

APPLICATION FOR

CERTIFICATE PROGRAM
ACCREDITATION

BASED ON THE IREC STANDARD 14732



IREC Accredited Certificate Program

- a) Legal name of the organization (if different from the Company Name in your IREC Direct record.)
- b) Name and title of the top official for your organization.
- c) Legal name of parent organization, if any.
- d) Legal names of affiliated organizations, only if included in the scope of this application (see Candidate Handbook for eligibility requirements for affiliated organizations).
- e) If applicable, please list any other names under which your organization does business.
- f) Certificate Program website and webpage specific to training, if different from homepage.
- g) Date when the certificate-awarding organization was established, incorporated or open for business.
- h) Number of years the certificate-awarding organization has been offering clean energy training programs.
- i) Number of certificates issued in the program(s) submitted for accreditation.
- j) List all locations at which the courses or program(s) for which you are seeking accreditation are offered.
- k) My community college or other college holds regional accreditation. *[y/n]*
[If yes] Through which CHEA-recognized regional accrediting body (e.g., Middle States Commission, Higher Learning Commission, etc.)?
INSTITUTIONS WITH VALID, CURRENT ACCREDITATION FROM A CHEA-RECOGNIZED REGIONAL ACCREDITING BODY ARE EXEMPT FROM RESPONDING TO REQUIREMENTS: 5b, 5c, 5d, 5f, 5h, 5i; 7; 10.8.
- l) List any certifications, accreditations, or recognitions earned by the certificate-awarding organization or, if applicable, its parent organization, along with expiration dates and a brief description.
- m) Describe any interim actions or status changes that have occurred in the last 24 months regarding any certifications, accreditations or recognitions.
- n) Summary of types of training offered by the certificate-awarding organization and, if applicable, its parent organization.
- o) Describe why your organization is seeking IREC Certificate Program Accreditation.

p) Describe any threatened, pending, settled, or otherwise resolved litigation, legal complaints, government agency matters, consumer complaints, and other claims or proceedings involving the training provider and any third party(ies) (claims), during the last five years, including, without limitation, claims involving government agencies, private businesses and organizations, public agencies and other entities, and individuals, including arbitration and mediation matters. For each identified claim, please provide: a description of nature of the claim, and the remedy sought; the name of the court, agency, or other forum in which the claim is pending or was resolved; the date the claim was initiated; and, the parties involved in the matter.

4 General Requirements

4.5 Stakeholder Participation

Describe how the program provides interested and relevant parties affected by the workforce outcomes of the program with opportunities to participate in program development and continuous quality improvement initiatives in a manner that maintains a balance of stakeholder representation and transparency of process.

4.6 Linkage with Industry

For each job task analysis covered in this application, describe how the program maintains relationships with the subject industry to ensure the currency of curriculum and market value of the certificate (for instance, alignment with available jobs in your region). [Text hint *Industry is defined as entities involved in the technology being taught and may include employers, workforce-development organizations, manufacturers, professional associations, and contractors, among others.*]

4.8 Commitment to Quality

Provide the written process for continuous improvement of program implementation and management. Describe how top management ensures that this policy is understood and implemented at all levels of the organization.

5 Requirements for Policies and Procedures

Please indicate the name of the document in which the following policies and procedures are located, including the page and paragraph. To reduce duplication, please submit each document only once and refer to it as necessary by referencing the requirement number where it was submitted.

5a Certificates and 11.1 Communicating Use of Certificate. Granting, use, invalidation, revocation, and communicating use of certificates. *The policies and procedures must include everything referenced in in clause 5a of IREC Standard 14732.*

1) Submit policies and procedures that provide for the granting and use of certificates and revocation of certificates.

2) Provide a sample of what is communicated to certificate holders and stakeholders describing the authorized use of the certificate and its designation, if a designation is awarded. *[Text hint: Designation—The title or trademark label applied to achievement of a credential.]*

5b Complaints and appeals

Submit policies and procedures for filing, handling, and resolving complaints and appeals.

5c Confidentiality

Submit policies and procedures that provide for the confidentiality of information obtained in the course of education/training activities.

5d Conflict of interest

Submit policies and procedures to ensure that conflicts of interest concerning the certificate program are minimized and managed—or avoided, if possible.

5f Non-discrimination

Submit policies and procedures that ensure that the training organization’s practices do not discriminate in admitting candidates, educating or training learners, providing access to resources, or hiring personnel.

5g Paid promotions and undue influence

Submit policies and procedures that ensure that sponsorship support of your program is disclosed, and that donors/sponsoring brands are not featured or allowed to influence program content to the exclusion of other relevant sources.

