
INTERNATIONAL ASSOCIATION
OF INNOVATION
PROFESSIONALS EDUCATION
PROGRAM ACCREDITATION
PROCESS HANDBOOK

First Edition (V 1.3)

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Table of Contents

1. About the IAOIP Education Program Accreditation (EPA)	4
1.1 Mission	4
1.2 EPA Working Group Responsibilities	4
1.3 EPA Working Group Composition	4
1.4 Code of Conduct.....	5
1.5 EPA Working Group Meetings/Actions	5
2. IAOIP Accreditation Process	6
2.1 Accreditation Preparation	6
2.2 Overview of the Process	6
2.3 IAOIP Accreditation Process	7
Step One: Letter of Intent	7
Step Two: Self-Assessment Report	7
Step Three: Onsite Evaluation	8
Step Four: Final Decision	9
2.4 Possible Accreditation Outcomes	9
2.4.1 Decision Announcement	10
2.5 Reporting Requirements	10
2.5.1 Annual Accredited Program Reports	10
2.5.2 Substantive Change Policy	11
2.5.3 Accreditation Reaffirmation	11
2.6 Appeals Procedures.....	11
2.7 Fees	12
3. IAOIP Eligibility Requirements	13
3.1 Institutional Accreditation and Legal Authority	13
3.2 Degrees Eligible for Accreditation.....	14
3.3 Period of Operation	15
3.4 Administrative Structure and Academic Leadership.....	15
4. IAOIP Accreditation Standards	16
4.1 Program Mission	16
4.2 Curricula and Core Area of Focus for Program Learning Objectives	16
4.3 Program Information in the Public Domain	17
4.4 Faculty and Staff	17
4.5 Students.....	17
4.6 Financial Resources	18
4.7 Program Improvement	18
Appendix A - Letter of Intent	19
Appendix B- Required Information for Self-Assessment Report	20
Appendix C- IAOIP Expected Levels of Academic Achievement Error! Bookmark not defined.	
Appendix D- Annual IAOIP Accredited Program Requirements	22
Appendix E- Reporting Substantive Change	23

Appendix F- IAOIP Reaffirmation of Accreditation Process..... 24
Appendix G- IAOIP Accreditation Appeals and Complaints Policies and Processes..... 25

1. About the IAOIP Education Program Accreditation (EPA)

1.1 Mission

The mission of the IAOIP Education Program Accreditation (EPA) is the advancement of innovation education through accreditation of academic innovation programs across the globe. EPA ensures that students are adequately prepared to meet the requirements of businesses and governments seeking employees with the capacity to think critically, innovate effectively, and create value.

The degree programs to be accredited include those at the undergraduate, graduate, and doctorate levels that are related to innovation and offered at accredited higher education institutions around the world.

1.2 EPA Working Group Responsibilities

The responsibilities of the EPA Working Group are as follows:

- To act as policy makers and be responsible for all relevant decisions associated with accreditation of academic innovation programs.
- To create and promote excellence in standards, procedures, and policies related to effective evaluation of innovation academic programs.
- To guarantee the process of accreditation acknowledges the uniqueness of all academic programs in the innovation field.
- To assist both recognized and emerging programs and provide a collaborative environment for them.
- To organize the IAOIP accreditation process.
- To create and assign members to EPA committees and teams that focus on specific areas in order to promote and improve upon the effective accreditation of academic programs.
- To conduct all actions related to the appeal of any IAOIP decision by recognized or prospective academic programs including review, arbitration, and final assessment.
- To be the final authority on IAOIP accreditation.

1.3 EPA Working Group Composition

The EPA Working Group that governs the EPA Process is composed of five (5) members representing both academia and industry, with the majority coming from academia. Members are appointed with the view of achieving a balance between academia, industry, and geographic location. This allows for as many diverse viewpoints as possible for review of academic innovation programs. The IAOIP Accreditation Manager serves as a non-voting member of the EPA Working Group. The current list of EPA Working Group members is available at www.iaaip.org/accreditation.

EPA Working Group members are tasked with carrying out the duties of the IAOIP in accordance with all governing Association documents and rules.

