



Alliance of Credential Evaluation Services of Canada (Alliance)

Annual Self-Assessment Form

1. Submitting the Annual Self-Assessment Form and Supporting Documentation

Alliance members must demonstrate continued compliance by completing this Self-Assessment Form and submitting supporting documentation for a yearly review by current Alliance members to:

Secretariat of the Alliance
c/o Canadian Information Centre for International Credentials (CICIC)
95. St. Clair Avenue West, Suite 1106
Toronto, ON, M4V 1N6

2. Public Accountability, Clientele, and Experience

2.1 Public accountability

Alliance members are well-established academic credential assessment services that meet ONE of the following criteria:

- | | | |
|--|------------------------------|-----------------------------|
| a) The service operates as part of a provincial or territorial authority. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) The service is mandated ¹ by a provincial or territorial authority. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) The service's assessment reports are used ² by at least two public institutions ³ in the province/territory of operation. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please provide supporting documentation.

¹ The applicant's service must have received a clear mandate for providing academic credential assessment services to the population from a provincial or territorial ministry. This mandate should:

- Originate from a competent authority in this ministry.
- Specify the nature of the deliverable services.
- Indicate the duration of the mandate.
- Mention any limitation.
- Specify any accountability or reporting mechanisms between the service and the ministry.

² Demonstration of use from public institutions might include, among other options, letters from such institutions.

³ For these purposes, public institutions include occupational regulatory bodies and publicly funded postsecondary institutions. Such public institutions must derive their mandate from legislation.



Alliance of Credential Evaluation Services of Canada (Alliance)

Comments from the organization:

2.2 Clientele served

Your service must serve a broad-based clientele, not limited only to individuals applying for admission with an educational institution, and not limited only to individuals applying for membership, licensure, or certification with professional organizations/regulatory bodies.

- a) The service serves a broad-based clientele. Yes No

- b) The service provides assessments for a variety of purposes and is not limited to a single purpose. Yes No

Comments from the organization:

2.3 Comprehensive general liability

Your service must at its own expense and without limiting its liabilities herein, be responsible for insuring its operations under a contract of Comprehensive General Liability, in an amount not less than \$1,000,000 per occurrence (annual general aggregate, if any, not less than \$2,000,000) insuring against bodily injury, personal injury, and property damage including loss of use thereof. Coverage shall include blanket contractual liability, and shall include employees as additional insured.

- a) The service's operations are insured at or above the levels required. Yes No

2.4 Volume of academic credential assessment and experience

Your service must have complied with the above criteria and the QAF, including the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials for at least one year and have performed a significant number of assessments (at least 250 during this time period).



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- a) The service has satisfactorily demonstrated that it has complied with the above criteria and the QAF for a minimum of one year. Yes No
- b) The service has completed a minimum of 250 evaluations that have conformed to the QAF criteria. Yes No

Comments from the organization:

3. Adherence to the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF)

3.1 Tool 2 - Self-evaluation form for implementing the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials

Tool 2 serves as a self-assessment report, annually submitted by members of the Alliance to confirm their continued adherence to the QAF, including the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials.

This guide can be downloaded at [[http://cicic.ca/docs/2012/Quality Assurance Framework EN.pdf](http://cicic.ca/docs/2012/Quality_Assurance_Framework_EN.pdf)] and refers to pages 21 to 28 in the document.



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4. Statement of Compliance

The (undersigned) state that the _____
has complied with all the terms of membership described in the Alliance's Web site at [<http://www.canalliance.org>], more specifically to the membership terms, responsibilities of Alliance members, rights of Alliance members, limitations and liabilities of membership, as well as maintained adherence to the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF) and therefore qualifies for membership in the Alliance of Credential Evaluation Services of Canada (ACESC).

Reviewed and signed by:

Name of academic credential assessment service

Signature

Date

Name

Title