5h Record-keeping and documentation systems

Submit the policies and procedures for record-keeping that details the types of records maintained, parties with access to those records, timeframes for record storage, and procedures for records disposition.

At a minimum, the record-keeping and documentation system shall include the following:

- 1) Complaints and appeals
- 2) Confidentiality and privacy
- 3) Internal audits
- 4) Personnel records
- 5) Program evaluation reports
- 6) Relationship to relevant industry
- 7) Stakeholder participation
- 8) Student records
- 9) Systematic program plan
- 10) Financial records
- 11) Certificates issued

5i Release of information

Submit policies and procedures that provide for the release of information about an applicant or learner that is gained in the course of education/training activities.

5j Safety and safe practices

Submit policies and procedures that ensure ongoing safety and safe practices in the delivery of the certificate program.

6 Requirements for Personnel

6.1 Sufficient Personnel, 6.2 Qualifications of Certificate Program Personnel, 6.3 Responsibilities of Personnel, and 6.4 Written Job Descriptions

1) Identify the key personnel involved, title and name, in the following program activities (*Requirement 6.3*):

- a) Formulating and implementing policies and procedures that guide administration and management of the certificate program;
- b) Planning and monitoring for viable financial operation of the certificate program;
- c) Designing, and implementing the certificate program;
- d) Recruiting, monitoring, and evaluating the performance of instructors;
- e) Providing oversight to the roles and responsibilities of volunteers, contractors, and associated committees;
- f) Communicating information about the certificate program; and
- g) Making the decision to issue a certificate.

2) For each of the preceding program activities, provide written job descriptions (*6.4*) which show:

- a) required qualifications for each position. (*6.2*)
- b) the supervisor reported to, and/or if the position is itself supervisory (*6.4*)
- c) specific job responsibilities (*6.3*)

3) For each of these persons listed above, upload documentation or evidence that demonstrates they are qualified for their position.

4) Describe how job descriptions and qualifications are reviewed and updated annually. (*6.2 and 6.4*)

6.5 Evaluation of Employees

1) Describe when and how personnel are evaluated.

2) Provide examples of how results are documented and utilized for continued professional development (*employee personal information can be redacted*).

6.6 Management of Contracted Services

Attach copies of all contracts or agreements with contractors, subcontractors, consultants, vendors, co-sponsors, business partners and other collaborators related to key program activities including: recruitment, promotion, curriculum development, instruction, evaluation, and other services in which contractors have access to sensitive information. At a minimum, contracts are required to include provisions for:

- a) Compliance with certificate program policies and procedures.

- b) Confidentiality and conflict of interest.
- c) Monitoring and evaluation of the contractor’s work.
- d) Protection of intellectual property and ownership of the program.

6.7 Qualifications of Contracted Personnel

Provide evidence that contracted personnel are qualified to deliver contracted services.

7 Requirements for Financial Viability

Upload the current annual operating budget and budget projection for the next fiscal year for the certificate program(s) submitted for accreditation. Evidence should include a financial plan that outlines the projected income and expenses of managing the certificate program. If finances for the certificate program are housed within an entity, identify specific sources of revenue and other funding for the certificate program.

8 Requirements for Certificate Program Application

Upload a copy of the application form that potential learners are required to submit, which at a minimum contains:

- a. The scope and requirements of the education/training program.
- b. A statement that the applicant agrees to comply with the requirements and directions of the education/training program and to supply any information relevant to safety and medical issues.
- c. A description of how the applicant meets the required education and work experience criteria, if applicable—including supporting documentation and prerequisites.
- d. Contact information.

9 Requirements for Management System

9.2 Document Control

Provide the policies and procedures for document control. Demonstrate how the organization tracks, manages, and properly utilizes certificate program documents. *[text hint: Document Control: The procedures established in developing, approving, revising, naming, storing, accessing, and disposing of program documents (such as policies, procedures, and records).]*

9.3 Internal Audit (and 5e)

- 1) Submit policies and procedures that govern the internal audit process of the program’s policies and procedures. *This is not a financial audit. (5e)*
- 2) Upload a copy of your most recent internal audit of the program’s policies and procedures including any corrective and preventive actions.

9.4 Management Review

- 1) Provide evidence that program management reviews and signs off on the results of the internal audit, acknowledges corrective and preventive actions, and ensures that corrective and preventative actions are implemented.
- 2) Document how results of the internal audit are communicated to program personnel affected by the preventive and/or corrective action.
- 3) Submit an example of implementation of corrective and preventive actions.

10 Requirements for Certificate Program – Analysis, Design, Development, Implementation, and Evaluation

10.2 Job Task Analysis Basis for Curriculum or Syllabus

1) On which Job Task Analysis (JTA) is the curriculum based?