1.4 Code of Conduct

The EPA Working Group adheres to following guidelines:

- The primary purpose of its activities is to assess and enhance where necessary academic programs in the field of innovation.
- The intention of the accreditation process is to encourage continuous improvement in the field of innovation.
- It must promote excellence and aid in the improvement of academic programs within the innovation field.
- The process of accreditation must recognize the unique nature of innovation related academic programs across the globe.
- Experimentation regarding innovation education techniques is to be supported.
- The accreditation of a program is an ever-changing process and regular review is hence required.
- The process of accreditation must remain objective and utilize all relevant information as well as the evaluation of qualified professionals.
- All evaluation reports as well as relevant communication related to accreditation applicants must be treated as confidential.
- Accreditation may not be offered or conditioned upon the payment of fees other than the costs specified under administrative fees or actual evaluation costs.

Each EPA Working Group member must also adhere to the following guidelines:

- Discussion of all matters related to the accreditation of any academic program outside the boundaries stipulated under formal IAOP reviewed policies is forbidden.
- All inquiries and/or concerns must be referred to the IAOP Accreditation Manager.
- All documents relevant to EPA Working Group member meetings must be held in confidence.
- He or she must excuse themselves from votes regarding individual programs if they have a conflict of interest, so as to provide unbiased judgment. This includes being a former or current employee, business associate or formal supporter.
- He or she shall alert other EPA Working Group members to any personal activity that has some relation to any academic program under evaluation by EPA in order to avoid any potential conflict of interest.

1.5 EPA Working Group Meetings/Actions

EPA Working Group members conduct monthly meetings related to the transaction of business set before them and determine any decisions and/or rulings relevant to the status of accreditation applicants or currently accredited programs.

Decisions of the EPA Working Group are made by majority vote unless otherwise required by IAOP accreditation policies. Each EPA Working Group member will be entitled to one (1) vote on any matter set before them.

2. IAOIP Accreditation Process

2.1 Accreditation Preparation

Before submitting an application, programs should be familiar with IAOIP Eligibility Requirements and Standards for Accreditation.

Throughout the year, various IAOIP Accreditation workshops are held, which outline the accreditation process and aid prospective applicants in preparation of their required documents (e.g., Letter of Intent and Self-Assessment Report). Workshops are available in-person as well as online and the IAOIP staff is available for assistance.

Note : All documents must be submitted to the IAOIP in English.

2.2 Overview of the Process

The accreditation procedures consist of the following four step process:

1. Letter of Intent
2. Self-Assessment Report
3. Onsite Evaluation
4. Final Decision

The IAOIP accreditation program is an intense one that requires a commitment to excellence in innovation education by the prospective program. The accreditation process may take approximately 12 to 18 months.

The Self- Assessment Report must be submitted within six (6) months of IAOIP's receipt of the prospective program's Letter of Intent. After review of the Self-Assessment Report, the EPA Working Group will decide which of three actions will be taken: authorization of the onsite evaluation, request for more information from the prospective program, or stopping the accreditation process altogether.

After approval of the Self-Assessment Report, the onsite evaluation can be scheduled. The evaluation team and prospective program must concur on a mutually agreeable time, within 90 days of the Self-Assessment Report approval.

Following the onsite evaluation, the evaluation team compiles a report within 30 days and provides the IAOIP with their recommendation. Upon review of the evaluation report, the EPA Working Group makes a final decision on accreditation.

The information provided in the Letter of Intent, Self-Assessment Report, and Onsite Evaluation comprise the only basis for the EPA Working Group decision of approval, deferral, or denial of accreditation.

2.3 IAOIP Accreditation Process

Step One: Letter of Intent

The first step in the accreditation process is the Letter of Intent. It is from this input that the IAOIP determines whether the prospective applicant is eligible to move forward in the accreditation process.

The Letter of Intent must contain the following:

- A statement indicating the prospective program's interest in IAOIP accreditation, submitted on the academic institution's letterhead. The Letter of Intent must include the signatures of the program coordinator and the administrator to whom the program coordinator reports (e.g., dean or department head).
- Demographic data, which helps to place the prospective program's application into perspective. Refer to Appendix A for more information.
- Evidence of meeting the IAOIP Eligibility Requirements. Refer to Section C for more information.
- Payment of application fees. Refer to Section B. 7).

