



Fast Track your Certification Program Accreditation

CHOOSE AN ACCREDITING BODY

Three bodies accredit professional or personnel certification programs: (1) American Board for Specialty Nurse Certification (ABSNC); (2) American National Standards Institute (ANSI); and the National Commission for Certifying Agencies (NCCA). When selecting an accrediting body there is no “right or wrong” answer, but there are many factors to consider.

- Competitive and regulatory environment
- Name recognition within your practice area
- International / global certification
- Costs
- Application process
- Standards compliance

Takeaway: Choose the accrediting body before you start preparation.

While the standards are similar in principal, there are benefits and challenges to each depending on your program specific factors.

AVOID COMMON MISTAKES - 7 COMMON PROBLEM AREAS

1. Documentation – lack of documentation is one of the most common problems organizations encounter. Document everything using a consistent system to ensure reviewers can find information easily. Include not just what happened, but the rationale as well
2. Structure & Governance – all accrediting bodies require the governing body have autonomy in making key certification decisions to protect against undue influence and conflict of interest. There are several acceptable models to meet this requirement, choose one best for your program.
3. Education & Certification – organizations often struggle with the requirement for a firewall between education and certification functions.
4. Examination Development – before you begin the application process, it is essential to understand the examination development process. More importantly, it is essential you have completed and documented a full examination development cycle.
5. Published Information & Transparency – specific certification information is required to be public in a clear, organized way.
6. Grandfathering - rules differ across the Standards, but none allow grandfathering once the accreditation process has started.
7. Quality Improvement - as with many other parts of the Standards, it is important that your program periodically reviews its policies, keeps them up-to-date, and consistently implements them.

Takeaway: Understand these common challenges and make the necessary changes to your program BEFORE starting the accreditation application process.

PREPARING FOR ACCREDITATION – THE SEACREST APPROACH

SeaCrest uses a proven, three-step process to guide certification programs through the accreditation process.

Phase I: Needs Assessment

- An objective, outside review of your program against the standards.
- Determines the current level of compliance with each standard.
- Helps you to prioritize recommendations for change and develop an implementation plan.

The result: a detailed report clearly defining areas for change and providing a road map to bringing your program(s) into full compliance with the Standards.

Phase II: Change Implementation

- SeaCrest assists you in implementing required program changes.
- The process ensures you have developed all required documentation.

The result: the implementation of changes required to comply with standards for accreditation.

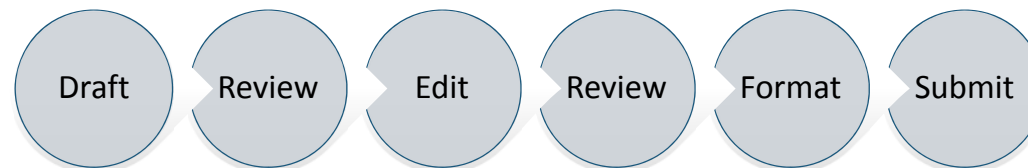
Phase III: Application Preparation

- SeaCrest prepares the accreditation application, gathering all required materials and writing required responses.
- SeaCrest facilitates your programs review and approval process and formats the final application for submission.

The result: submission of a completed application.

APPLYING FOR ACCREDITATION

Waiting until all changes are complete before you start the application will help ensure that only current documents and up-to-date information goes into the application. There is no reason to start an application until your program meets all of the Standards.



Accreditation Fast Track

Start

Choose

ABSNC
ANSI
NCCA

Avoid
Pitfalls

Documentation
Governance
Training
Quality Improvement
Exam Cycle
Transparency
Grandfathering

Factors

Competitors
Regulations
Name recognition
International
Costs
Application process
Compliance

Caution

3-Step
Approach

Needs Assessment
Change Implementation
Application Preparation

Get Ready

Draft
Review
Edit
Review
Format
Submit

Apply

Submit

Continue

Maintain
Compliance

Annual Report
Change Notification
Re-accreditation

