

IACET Annual Report Questions

Note: these questions must be entered online in IACET's accreditation management system. This report is mandatory for providers maintaining accreditation. An annual report is not due in years a reaccreditation application is submitted. To access and submit your annual report, go to IACET.org, login with your applicable email address associated with your organization. Click "Accreditation" in the left menu, and then "Annual Reports." Annual reports are available for submission three months prior to the membership expiration date.

These questions are provided here for reference only or for preparatory plans for submission.

Annual Statistics

1. How many CE/T events has your organization conducted during the past 12 months?
2. How many participants have been served by your organization's CE/T events in the past 12 months?
A participant is defined as a single individual participating in a single learning event. A person who participates in multiple learning events may be counted multiple times (e.g., once for each learning event in which the individual participated).
3. How many learners were awarded IACET CEUs in the past 12 months?
A learner is defined as a single individual who may participate in either a single or multiple learning events. For this response, an unduplicated count (i.e., only count each learner one time) of the number of individual to whom IACET CEUs were awarded.
4. What is the total number of IACET CEUs that were awarded in the past 12 months?
This number should be the sum of all the CEUs awarded to the comprehensive total of all learners for the past 12 months.

Substantive Changes to Organization, Responsibility, and Control

1. Has there been any change in the mission or objectives of the CE/T unit?
Yes or No. If yes, provide an explanation of the change and upload any documentation.
2. Has there been any change in the management of the program or CE/T unit?
Yes or No. If yes, provide an explanation of the change and upload any documentation.
3. Has there been any change in the outsourcing or subcontracting of any of your organization's CE/T services (e.g., content development, instructional delivery, online capabilities, etc.)?
Yes or No. If yes, provide an explanation of the change and upload any documentation.
4. Has your organization been acquired by or merged with another organization?

Yes or No. If yes, provide an explanation of the change and upload any documentation.

Requirement

1.5) The Provider shall have a periodic internal review process that ensures adherence to the current ANSI/IACET 1-2018 Standard for Continuing Education and Training.

Submit the following:

- a) Documented review process to ensure the quality of the overall CE/T program and the consistent application of the Standard to include all categories and elements.
This is a copy of the process your organization was required to have when you accredited. This process involves your organization auditing itself to comply with the IACET Standard.
- b) A completed signed and dated checklist, such as the Self Audit Checklist or other tool.
An [Accredited Provider Self Audit Checklist is available in the IACET Store free of charge.](#)

Feedback

Please indicate how IACET can better support your efforts to maintain quality continuing education and training within your organization. We always enjoy hearing from our Accredited Providers. Thank you!