A Letter of Intent template is available on the IAOIP website at www.iaoip.org with instructions on the proper way to complete the letter.

Letter of Intent must be submitted digitally and on paper to:

For digital versions email: abram@iaoip.org

For paper versions: 4422 Castlewood St., Sugarland, TX 77479

The IAOIP reviews the prospective program's Letter of Intent to ensure that it meets the Eligibility Requirements. Once that letter is accepted, the prospective program is notified that the process will be moving on to the Self-Assessment visit and the application fee is processed.

Step Two: Self-Assessment Report

An applicant program will have up to six (6) months to prepare the Self-Assessment Report for submission to the IAOIP. The preparation of the Self-Assessment Report should meet the following requirements:

- Demonstrate that the program meets the IAOIP Accreditation Standards.
- Organize the information into a document that can be used by both the IAOIP for accreditation purposes as well as the prospective program faculty and students for continuous improvement purposes.

The Self-Assessment Report must contain the following:

- A cover letter indicating that the prospective applicant is still interested in continuing the accreditation process.

- An updated version of the Letter of Intent.
- Evidence that the program meets the IAOIP Accreditation Standards. Refer to Section D and Appendix B for more information.
- Payment of accreditation fee. Refer to Section B.7) for more information.

A Self-Assessment Report template is available on the IAOIP website, www.iaoip.org with instructions on the proper way to complete the report.

The Self-Assessment Report should be submitted, digitally and on paper to the IAOIP.

For digital versions email: abram@iaoip.org

For hard copy, mail to: 4422 Castlewood St., Sugarland, TX 77479

Failure to submit the Self-Assessment Report within the allotted time period shall result in the removal of the prospective program from accreditation consideration. Any fees already submitted are forfeited and the program must submit a new Letter of Intent and all required fees in order to be considered for accreditation once more.

The IAOIP reviews the prospective program's Self-Assessment Report to ensure that it meets the Accreditation Standards. Once that report is accepted, the prospective program is notified that the process will move on to the Onsite Evaluation. The IAOIP may also request further information to aid in making a decision.

Step Three: Onsite Evaluation

The onsite visit seeks to confirm any information presented in the Self- Assessment Report. An evaluation team will visit the prospective program once the Self- Assessment Report has been accepted. The dates and times of the onsite evaluation shall be agreed upon between the prospective program and the visiting evaluation team. Payment of the onsite evaluation fee is required prior to the visit. Refer to section B.7) for more information.

The evaluation team should consist of at least one member from academia and one from industry. Teams will usually consist of three members, with the third member being from either academia or industry. One member shall also serve as team leader.

The team leader's primary purpose is to coordinate all arrangements with the prospective program and clarify any misunderstandings between both sides. The evaluation team will verify any information presented in the Self-Assessment Report through the following:

- Interviewing the leaders of the academic institution, administrators, and faculty of the program, students, and, if necessary, alumni and program advisors not consistently involved with the day to day activities of the program.
- Conducting a review of the policies and procedures of the academic institution.
- Conducting a review of curriculum and samples of student work.
- Examining all resources available to the prospective program (financial, digital, and physical).

The evaluation visit should be completed within three business days. Any reasonable expenses

associated with the visit (e.g., lodging, meals, etc.) are to be paid by the prospective program directly to the service providers.

Upon completion of the evaluation, a summary is presented to the prospective program. A written report is then prepared and presented to the prospective program for verification of any and all facts. Within thirty (30) days of the visit, a final Evaluation Report with Recommendation is submitted to the IAOIP.

Step Four: Final Decision

After receiving the Onsite Evaluation Report and the recommendation of the evaluation team, the IAOIP may then make a decision regarding the prospective program's application. Any accreditation decision is based solely on information collected through the Letter of Intent, Self-Assessment Report, and Onsite Evaluation.

Withdrawal of Application

At the request of the prospective applicant program, an applicant program may decide to withdraw from the accreditation process at any point in time. If this occurs, the IAOIP will retain a copy of all previously submitted documents (Letter of Intent, Self-Assessment Report, Onsite Evaluation Report) and the remaining application documents will be destroyed.

2.4 Possible Accreditation Outcomes

The EPA Working Group shall have the final decision regarding an academic program's accreditation. The actions they may take include: granting of initial accreditation, reaffirmation of accreditation, deferral of accreditation, denial of accreditation, or withdrawal of accreditation.

Granting of Initial Accreditation

Initial accreditation may be granted for a maximum of five (5) years. This initial accreditation may be conditional if the IAOIP feels that some further information may be required in order to meet a particular standard.

Reaffirmation of Accreditation

Accreditation may be reaffirmed after a previous accreditation cycle has been completed. The maximum period for reaffirmation is the same as initial accreditation period of five (5) years.

Deferral of Accreditation

A decision on the accreditation of a program may be deferred if there is not enough information to make a decision. If this is the case, accreditation will be deferred until the required information is made available and a final decision can then be made at a later meeting of the EPA Working Group.

Denial of Accreditation

Accreditation may be denied if the prospective program is adjudged to have not met the required

Accreditation Standards and the requirements cannot be met with sufficient time to grant a deferral of accreditation. The program may appeal a decision at this point. If the appeal is unsuccessful, then the prospective program may reapply for accreditation after one (1) year has passed.

Withdrawal of Accreditation

The IAOIP has the authority to withdraw the accreditation of a program if the program has failed to meet the Accreditation Standards and reporting requirements during the five (5) year accreditation period. A program will have the opportunity to explain its situation to the IAOIP before the final decision of accreditation withdrawal is made.

2.4.1 Decision Announcement

The IAOIP shall announce any decision made within thirty (30) days of making the decision. The announcement shall be made in writing to the academic leader (e.g., program coordinator) and administrator (e.g., department head, dean) to whom the academic leader reports.

Decisions are also posted on the IAOIP website at www.iaoip.org/accreditation.

Any correspondence and the information contained in reports submitted to the IAOIP shall be held in confidence.

In addition to the official letter of accreditation, all programs gaining accreditation, whether new or reaffirmed, will receive a Continuing Accreditation Requirements Letter. The letter will contain the following:

- Any opportunities for the program to improve as suggested in the Onsite Evaluation Report
- The requirements for the annual report
- An outline of the benefits of IAOIP accreditation

The accredited program is also presented with a plaque awarding accreditation at an agreeable time and location.

2.5 Reporting Requirements

All accredited programs must maintain the Accreditation Standards of the IAOIP. In order to maintain these standards as well as keep the IAOIP abreast of the overall status of the program, including but not limited to any substantive changes, annual reports are to be submitted. These reports are also meant to ensure that any recommendations made following the Onsite Evaluation or conditions outlined in the accreditation decision are being implemented by the program. IAOIP may also choose to review a program at any point in time that it sees fit.

2.5.1 Annual Accredited Program Reports

During the five (5) year accreditation period, programs are required to submit an online report by March 31st of each year. The report should include any improvements made to the program as outlined in the Onsite Evaluation Report and any other improvements that benefit the program.

Any specific concerns of the IAOIP shall also be addressed in the annual reports.

Refer to Appendix E for more information.

2.5.2 Substantive Change Policy

Substantive changes to an already accredited program may have some impact on the program's continuing to meet the Accreditation Standards of the IAOIP. Such changes may include, but are not limited to:

1. Withdrawal of the academic institution's accreditation
2. Change in the program name
3. Change in legal status of the academic institution
4. Introduction of another educational delivery method not outlined in the original application of the program
5. Change in the source of financial resources
6. Major changes to the courses offered within the accredited degree that might cause the program to no longer be aligned with the core focus areas of the IAOIP.

The area of concern with regards to substantive changes is that these changes may cause to program to no longer align with the Accreditation Standards of the IAOIP. The program must prove that any changes do not affect their ability to meet these standards. If any changes do affect the meeting of accreditation standards, then the program must undergo reevaluation before the accreditation is due for reaffirmation.

Refer to Appendix F for more information.

2.5.3 Accreditation Reaffirmation

Programs accredited by the IAOIP must be re-evaluated before the completion of their current accreditation cycle. The program shall be notified eighteen (18) months prior to the expiration date of the accreditation.

All aspects of the IAOIP accreditation process (e.g., Self-Assessment Report, Onsite Evaluation, Final Decision) must be completed before the expiration of the current accreditation cycle. Accreditation status may be lost and a new accreditation will have to be completed if these steps are not completed in time.

Refer to Appendix G for more information.

2.6 Appeals Procedures

An accreditation decision of deferral, denial, or withdrawal is considered grounds for appeal. The decision may be appealed through the IAOIP appeal process.

Complaints may be lodged against an IAOIP accredited program if the program is deemed to be in violation of IAOIP Accreditation Standards.

Refer to Appendix H for more information.

2.7 Fees

Fees are assessed for conducting the accreditation process:

Fee	Description	Amount
Application Fee	To be included with Letter of Intent	\$500
Accreditation Fee	To be included with Self-Assessment Report	\$4,500
Onsite Review Fee	Due after authorization of onsite review	\$2,250
Onsite Visit	Expenses incurred by members conducting onsite visit (e.g., transportation, meals, hotel, and other miscellaneous costs)	Variable
Annual Maintenance Fee	Due on the anniversary of accreditation each year	\$800

Payment Information

Checks, credit cards, money orders, and wire transfers are all accepted forms of payment. Checks can be made payable to the International Association of Innovation Professionals and must be drawn on a U.S. bank. Send checks to 4422 Castlewood St., Sugarland, TX 77479.

The Accreditation Program Manager may be contacted so that information for other forms of payment may be arranged.

3. IAOIP Eligibility Requirements

Each academic program pursuing IAOIP accreditation must fulfill certain eligibility requirements.

IAOIP accreditation applications may be for single or multiple academic degrees, provided that these degrees fall under the same academic leadership. Separate applications are therefore required for programs under different leadership.

The Letter of Intent for a prospective program should demonstrate how any academic degrees being submitted meet the eligibility requirements.

3.1 Institutional Accreditation and Legal Authority

Any institution that submits an accreditation application must be accredited by a recognized accrediting agency or government authority. The institution must also be one of higher education and be authorized to award higher education degrees. Documentation that indicates these requirements are met must be provided.

3.2 Degrees Eligible for Accreditation

The academic degrees to be assessed by IAOIP for accreditation must be clearly identified by the prospective program. These degrees may be innovation-focused or in another field with a heavy innovation-related component. To be deemed eligible for IAOIP accreditation, the degree must meet the following minimum requirements:

Type of Degree or Award	Degree or Award Information			Innovation Content Information	
	Duration	Total Academic Credit Equivalents (Minimum)	Total Study Hours (Minimum)	Total Academic Credit Equivalents of Innovation Content (Minimum)	Total Study Hours of Innovation Content (Minimum)
Bachelor's	3 or 4 years full time equivalent	<ul style="list-style-type: none"> • 180 ECTS • 360 UK Credits • 120 US Semester Credits 	3600 Study Hours	<ul style="list-style-type: none"> • 30 ECTS • 60 UK Credits • 15 US Semester Credits 	600 Study Hours
Post Graduate Academic Awards (Master's, Post Graduate Diploma, etc.)	1 or 2 years full time equivalent	<ul style="list-style-type: none"> • 60 ECTS • 120 UK Semester Credits • 30 US Semester Credits 	1200 Study Hours	<ul style="list-style-type: none"> • 30 ECTS • 60 UK Credits • 15 US Semester Credits 	600 Study Hours
Doctorate (PhD or Professional Doctorate)	3 or 4 years full time or equivalent	Research should be focused on innovation as accreditation is available for relevant doctoral degree programs.			

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In order to meet eligibility requirements, the following must be submitted for each academic degree seeking accreditation:

- Provide full name of academic degree.
- Define academic credits in relevant study hours.
- Provide total number of credits and study hours required for degree completion as well as total number of credits and study hours dedicated to innovation content.
- List required and elective courses containing innovation content, which indicates how they align with the core areas of focus for program learning outcomes.
- Clearly identify locations and delivery modalities of each degree, including collaboration with other institutions.

