



## IACET Accredited Provider Information and Step-by-Step Instructions

Thank you for your interest in the International Association for Continuing Education and Training (IACET). Accredited by ANSI as a Standards Developing Organization, our ANSI/IACET 1-2013 Standard shapes the criteria organizations use to develop and implement high quality continuing education and training programs.

Application for IACET Authorized Provider status is an opportunity for organizations conducting continuing education and training to benchmark current operations to the American National Standards Institute (ANSI) approved IACET Continuing Education and Training Standard.

I've outlined the accreditation steps below for your information.

**Step 1:** Go to our website and take a look at our [eligibility](#) requirements and [application process](#).

**Step 2:** Create a profile and download the [Authorized Provider Self-Assessment Checklist](#) and [Free Accreditation Guide](#). The checklist is designed to make sure your organization is ready to submit an application by going through a checklist intended to identify any gaps in policies, processes or evidence that must be addressed before an application is submitted. The guide will give you information on IACET, the importance of the IACET CEU, what to expect from the Standard and AP Application, as well as the process, price, and timeline on becoming accredited as an IACET Authorized Provider.

**Step 3:** [Purchase and download](#) the ANSI/IACET Standard and Application (Prospective AP), **\$450**. ***You'll need to purchase the application package as the organization, not yourself. The application package won't show up if you don't shop in the online store as the organization.***

**Step 4:** Take advantage of the many resources available to help you prepare a successful application:

- [Free application assistance webinars](#). These one-hour webinars give you the chance to get answers to your specific questions about the application process. You may participate in as many of these webinars as you like.
- Our one-day, in-person [AP workshop](#), offered at least once per month at locations around the U.S. and Canada. The workshop reviews each required element of the Standard, with special attention to the documentation needed for a successful application.

**Step 5:** Complete and submit the application.

The accreditation fee is **\$3,250**. This includes all costs related to application processing as well as the site visit. Once accredited, you'll need to maintain accreditation with an annual fee of **\$835** during your 5 year AP status.

If you have any additional questions, please let IACET staff know: [info@iacet.org](mailto:info@iacet.org) or 703-234-4065 or via our online chat function.