- a) Crew Leader
- b) Energy Auditor
- c) Quality Control Inspector
- d) Retrofit Installer Technician
- e) PV Installation Professional
- f) PV Technical Sales
- g) Small Wind Installer
- h) Solar Heating Installer
- i) MF Building Operator
- j) MF Energy Auditor
- k) MF Quality Control Inspector
- l) MF Retrofit Project Manager
- m) Comm Building Commissioning Professional
- n) Comm Building Energy Auditor
- o) Comm Building Operations Professional
- p) Comm Energy Manager
- q) Comm Energy Analysis SP
- r) RISE SRP
- s) Other

1b)[If Other] If your certificate program is based on part of an existing JTA, or elements from multiple JTAs, provide the objective or scope which define the job(s) addressed in your program, a list of KSAs required to perform the job and their criticality and evidence that this information was validated.

2) For each course offered within the certificate program, which covers the job task analysis(es) covered in this application, please provide the following:

(a) course name; (b) course length (in hours); (c) date when course was first offered; (d) number of

times course has been offered; (e) number of students who have taken the course; and (f) format (is the in-person, online, via distance learning or as a self-paced training.)

10.2.1 Syllabi or Curricula and 10.3.2 Comprehensive Curricula and Syllabi

1) For each job task analysis covered in this application, provide a syllabus for each course submitted for accreditation. *[Syllabus must contain learning objectives for each course.]*

2) Provide documentation of the curriculum for each program submitted for accreditation (if composed of more than one course). *[Curriculum is a document and/or set of materials that is created to guide the instructors in delivering the course or series of courses. See IREC Basic Guidelines for Training Curriculum in the Key Docs section of the website for more information.]*

3) Provide documentation that shows the syllabi, curricula and stated prerequisites are linked to the KSAs stated in the job task analysis. Documentation must show the alignment between course learning objectives, assessments, and learning activities. *One way to do this, but not the only way, is create a table for each program which shows the terminal learning objectives (based on the JTA), corresponding learning activities (when and where these occur in the instruction), and the name of the assessment of the learning objective.)*

10.2.2 Availability of Job Task Analysis

Provide evidence that the relevant Job Task Analysis (JTA) is made available to learners.

10.3.1 Documentation of Systematic Program Plan and 10.1 Certificate Development

Document how you have integrated analysis, program design, development, implementation and evaluation into a systematic program plan, and how your program operates in accordance with this plan. *[Systematic Program Plan—Any one of several processes recognized by education and training professionals that documents the creation or revision of educational programs, workshops, or courses using inter-related components of analysis, design, development, implementation, and evaluation. The ADDIE method is one, but not the only valid process that can be used.]*

10.3.3 Curricula and Syllabi Revision and Maintenance

1) Describe how the program curricula and syllabi are revised and maintained.

2) Provide an example where revisions have resulted in changes to the program.

10.3.4 Utilizing Another Entity's Curricula

Does your program use curricula developed by another entity? [Y/N]

1b) [If Yes] Describe how you ensure it meets the requirements of your systematic program plan.

10.4 Certificate Issuance and 10.4.1 Minimum Guidelines for Issuance

1) Provide the program requirements for issuing a certificate. Include the minimum guidelines for participation in the program and achievement on assessments of learning outcomes. *[Text hint Minimum guidelines shall not include the option to test out or in any other way avoid participation in the full program.]*

10.5 Certificate Term

Is there an expiration date on the certificate or requirements for renewal? [yes/no]

1b) *[If yes]* Explain how the certificate's expiration date and requirements for renewal were determined and then communicated to learners and stakeholders.

10.6 Facilities, 10.6.1 Support of the Learner, and 10.6.2 Safety

1) Describe all facilities in which the education/training is conducted for the relevant certificates and how the facilities support the learners' attainment of learning objectives.

2) Describe how the facilities provide a safe learning environment for learners and personnel.

10.6.3 Off-site Facilities

Is training delivered off-site? *[yes, no]*

1b) *[If yes]* Provide evidence that demonstrates how you ensure that off-site facility requirements comply with the requirements of the Standard.

10.7 Tools, Equipment, and Hardware Requirements

For each job task analysis covered in this application, document that the necessary equipment, hardware and tools are available for learners, and calibrated, where applicable. This includes, but is not limited to, personal protective equipment, safety materials and equipment, education/training hardware, and tools.

10.8 Resources

Describe the resources, such as access to library, research materials and job placement resources, available to learners.

