

Accreditation Process – timeline for seeking accreditation

- Letter of Intent
- Preparation of materials
- Submit Application and pay fees
- Submission to Auditor for desk audit
- Time required for desk audit
- Set-up on site
- # of days for on-site
- Auditor to write report
- Presentation to BSCC & Vote
- Successful passage & announcement

Accreditation Process

Letter of Intent

- Agency desiring to be accredited reviews the Standard
- Agency conducts readiness review prior to application, utilizing checklist and Measures Criteria
- Agency submits Letter of Intent 6 months prior to application
- Agency prepares itself for application

Accreditation Process

Documentation Preparation & Submission

- Agency begins submission process with application
- Payment is due
- Staff reviews application, advises agency of process & timeframes
- Agency completes “self-evaluation”
 - 75% refund if agency fails to complete submission
- Agency certifies the information provided is true & complete
- **Submit for Audit**

Accreditation Process

The Desk Audit

- Staff reviews submittal for completeness.
Returns if incomplete
- Desk review of application by auditor
- Auditor may ask for clarification on self-evaluation documentation

Accreditation Process

On-Site Audit

- 1-2 day onsite inspection conducted by auditor
- Auditor prepares findings report
- Non-conformities?
 - Agency can resolve minor issues within a period of time
 - Auditor re-reviews (desk review)
- **Final audit report submitted to BSCC**

Accreditation Process

BSCC Determination

- BSCC reviews audit findings report
- BSCC makes determination of approval/denial, Staff sends letter
- Appeal process
- **Award accreditation**
 - Packet Sent
 - Logo
 - Rules of Use
 - Press release
 - Plaque

Accreditation Process

Interim Surveillance Audit

- Prior to end of 3rd year of accreditation
- Desk audit of select standards, new and updated standard
- Ensures ongoing conformity with existing and new standard

Financial Requirements

- Initial Application

- \$3,500 USD (NAPBS members)
 - \$5,250 USD (non-members)
 - Includes desk review and onsite audit
 - Travel expenses for auditor not included
- Fee is Non Refundable AFTER Self-Evaluation is Submitted

- Interim Process

- \$750 USD (NAPBS members)
 - \$1,100 USD (non-members)
 - Includes desk review

Beta Test Feedback –

Words of Wisdom to Accreditation Applicants

- Beta Testers felt the process was right in line with other processes for which they may be accredited
- Process is more time consuming than difficult
- Utilize the **Background Screening Agency Accreditation Program Standard with Audit Criteria** document from the NAPBS website as your guideline. It was very helpful
- Pay attention to the details of the requirements – read and understand the clauses thoroughly
- Be Organized! Keeping all your data organized makes it much easier when preparing the documentation.
- Involve all departments in the process so everyone in the company is aware of the process even if they are not directly involved.
- Make sure that all processes and procedures are documented down to the smallest details.
- Provide deadlines to staff that are providing information to you.
- Finalize review of standards and supporting documentation as soon as it is complete.
- Don't panic!

Beta Test Feedback –

Recommendations for Program Success

- Create Accreditation Assistance programs
 - Webinars
 - Mentoring program
 - Special ListServ
- Provide additional explanation on audit expectations
- Include review by knowledgeable IT representative during the audit process