3.3 Period of Operation

An academic degree must have been offered for a minimum of 2 years and have at least one graduation class prior to the date of the Letter of Intent submittal.

In order to meet this eligibility requirement, prospective programs must submit the date when the academic degree was launched and that of the first graduating class. Data may also be provided indicating the number of enrollments and graduates each year (for a period of up to 5 years).

3.4 Administrative Structure and Academic Leadership

An academic degree must have adequate, sustainable academic leadership to support a program in innovation.

In order to meet this eligibility requirement, prospective programs must submit a description of the program's academic structure and how it relates to the institution's overall academic and administrative structure. The program must provide evidence that it is headed by a competent administrator who has the authority, time, and support in order to provide sufficient leadership and supervision whilst accomplishing the goals and objectives of the program.

4. IAOIP Accreditation Standards

Academic programs seeking accreditation must show how their degrees fulfill the IAOIP Accreditation Standards through use of the Self- Assessment report.

4.1 Program Mission

An academic program's mission is the guiding instrument for successful planning and implementation of program objectives. IAOIP requires that each program have a clearly defined mission statement that is publicly available, has supporting objectives, is relevant to innovation education, and consistent with the overall mission statement of the academic institution in which the program resides.

4.2 Curricula and Core Area of Focus for Program Learning Objectives

The IAOIP notes that a dynamic academic curriculum is necessary in order to provide both theoretical and practical knowledge to students in innovation education. Each program will have some level of uniqueness, but one staple requirement is that the three core focus areas for learning must be addressed.

For every focus area, the programs must show that students are reaching the required learning outcomes for academic degrees that are appropriate for the level of academic degree, whether bachelor's, post graduate, or doctoral.

Focus Area 1: Technical Expertise

The curriculum of the degree, within constraints, must provide students with technical expertise in innovation with reference to professional guidelines and standards.

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Focus Area 2: Professional Behavior

The curriculum of the degree must make students ethically and culturally aware of stakeholder engagement, leadership, communication, and teamwork.

Focus Area 3: Strategic Awareness

The curriculum of the degree must provide contextual awareness and the knowledge of strategic drivers so that students may make informed decisions and deliver a sustained competitive advantage.

In order to meet these requirements prospective programs must provide the following:

- A description of the academic degree and references to professional guidelines and standards.
- The desired learning outcomes that students should know upon completion of the academic degree.

- Charts that cross-reference each course within the academic degree with the learning outcomes and EPA focus areas.
- Evidence of how reading and research for course activities, as well as collaborative activities and environments that reflect those in industry, facilitate student learning.
- The academic content, quality, and difficulty that is appropriate for the level of the academic degree.
- Evidence of how learning outcomes are to be assessed for the academic degree.
- An outline for each course relevant to innovation education, including: the aim of the course, assessed learning outcomes, content, learning strategies, and reading resources.

4.3 Program Information in the Public Domain

It is important that students and the general public have access to up to date information about the academic degree so that they may make informed decisions. Consequently, the program must provide consistent, accurate, and verifiable information about the academic degree to the students and general public. This information can be made available through websites, university catalogs, or other materials authorized by the academic institution.

4.4 Faculty and Staff

The prospective program must provide evidence of adequate faculty and staff, including administrative leadership. It must show how it benefits and also contributes to its academic institution and the professional community.

In order to meet these requirements prospective programs must provide the following:

- Roles and responsibilities of administrative and academic leadership and the supporting staff.
- Hiring standards of the institution/program.
- The relevant experience of faculty teaching within the program.
- Schedule of courses offered and organized by semester, course title, and faculty member teaching over the previous two years.
- Summary of professional development of staff that focuses on their interactions between the prospective program and others at the institution, their contributions to the professional community, and the support they require for acquiring new skills and knowledge.

4.5 Students

The prospective program must provide evidence that it assists in the academic and professional success of students. Student admission should fall within the requirements of the institution's overall admission and selection policies. Students must also be provided equal access to academic achievement support services.

In order to meet these requirements prospective programs must provide the following:

- Policies for student admission and expectations for academic performance.
- Academic support, advisement, and evaluation to be provided to students.

- A description of library, digital services, and other resources available to enhance learning outcomes for the student.
- Evidence of appropriate facilities and equipment to support students within the program.
- A description of professional societies and activities available for student participation.

4.6 Financial Resources

The IAOIP understands that reliable financial resources are required for operational sustainability and improvement within an innovation program. The prospective program must provide evidence that its academic institution provides resources which allow the program to reach its outlined objectives.

4.7 Program Improvement

Due to the dynamic nature of teaching and learning practices as well as the need to respond to stakeholder objectives and performance results, prospective programs must employ continuous improvement practices.

Prospective programs are required to provide evidence of their continuous improvement process and how the IAOIP Accreditation Standards are addressed, as well as achievement of program goals.

Appendix A - Letter of Intent

The Letter of Intent must contain the following information:

- A statement of interest from the applicant program's representatives. This statement should be submitted on the university/college letterhead and include the signatures of the program director and department head to whom the program director reports.
- Demographic data on the applicant academic program including evidence of meeting the IAOP Eligibility Requirements outlined in Section 3. This should include the following:
 1. The name and location of the applicant university/college.
 2. The primary contact for the accreditation process (telephone number/s and email address).
 3. The name of the department within the university offering the academic degree.
 4. Proof of the university being accredited by an institutional or government authority and evidence of being authorized to confer higher education degrees.
 5. All names associated with the prospective academic degree.
 6. The number of academic credits or study hours related to innovation material for the academic degree and the total number of academic credits or study hours required to complete the academic degree.
 7. A list of all required and elective courses that contain innovation material and evidence of how these courses align with the focus areas for desired program learning outcomes.
 8. Dates for when the degree program was launched and when the first class will or did graduate.
 9. Number of students who enrolled and subsequently graduated each year, up to a five (5) year period.
 10. The administrative organization of the program and how it relates to the academic and administrative organization of the college/institution.
 11. Proof that the director of the program has the necessary support, time, and authority to accomplish the goals and objectives of the program, as well as lead and supervise his/her charges.
- When submitting the Letter of Intent, the prospective application program should indicate the date when the Self-Assessment Report will be submitted.
- Refer to Section 2.7. of the Handbook for associated fees that should be submitted with the application.

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A template Letter of Intent with instructions is posted on the Apply for Accreditation area of the www.iaaip.org/accreditation website for use by prospective applicant programs.

Submit the Letter of Intent to: abram@iaaip.org

Appendix B- Required Information for Self-Assessment Report

The Self-Assessment Report must contain the following information:

- A cover letter drafted by the prospective program representatives highlighting their interest in IAOIP accreditation. This document should be submitted on the university/college letterhead and include the signatures of the program director and department head to whom the program director reports.
- Any changes made to the information provided in the previously submitted Letter of Intent. This would include changes in student enrollment or graduate numbers.
- Evidence that the program aligns with the accreditation standards of IAOIP. Supplemental information required to demonstrate this alignment is outlined in the table below.

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Section	Supplemental Information
Program Mission	- Documentation showing the alignment of the program mission with the mission of the academic institution/unit.
Curricula and Core Areas of Focus	- Documentation demonstrating the applicant program's curricula, including evidence of alignment with prospective learning outcomes and IAOIP focus areas. - Course syllabi for innovated-related courses and chart mapping learning outcomes to IAOIP focus areas and expected levels of academic achievement.
Program Information in the Public Domain	- Documentation including university catalogs, website images, and promotional materials.
Faculty & Staff	- Documentation including organizational charts, hiring and evaluation policies for faculty, curricula vitae of faculty members, etc. that indicate how the program aligns with IAOIP Accreditation Standards for faculty and staff.
Students	- Documentation including admission policies and academic expectations for students, as well as policies related to library and other supporting facilities.

Financial Resources	- Documentation related to program's financial resources.
Program Improvement	- Documentation indicating the processes and outcomes related to improvement of the program including course surveys, and academic and teaching assessment reports.

