



Alliance of Credential Evaluation Services of Canada (ACESC)

Full Member Self-Assessment Form

The Alliance of Credential Evaluation Services of Canada (ACESC) is governed by a Terms of Reference.

For information on full membership renewal process for current full members, please refer to section 2 of the ACESC Terms of Reference, accessible on the ACESC website at: <https://canalliance.org>.

1. Submitting the Full Member Self-Assessment Form and Supporting Documentation

ACESC full members must demonstrate continued compliance with the ACESC Terms of Reference by completing this Full Member Self-Assessment Form and submitting supporting documentation for a review by current ACESC full members, and the members of the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF) Steering Committee. Please send documents to the Secretariat of the ACESC, with contact information accessible on the ACESC website at: <https://canalliance.org>

2. Public Accountability, Clientele, Experience, and Quality Assurance

The following requirements must be met and maintained at all times by the organization:

2.1 Public accountability

ACESC members are well-established academic credential assessment services that meet **at least one** of the following criteria. The organization must:

- a) operate in Canada as part of a provincial or territorial authority. Yes No

- b) be mandated¹ by a provincial or territorial authority in Canada to provide international academic credential assessment services in Canada. Yes No

¹ The organization must have received a clear mandate for providing academic credential assessment services to the population from a provincial or territorial ministry in Canada. This mandate should:

- originate from a competent authority in this ministry.

- c) demonstrate that its assessment reports are recognized² by at least four public institutions³ in the province/territory of operation in Canada⁴. Yes No

Please provide supporting documentation.

Comments from the organization:

2.2 Clientele served

Your organization must serve a broad-based clientele, and provide multi-purposed assessments/reports.

- a) The organization serves a broad-based clientele, and not be limited to individuals applying for general employment, admission to further education, or professional licensure/membership/certification with only one type of competent recognition body (e.g., university, college, professional regulatory body or association, employer). Yes No
- b) The organization provides multi-purposed assessments/reports: Yes No
- to be used and recognized⁵ in Canada for further

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- specify the nature of the deliverable services.
 - indicate the duration of the mandate.
 - mention any limitation and
 - specify any accountability or reporting mechanisms between the organization and the ministry.

² Demonstration of recognition of assessment reports by publicly-funded institutions for the purposes of further education, licensure, and employment.

³ For these purposes, publicly-funded institutions include: professional regulatory bodies, professional associations, elementary/secondary school boards or districts, postsecondary educational institutions, and employers. Such publicly-funded institutions must derive their mandate from provincial, territorial and/or federal legislation in Canada.

⁴ Subject to- and in compliance with- legally binding provisions in provincial, territorial, federal and international legal frameworks (e.g., 1997 Lisbon Recognition Convention, 2019 Global Convention, fair registration practices legislation for professional regulating bodies, personal information protection and exchange of electronic data legislation), including formal business operations in a province or territory of Canada, and when applicable, collecting the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and/or other provincial sales tax on taxable services.

education, professional licensure / membership / certification, and general employment;

- based on expert non-binding opinions, anchored on a process that situates the applicant’s international academic credential in context of the relevant issuing education system outside Canada, and determines whether it is comparable to an academic credential issued within at least one of the 13 provincial and territorial education systems in Canada, in respect of levels, types, and particular characteristics typically found in Canada⁶; and
- covers a full range of issuing education systems outside Canada, disciplines, and levels of credentials (e.g., secondary through doctorate levels, academic or vocational/career programs).

Comments from the organization:

2.3 Comprehensive general liability

Your organization shall, 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 organization’s operations are insured at or above the levels required. Yes No

⁵ Demonstration of recognition of assessment reports by publicly-funded institutions for purposes of further education, licensure, and employment.

⁶ Competent recognition bodies and assessment services in Canada may use various terminology, such as but not limited to: Canadian equivalency; assessment against Canadian education standards; comparative evaluation of studies taken outside Québec (comparative evaluation).

2.4 Volume of academic credential assessment reports and experience

Your organization 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 issued a significant number of assessment reports for use and recognized in Canada (at least 1,500 during this time period).

a) The organization has satisfactorily demonstrated that it has complied with the above criteria and the QAF, including the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials, for a minimum of one year. Yes No

b) The organization has issued a minimum of 1,500 assessment reports for use and recognized⁷ in Canada that have conformed to the QAF criteria during this time period. Yes No

Comments from the organization:

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

Your organization must demonstrate compliance with the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF)⁸, including its Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials.

QAF Tool 2⁹ serves as a self-assessment report, submitted by full members of the ACESC to confirm their continued adherence to the QAF, including the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials.

⁷ Demonstration of recognition of assessment reports by publicly-funded institutions for purposes of further education, licensure, and employment.

⁸ CICIC. *Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF)*. Retrieved from: [https://www.cicic.ca/1504/consult_the_pan_canadian_quality_assurance_framework_for_the_assessment_of_international_academic_credentials_\(qaf\).canada](https://www.cicic.ca/1504/consult_the_pan_canadian_quality_assurance_framework_for_the_assessment_of_international_academic_credentials_(qaf).canada)

⁹ CICIC. *Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF) - Tool 2*. Retrieved from:

- a) The organization complies with the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF), including its Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials. Yes No

Comments from the organization:

3. Statement of Compliance

The (undersigned) state that the _____ has complied with all the Terms of Reference described on the ACESC's Web site at [<http://www.canalliance.org>], more specifically to the ACESC terms of membership, roles and responsibilities of ACESC members, rights of ACESC 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 full membership in the Alliance of Credential Evaluation Services of Canada (ACESC).

Reviewed and signed by:

Name of the academic credential assessment organization

Signature

Date

Name

Title

https://www.cicic.ca/1498/comply_with_the_pan_canadian_quality_assurance_framework_within_your_organization.canada