10.9 Delivery of Certificate Program

Submit course materials or other documentation to demonstrate the following:

- a) Material is presented in an organized learning format.
- b) Courses incorporate adult learning principles and practices in delivery of instruction.
- c) Assignments and practice exercises are clear and have defined and measurable objectives.
- d) Students receive timely and specific feedback regarding their progress in attaining the learning objectives.
- e) Where applicable, practice exercises related to the learning objectives are offered.

10.10 Online Delivery

Is learning delivered online? *[yes, no]*

[If yes, learning is delivered online] **At a minimum, your assessor will require access to your Learning Management System (LMS).**

Provide information that demonstrates that the following conditions are met:

- a) Each course or learning event has an identified instructor.
- b) The provider indicates in advance of the program the hardware and software that are required for the learner to participate.
- c) The provider indicates in advance of the program the computer skills required for the learner to participate.

- d) Navigation is clearly described orally or in writing. If difficulties are encountered during navigation, instructions are given for getting assistance.
- e) A system is in place that tracks and monitors student progress.
- f) Learners have a mechanism to contact the provider with technical and content-related questions.
- g) Response time related to training questions is stated in the syllabus and adhered to.
- h) A contingency plan is in place to provide a quick recovery from technology-related interruptions, so that the education/training is completed in a timely manner.

10.11 Evaluation of Learners

Provide evidence that a summative examination is used to measure attainment **by each individual student** of the learning objectives at the conclusion of **each** course in the program.

10.11.1 Information to Learners

Explain how and where the criteria by which learners will be evaluated are communicated in writing.

10.12 Written Examinations

1) Provide policies and procedures for developing, maintaining, administering and scoring written examination. *Written examinations designed to evaluate attainment of learning objectives must be administered to each individual student and must be criterion-referenced. Written examinations must follow guidelines for acceptable practices in examination development and administration as described in clause 10.12 of IREC Standard 14732.*

2) Provide all written examinations for the courses/programs submitted for accreditation. *These examinations should correspond with the assessments you reference in your response to 10.2.1/ 10.3.2 and to the learning objectives on your syllabi.*

10.13 Non-Written Evaluations (Oral Examinations, Performance Examinations, and Tangible Products)

1) Provide policies and procedures for developing, maintaining, administering and scoring non-written assessments. *Non-written evaluations designed to assess attainment of learning objectives must be administered to each individual student and must be criterion-referenced. Non-written evaluations must follow guidelines for acceptable practices for development and administration as described in clause 10.12 of IREC Standard 14732.*

2) Provide all non-written examinations including the means by which it is scored. *These non-written examinations should correspond with the assessments you reference in your response to 10.2.1/ 10.3.2 and to the learning objectives on your syllabi.*

10.15 Evaluation of Program Effectiveness

Upload a copy of the comprehensive program evaluation of program effectiveness, which at a minimum addresses learner attainment of outcomes, course design, delivery, quality of instruction, assessment instruments, graduate job placement, facilities, equipment, and administration processes. *[Note: this is not the same as a course evaluation completed by students.]*

10.15.1 Comprehensive Program Evaluations

1) Describe the evaluation process that allows all program participants to provide feedback on all aspects of the program.

2) Provide examples of program evaluations.

10.15.2 Results of Performance Data

1) Describe the performance data you have collected in the evaluation process related to the learners' attainment of learning outcomes.

2) Provide examples of revisions or modifications made to the program as a result of this performance data.

10.15.3 Record of Evaluations

1) Describe how the results of evaluations become an official record of the program and are documented in a comprehensive manner at least annually.

11.2 Informational Materials and 11.3 Information Provided to Learners and Stakeholders

1) Provide a copy of the information provided to learners and stakeholders regarding the following:

a) Scope of the certificate program, including job task analysis, desired outcomes, curricular content, learning objective, and assessment methodologies

b) Prerequisites and program requisites (fees, resources, equipment)

c) Skill sets learners would expect to gain and types of jobs they may apply for

d) Relevant program policies, fees, deadlines, appeals, due process

e) Terms of awarding academic or continuing education credits

f) Changes to the program and effective date

g) Purposes and uses of the certificate in the marketplace [text hint - *The training organization shall not state or suggest that certificate holders are certified, licensed, registered, or accredited, or suggest that successful completion of the certificate program will guarantee a job for the certificate holder.*]

For Programs which Award Credit

Are academic or continuing education credits awarded as part of the certificate program? [(y/n)]

[If yes, please respond to the following two questions.]

10.14 Awarding Credits

If applicable, document how the amount and type of academic or continuing education credit is awarded. Include how the requirements for earning credits are communicated to stakeholders.

10.14.1 Use of Another Entity's Credit-Awarding System

Do you use another entity's credit/awarding system? If yes, provide evidence of adherence to the requirements of that system.