- Refer to Section 2.7. of the Handbook for associated fees that should be submitted with the application.

A Self-Assessment Report template with instructions is posted on the Apply for Accreditation area of the www.iaoip.org/accreditation website for use by prospective applicant programs.

Submit the Self-Assessment Report to: abram@iaoip.org

Appendix C - Annual IAOIP Accredited Program Requirements

A report must be filed with the IAOIP on an annual basis during the period of a program's IAOIP accreditation. This report should be filed by March 31st of each year. Included in the report should be the results of continuous improvement efforts and any substantive changes made to the accredited degree program or to the university itself. Any opportunities for improvement pinpointed in the Onsite Visit Report should also be addressed. A packet containing all current information IAOIP has on file for the program will be sent to the program director or primary point of contact at least thirty (30) days before the annual report is due.

Completed reports should be submitted to the IAOIP office. All annual reports are to be reviewed by the EPA Working Group at its regularly scheduled meetings.

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Appendix D- Reporting Substantive Change

IAOIP accredited programs must report any substantive changes to the IAOIP. If a program is unsure whether or not a change is substantive, then the IAOIP offices should be contacted in order to gain clarification and guidance before taking any further action.

The procedure for reporting any substantive changes includes the following:

- Submittal of documentation describing any changes and illustrating how these changes allow the program to remain aligned with IAOIP Accreditation Standards. The report will be reviewed by the EPA Working Group to determine if the program aligns with the accreditation standards.
- Following the review, the EPA Working Group will decide if the changes are acceptable and send written notification to the program. If the changes are accepted, they will be reviewed and included during the next IAOIP Reaffirmation of Accreditation Process. If they are not accepted, the EPA Working Group will alert the program whether more information is required or that it is no longer in alignment with accreditation standards.
- If one of the substantive changes includes a newly developed academic degree or program requiring approval after the initial accreditation has been granted, and before the program has completed the five (5) year accreditation period, the procedure remains the same for approval of any degree program.

Appendix E- IAOIP Reaffirmation of Accreditation Process

The process for reaffirmation of a program's accreditation includes the following:

- IAOIP requests a Letter of Intent to reaffirm accreditation to the program in question, eighteen (18) months before the expiration of the current accreditation cycle.
- Programs that plan to reaffirm their accreditation must then submit the following information:
 - Letter of Intent
 - Self-Assessment Report

The reaffirmation of accreditation process follows the same guidelines as the initial accreditation request, including payment of fees. Also, just as with the initial accreditation decision, the EPA Working Group then schedules an Onsite Visit to assess the institution before making their final decision on accreditation.

Reaffirmation of accreditation is granted for another five (5) year cycle, which commences immediately after completion of the current accreditation cycle. Any program seeking reaffirmation should expect to complete the approval of accreditation prior to the expiration of the initial accreditation cycle

Appendix F- IAOIP Accreditation Appeals and Complaints Policies and Processes

Appeals Policies and Processes

The appeal of a decision made by IAOIP may be completed by an appropriate representative of the appealing program. Any IAOIP decision may be appealed within thirty (30) days of receipt of the IAOIP decision. Appeals should be submitted to the IAOIP and include the following:

- The grounds for the appeal.
- Supportive documentation that indicates why the appealing program feels that the decision should be reconsidered.

The appeal and supporting documents will be forwarded by the IAOIP to an ad hoc appeals panel. The panel, consisting of three (3) members with no affiliation to the initial IAOIP decision or the appealing program will consider the evidence and give their decision to the EPA Working Group, who will then render the final decision on the appeal.

Complaints Policies and Processes

IAOIP desires to maintain its integrity and established policies and standards. Written complaints will be considered once they clearly provide the following:

- Evidence supporting the allegation that the program is in violation of IAOIP policies and accreditation standards.
- Evidence that a serious effort was made to have the program in question reviewed before lodging a complaint.
- Permission for the complaint to be forwarded to the program in question so that the program may be given the opportunity to comment before any action is taken by the IAOIP.

If the complainant is not engaged in litigation over the program in question, the complaint will be considered by the EPA Working Group.

Commented [N6]: Should refer to separate complaint policy, which is much more detailed.

