

Summary of changes to the IREC ISPQ Candidate Handbook February 2012

The IREC ISPQ Candidate Handbook serves as a primary resource for training providers who are applying for or have been awarded an IREC ISPQ credential. As the IREC ISPQ program grows, updates and improvements to the program and program documentation are made to address questions and feedback from candidates and to maintain a high quality assessment process.

Highlights of current updates, as reflected in the new Candidate Handbook, include:

- An updated Code of Ethics has been implemented and is to be signed by the candidate or an authorized representative of the candidate organization.
- Addition of an Ethics Representations and Agreement and Release Authorization document and requirement that this be signed by the candidate or an authorized representative of the candidate organization.
- Replacement of the IREC ISPQ Program Compliance and Complaint Procedure with two distinct procedures: the IREC ISPQ Ethics Case Procedure, and IREC ISPQ Procedures to Resolve Challenges and Complaints Related to Credentialing Eligibility and Irregularities.
- Addition of language indicating that basic information about applicants, including name, organization name and website, will be published on the IREC website.

The following list provides a summary of additional substantive changes that can be found in the most recent update to the IREC ISPQ Candidate Handbook, which is now available in the Key Docs section for the IREC ISPQ Credentialing Program on the IREC website.

Section 4.1 – Candidate Confidentiality

This section has been updated with language indicating the circumstances under which candidate confidential information might be released by IREC.

Section 4.11 –Liability

This new section has been added to the Handbook, indicating that IREC does not accept liability for mistakes made by awardees.

Section 5.1.1 Letter of Intent

A requirement that candidates include information about how long individual courses have been offered in the Letter of Intent was added.

Section 7.3 Reporting Substantive Changes and the Annual Report

An explicit requirement that awardees provide updated contact information with the annual report was added.

Appendix 2

IREC ISPQ Procedures to Resolve Challenges and Complaints Related to Credentialing Eligibility and Irregularities added.

Appendix 3

IREC ISPQ Ethics Case Procedures added.