

# Procedure

## Accreditation Approval

This procedure should be read in conjunction with the Accreditation Pathway Policy and the Accreditation Application form.

SCA accreditation is an overall recognition from SCA of strata managers' expertise and is therefore managed under a standard set of criteria and procedures across our membership.

These procedures must be followed by all applicants.

### Step 1 – The Application

Intending applicants should be sent a copy of the SCA Accreditation Pathway Policy and the Accreditation Application Form which is to be completed and returned to SCA Ltd ([accreditation@strata.community](mailto:accreditation@strata.community)) with all supporting documentation.

### Step 2 – Processing of the Application

1. SCA Ltd will record the received application form in the head office accreditation register with the status "Application Level # received – date" and "Approval pending".
2. SCA Ltd will issue a tax invoice for the applicable fee to the applicant.
3. The received application form with all supporting documentation and confirmation of payment of the application fee will be sent to the Chair of the National Professional Standards Board Advisory Group (PSMBAG) for tabling, review and processing the application at its meeting.
4. The PSMBAG will ensure that all relevant sections of the application are completed, educational and experience qualifiers are met and all supporting documentation is correct.
5. If the application is incomplete or incorrect the PSMBAG will seek clarification from the applicant through SCA Ltd to further process the application.
6. Upon recommendation made by the PSMBAG to endorse the application to the state/chapter/territory office, the state/chapter/territory office will forward final endorsement of the accreditation to SCA Ltd.
7. The state/chapter/territory office will be able to bring to light any negative factors known locally that may give rise to the application being denied or endorsed.

### Step 3 – Recording & Endorsing of the Application

1. Once an application has been endorsed by the state/territory/chapter office that fact will then be communicated to SCA Ltd ([accreditation@strata.community](mailto:accreditation@strata.community)).
2. SCA Ltd will then update the status of the application to "Endorsed".
3. The state/territory/chapter office will then produce the relevant certificate (template available from SCA Ltd) and forward it, along with a congratulatory letter, to the applicant. Where a chapter or territory office does not have a local secretariat, SCA Ltd will, on request from the chapter/territory, produce the certificate and congratulatory letter and forward them to the applicant.
4. Status on the SCA Accreditation register will then show "Endorsed – Level # - Expiry date".