

Alliance of Credential Evaluation Services of Canada  
(ACESC)

Self-Assessment Review Report

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Name of Service

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Date of Review:

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# Alliance of Credential Evaluation Services of Canada

## A. Service Accountability and Clientele

### 1. Relationship to provincial government

*Your service must operate as part of a provincial or territorial authority or must be mandated by a provincial or territorial authority to provide foreign credential evaluation services.*

- a. Service operates as part of or is mandated by a provincial or territorial authority Yes  No
- b. Supporting documentation provided Yes  No

Comments

### 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. Service serves a broad based clientele Yes  No
- b. Service provides assessments for a variety of purposes and is not limited to a single purpose. Yes  No

Comments

**B. Quality Assessment Criteria**

**1. Principles for Good Practice**

*Your service must demonstrate compliance with all the principles specified in the document entitled, "Guiding Principles for Good Practice in the Assessment of Foreign Credentials":*

a. Service demonstrates compliance with all principles:

- |     |                                      |                              |                             |
|-----|--------------------------------------|------------------------------|-----------------------------|
| 1.  | Overarching principles               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2.  | General procedures                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5.  | Processing times and delays          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6.  | Information requirements             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7.  | Fees                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.  | Translation                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9.  | Document requirements                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | Status of institutions and programs  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. | Purposes and outcomes of assessments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. | Levels of study                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. | Assessment criteria                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. | Duration of study programs           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. | Appeals                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments

b. Service makes available public information to illustrate all of the following:

- |    |                                 |                              |                             |
|----|---------------------------------|------------------------------|-----------------------------|
| 1. | Document requirements           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Translation requirements        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Status of assessment statements | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Time needed to process          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | Application procedures          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. | Appeal processes                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | Fees                            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments

**2. Case studies**

a. Service has submitted two case studies (one about a university credential, and the other a vocational/ technical program **from a different country**) that describe their assessment procedures and satisfactorily demonstrates how they interpret and comply with the following principles:

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | Document requirements                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Translation requirements                            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Authentication of documents                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Recognition status of issuing institution           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | Description of program                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. | Assessment outcome/rationale                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | References/resources used in the assessment process | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments

b. Service has satisfactorily demonstrated how they interpret and comply with measures to:

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | Discourage falsification of their reports                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Adequately inform clients of the purpose for which the statement is valid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments

**C. Operational requirements**

**1. Documentation and reference centre**

*Your service's documentation centre must give access to a broad range of information sources (published and unpublished), such as historical and up-to-date information on educational systems from a variety of countries.*

- a. Service has demonstrated that they have an adequate number and type of current and historical reference materials. Yes  No
- b. Service has satisfactorily demonstrated how the assessment process uses these reference materials. Yes  No
- c. Service is a member in relevant national and international associations and subscribes to appropriate listservs Yes  No

<b>Comments</b>	

**2. File management**

*Your service's file management system must permit easy access to information while ensuring the protection of confidential information. Record keeping of assessment decisions must allow for organized and systematic research on precedent decisions. Your service must retain information on client applications for at least five (5) years. File management procedures must ensure the safety and security of client files, including all original documentation contained in those files.*

Service satisfactorily meets the requirements regarding:

- Record keeping procedures Yes  No
- Length of time files are kept Yes  No
- Access to previous decisions Yes  No
- Protection of confidential information Yes  No
- Management of original documents Yes  No

<b>Comments</b>	

**D. Human resources**

*Sufficiently trained personnel must provide fair and consistent credential assessments. At least one assessor or evaluator must have a minimum of one year of full time substantive supervised experience in foreign credential assessment covering all levels of education. Evaluators must maintain currency by being involved in training activities, consulting with peers, and/or carrying out research. The service should provide professional development opportunities for its evaluators, such as attending conferences and/or workshops.*

**1. Personnel**

- a. Service has adequate staffing positions to satisfactorily provide the type and volume of assessments described in this survey. Yes  No
- b. Service has adequate level and number of experienced evaluators: Yes  No
- c. Service has a satisfactory program for entry-level training and on-going professional development for staff to ensure the service has and maintains the expertise in credential assessment. Yes  No

Comments	
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**2. Experience of Service**

*Your service must have complied with the above criteria for at least one year and have performed a significant number of assessments (at least 250 during this time period).*

- a. Service has satisfactorily demonstrated that they have complied with the Quality Framework criteria for a minimum of one year. Yes  No
- b. Service has completed a minimum of 250 evaluations that have conformed to the Quality Framework criteria. Yes  No

Comments	
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**E. Statement of Compliance**

The (undersigned) state that the \_\_\_\_\_ (name of service) has complied with all the criteria specified in the Quality Assurance Framework of the Alliance of Credentials Evaluation Services of Canada (ACESC) and therefore qualifies for membership in the ACESC.

At \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Signature

Observers present: