



Alliance of Credential Evaluation Services of Canada (ACESC)

New Membership Application Form

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

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

1. Submitting the New Membership Application Form, supporting documents, and fees

Prospective ACESC members must demonstrate compliance with the ACESC Terms of Reference by completing this New Membership Application Form and submitting supporting documents for review by current ACESC full members as well as the members of the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF) Steering Committee. Please send the completed form, supporting documents, and fees to the ACESC Secretariat. Contact information is available 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. Please check Yes or No as the item applies to the organization.

2.1 Public accountability

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

- a) operates in Canada as part of a provincial or territorial authority. If you selected Yes, please describe your service's relationship with the provincial or territorial authority and provide supporting documentation. Yes No

- b) is mandated¹ by a provincial or territorial authority in Canada to provide international academic credential assessment services in Canada. If you selected Yes, please provide supporting documentation. Yes No
- c) demonstrates that assessment reports are recognized² by at least four public institutions³ in the province/territory of operation in Canada.⁴ If you selected Yes, please provide supporting documentation. Yes No

2.2 Clientele served

Your organization must serve a broad-based clientele and provide multipurpose assessments/reports.

- a) The organization serves a broad-based clientele. Thus the organization must 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, or public-sector employer). If so, please describe the broad-based clientele that requests and recognizes the academic credential assessments reports issued by your organization. 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 or department in Canada. This mandate should:

- originate from a competent authority in this ministry or department;
- 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 or department.

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 public-sector 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 or territorial sales tax on taxable services.

b) The organization provides multipurpose assessments/reports: Yes No

- to be used and recognized⁵ in Canada for further education; professional licensure, membership, certification; and general employment;
- based on expert, nonbinding opinions, anchored to a process that both situates the applicant's international academic credential in the context of the relevant issuing education system outside Canada, and also determines whether the academic credential is comparable to an academic credential issued within at least one of the 13 provincial and territorial education systems in Canada, taking into consideration the levels, types, and particular characteristics of academic credentials typically found in Canada;⁶ and
- that covers a full range of issuing education systems outside Canada, as well as a broad spectrum of disciplines, and levels of credentials (e.g., secondary through doctorate levels, academic or vocational/career programs).

If so, please specify the types and scope of the academic credential assessments reports issued (e.g., issuing education systems outside Canada, disciplines, levels of credentials).

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. If so, please provide a certified copy of the insurance policy. Written evidence of an appropriate self- 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 to describe their academic credential assessment outcomes, such as but not limited to: Canadian equivalency; assessment against Canadian education standards; comparative evaluation of studies taken outside Quebec (comparative evaluation).

insurance or self-assumption program at the required levels or above will be accepted in place of a certified copy.

2.4 Volume of academic credential assessment reports and experience

The organization must have complied with the above criteria and the QAF, including its 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 its Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials, for a minimum of one year. If so, please provide supporting documentation. 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. If so, please provide supporting documentation to describe how long the organization has been operating and, on an annual basis, the number of applications it processes and the number of assessments of international academic credentials reports it issues. Yes No

2.5 Adherence to the QAF

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

QAF Tool 1⁹ serves as a guide for the preparation of a QAF adherence application. Your organization's application should be supported by appropriate documentation, to be attached to this new membership application.

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. QAF Tool 1. Retrieved from:

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

- 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

3. Declaration

The undersigned declares, on behalf of [NAME OF ORGANIZATION], that all the information and documentation included in this Alliance of Credential Evaluation Services of Canada (ACESC) New Membership Application is, to the best of my knowledge, complete and accurate.

If ACESC Provisional Membership is granted, [NAME OF ORGANIZATION] will abide by the Terms of Reference described on the ACESC website at <http://www.canalliance.org>, including the ACESC terms membership; the roles and responsibilities of ACESC members; the rights of ACESC members, and limitations and liabilities of membership. The organization will also maintain adherence to the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials (QAF).

Reviewed and signed by:

Signature

Date

Please include the following contact information:

Name: _____

Title: _____

Name of organization: _____

Address: _____

Telephone: _____

Fax:

Email:

Website URL:
