Microsoft Office.
- ◆ Ability to act professionally and objectively during the review phase.



- ◆ Ability to travel to conduct site visits.
- ◆ Demonstrate effective critical thinking skills.
- ◆ Ability to communicate and work effectively with others.
- ◆ Ability to foster harmonious relationships with applicants and APs.

Time Commitment

Application Review

- ◆ Both the Lead Reviewer and Site Visitor must complete the application review and Initial Review Report.
- ◆ The application review and Initial Review Report can take anywhere from 5 to 20 hours to complete. The time required depends upon a variety of factors: quality of application, organization of application, additional information requested by the Reviewers, congruence between the two Reviewers' reports.
- ◆ The Lead Reviewer will complete a Final Lead Reviewer Report after receiving the Site Visitor Report. This Final Report can typically be completed in less than 1 hour.

Site Visit

- ◆ Site visits are scheduled at a time/day that is convenient for the applicant and the Site Visitor.
- ◆ Site visits typically take between 4 - 6 hours.
- ◆ Site Visitors may need to travel (air or auto) to conduct the site visit, and may be required to spend a night in a hotel. All allowable travel expenses will be reimbursed.
- ◆ After conducting the site visit, the Site Visitor is required to complete a Site Visit Report. This can take 1 – 2 hours to complete.

Compensation

- ◆ Commissioners receive an honorarium for each application reviewed to completion or site visit completed and a final decision made about accreditation:
 - Lead Reviewer honorarium is \$150.
 - Site Visitor honorarium is \$250.
- ◆ Site visit travel expenses will be reimbursed in accordance with IACET's Reimbursement Guidelines.