



National Commission for Certifying Agencies

The Accreditation Body of the National Organization for Competency Assurance

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NCCA POLICY DOCUMENT

TITLE:	INTERPRETATIONS OF NCCA STANDARDS
APPROVED:	MAY 6TH, 2008
PREVIOUS APPROVAL DATE:	NA
DOCUMENT #	NCCA-POLICY-00014

Policy

The NCCA is the only body having authority to issue official interpretations of the NCCA *Standards for the Accreditation of Certification Programs*. An interpretation is considered approved by the NCCA based on a majority acceptance of the Commissioners present at an official meeting of the Commission. Approved interpretations shall be made available to the public.

Procedure

Requests for official interpretations of the standards shall be provided in writing and will be considered at the next meeting of the Commissioners. The request shall include the following minimum information: standard and essential element request pertains too and background information related to the request including a rationale for why an interpretation is being requested.

In addition to responding to written requests for interpretations, the Commission has the authority to issue official interpretations of the Standards as they see fit.

Written requests will be reviewed by the Executive Director and the Commission Chair to determine if there is justification for the Commission to consider the issuance of an interpretation. If based on the judgment of the Executive Director and Chair the Standard is clear and further interpretation is not required the Executive Director will advise the submitter of the decision. This process will be completed within 30 days of receipt of the request.

Requests considered appropriate for discussion by the Commission shall be assigned to a review committee of 2 -3 Commissioners who will be charged with developing a draft interpretation for consideration by the full Commission. The draft interpretation shall be developed within 45 days of assignment by the Chair.

The proposed interpretation shall be reviewed during the next official meeting of the Commission and the final version of the interpretation shall be approved by at least a majority of the Commissioners present at the meeting assuming there is a quorum present.

Approved interpretations will be posted on the web site.

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For additional information related to the NCCA Accreditation Program or the National Organization for Competency Assurance (NOCA) please visit www.noca.org