



Authorized Learning Center (ALC) Course Access & Completion Policy

(IACET-Aligned – Mandatory Compliance Section)

1. Governing Authority

This policy is issued by the International Association of Safety, Health and Environmental Professionals (IASHEP) and is mandatory for all IASHEP Authorized Learning Centers (ALCs), instructors, administrators, contractors, and delivery partners.

Compliance with this policy is a **condition of authorization** and continued approval to deliver IASHEP courses, issue IASHEP course completion certificates, and support eligibility for IASHEP credentials and Continuing Education Units (CEUs).

2. Accreditation Basis and Authority

2.1 This policy is aligned with and supported by the **ANSI/IACET Standard for Continuing Education and Training (ANSI/IACET 1-2018)** and subsequent revisions, including but not limited to the following principles:

- Defined instructional periods
- Verifiable learner participation and identity
- Controlled assessment processes
- Documented learning outcomes
- Consistent recordkeeping and auditability

2.2 Authorized Learning Centers shall operate **only within instructional and administrative controls approved by IASHEP** to maintain IASHEP's compliance with IACET accreditation requirements.

3. Defined Instructional Period Requirement

(ANSI/IACET 1-2018: Sections 4.1, 4.3, 5.1)

3.1 All IASHEP courses delivered by an Authorized Learning Center shall have a **defined enrollment and completion period not to exceed sixteen (16) weeks** from the learner's official enrollment date, unless otherwise approved in writing by IASHEP.

3.2 Open-ended, indefinite, or perpetual access to IASHEP instructional materials is **strictly prohibited**.

3.3 Authorized Learning Centers shall not modify, extend, or bypass the approved course duration without prior written authorization from IASHEP.

4. Learning Outcome and Instructional Integrity

(ANSI/IACET 1-2018: Sections 4.2, 4.4, 5.3)

4.1 IASHEP courses are designed using outcomes-based instructional models. Time-limited access is required to ensure:

- Learning objectives are achieved as designed
- Instruction is completed within a current and relevant timeframe
- Assessment results accurately reflect learner competence

4.2 Authorized Learning Centers shall deliver courses **exactly as approved**, including instructional hours, sequencing, assessments, and completion requirements.

4.3 Alteration of course pacing, structure, or access controls without IASHEP approval constitutes a material breach of authorization.

5. Learner Identity Verification and Assessment Controls

(ANSI/IACET 1-2018: Sections 5.4, 5.5)

5.1 Authorized Learning Centers shall implement controls to ensure that **the individual enrolled is the individual completing the instruction and assessments**.

5.2 Required controls include, at a minimum:

- Unique learner login credentials
- Controlled access to instructional materials
- Time-limited assessments
- Secure examination administration

5.3 Where required by IASHEP, additional verification methods (e.g., instructor verification, proctoring, identity confirmation) shall be implemented.

6. Intellectual Property Protection

(ANSI/IACET 1-2018: Sections 3.2, 7.1)

6.1 All IASHEP instructional materials, assessments, examinations, and supporting content are proprietary intellectual property of Podojil & associates, Inc. with a written agreement with IASHEP to use proprietary and copyrighted materials.

6.2 Authorized Learning Centers shall:

- Restrict access to enrolled learners only
- Prevent downloading, copying, recording, or redistribution unless expressly authorized
- Enforce acceptable-use and non-distribution requirements

6.3 Time-limited access is a required intellectual property protection control and shall not be disabled or circumvented.

7. CEUs, Certificates, and Records

(ANSI/IACET 1-2018: Sections 6.1, 6.2, 6.3)

7.1 Course completion certificates, CEUs, or certification eligibility may only be issued when:

- All instructional requirements are completed
- All assessments are successfully passed
- Completion occurs within the approved 16-week instructional period

7.2 Authorized Learning Centers shall maintain accurate, auditable records of:

- Enrollment dates
- Attendance or participation
- Assessment results
- Completion status

7.3 Issuance of certificates or CEUs outside the approved instructional period is prohibited.

8. Extensions and Exceptions

(ANSI/IACET 1-2018: Sections 4.3, 6.4)

8.1 Extensions beyond the 16-week instructional period may only be granted **by IASHEP** and are not automatic.

8.2 Authorized Learning Centers **do not have authority** to independently grant extensions.

8.3 Any approved extension must:

- Be documented in writing
- Maintain instructional integrity
- Comply with IACET recordkeeping requirements

9. Compliance Monitoring and Audit Rights

(ANSI/IACET 1-2018: Sections 8.1, 8.2)

9.1 IASHEP reserves the right to audit Authorized Learning Center compliance at any time, including review of:

- LMS access controls
- Course delivery timelines
- Assessment procedures
- Student records

9.2 Failure to comply with this policy may result in:

- Corrective action requirements
- Suspension of course delivery authority
- Revocation of Authorized Learning Center status

10. Acknowledgment and Acceptance

10.1 Authorized Learning Centers, instructors, and administrators must acknowledge and agree to comply with this policy as a condition of authorization.

10.2 Non-compliance constitutes a **material breach** of the Authorized Learning Center Agreement.

Revision Date: _____