

116. Renewal of Agency Accreditation

a. Accredited agencies are required to apply to the Board for accreditation renewal at least once every three (3) years.

b. The following must be submitted to the Board for renewal of accreditation:

(1) A completed application form seeking renewal of accreditation and a fee in an amount specified by Rule 111.

(2) A written critique of the agency's own certification program, which includes written evaluations or survey data from certified specialists and a written analysis of achievement of program goals.

(3) Copies of examinations, grading standards, and model answers or grading criteria for each question from the most recent examinations administered since accreditation or last renewal of accreditation.

(4) Statistical information concerning the progress of the program since the original accreditation or last renewal of accreditation.

(5) An updated copy of the agency's lawyer application and such other information as the Board may require regarding the application process.

(6) A statement that all lawyers certified by the agency meet the agency's standards for certification or recertification.

(7) Evidence that the agency continues to meet all threshold criteria set forth in Rule 112 of these Rules.

c. The Board may require the accredited agency to provide the following as part of the accreditation renewal process:

(1) Opportunity for Board representatives to conduct an on-site inspection of the agency.

(2) An audit of agency records by Board representatives, including a review of certified specialists' references.

(3) Opportunity for a personal meeting with representatives of the agency.

(4) Such other information as is needed to evaluate the certification program.

(Amended effective September 14, 2023.)