



How to Apply for the Certification Applicant Assessment Program (CAAP)

And the steps to understand what is involved to apply for AIRC Certification.

STEP ONE - Review the Standards and Certification Process

Representatives of organizations considering applying for AIRC Certification must first review the [AIRC Certification Process and Standards Manual](#)

Note: CAAP is designed for new educational agencies or companies entering the educational recruitment business that do not yet meet the 2 years in business requirement and/or would like training on how to meet the AIRC Standards. AIRC allows up to 3 years to complete CAAP. In each of the three phases, agencies complete online, asynchronous training modules and documentation that align with the Standard requirements. Assignments are reviewed by the AIRC Certification Commission and badges can be earned for each of the three completed phases of CAAP. The agency may complete the program in fewer than 3 years, however the agency must have placed a minimum of 25 students before consideration of Certification. The agency must also have recruitment contracts in place before Certification can be awarded.

STEP TWO – When you have determined you wish to pursue AIRC Certification for your agency, you may apply. There are two application forms. The first form is at: https://airc.membershipsoftware.org/assoc_subscribe.asp This application establishes a record in the AIRC database and allows for the agency to complete its application fee payment. **First Payment point at Application - U.S. \$2,000 (Non Refundable)**

Payment options include credit card, check, or wire transfer. An invoice and payment instructions will appear upon completion of the application.

STEP THREE - Complete the online application:

https://airc.formstack.com/forms/agency_application

This form provides more details for AIRC review and to order a background check report. **Note: The agency business must be a registered company to apply for AIRC Certification and progress through the program.** Any institutional contracts that are listed in the application form will be contacted at this point to verify the engagement. If no contracts exist, AIRC will ask for any type of references, such as those from primary agency partners, pathway programs or students and families.

STEP FOUR - Letter of Intent

Applicants must submit a signed letter of intent from the agency's chief executive officer setting forth the reasons for the organization's interest in AIRC Certification and stating that they have read and understood the AIRC Standards and requirements for certification. The letter of intent may be uploaded with the application or sent separately to (certification@airc-education.org). You may also request a template for this letter.

STEP FIVE - Approval to Undergo Certification

The AIRC Certification Commission initial review committee will review the background check report and the references. The committee will vote on whether the organization can continue to go through the CAAP program. If approved, the agency may attend the AIRC Conference as a non-member CAAP participant. Note that the only probable barrier to entering the process for CAAP would be evidence of fraud or outright violation of AIRC Standards. When the applicant agency is advanced to undergo CAAP, AIRC will inform its members by posting a notice on its website announcing the organization and inviting comments from the public regarding the organization's compliance with the AIRC Standards. The comments received remain confidential within the certification process.
<https://www.airc-education.org/airc-certified-agencies>

STEP SIX – The agency will be admitted to the online CAAP course and can proceed with the course on their own time. The agency will read the requirements for Standard area 1 and submit to AIRC documentation and descriptions of how the agency meets Standard 1. When Standard 1 is complete, the AIRC Certification Commission will review the documentation to award Badge 1 for Standard area 1. Allow 4 months to 1 year for this to be completed.

STEP SEVEN - The agency will read the requirements for Standard areas 2 and 3 and submit to AIRC documentation and descriptions of how the agency meets Standards 2 and 3. When Standards 2 and 3 are complete, the AIRC Certification Commission will review the documentation to award Badge 2 for Standard area 2 and 3. Allow 4 months to 1 year for this to be completed. The agency will be invoiced \$2000 for the completion of this step. **(Non Refundable)**

STEP EIGHT - The agency will read the requirements for Standard areas 4 and 5 and submit to AIRC documentation and descriptions of how the agency meets Standards 4 and 5. When Standards 4 and 5 are complete, the AIRC Certification Commission will review the documentation to award Badge 3 for Standard area 4 and 5. Allow 4 months to 1 year for this to be completed.

STEP NINE - The agency will write its Self-Evaluation Report Form based on the work the agency has already completed with an opportunity to provide updated information. When the SERF is completed, AIRC will arrange for a site reviewer to visit the agency to verify the standards are met. The agency pays for the travel, meals, lodging and visa, if required. The agency will be invoiced \$3000 for the completion of this step. **(Non Refundable)**

STEP TEN - Certification Decision

The AIRC Certification Commission meets several times a year and reviews all applications that are complete at the time of the Certification Commission meeting. Within one week following the meeting of the Certification Commission, the Director of Certification will send a letter to the applicant Agency announcing the decision of the Certification Commission

STEP TEN - Membership

Assuming successful Certification, the organization will become an agency member of AIRC.

The first year's membership fee is U.S. \$3,000. This amount may be prorated if the Certification decision is given between August and April.

After the first year of membership, Certified agencies pay the annual membership fee based on the following schedule:

U.S. \$2,000 - Small Agencies (Placing fewer than 3000 students globally annually)

U.S. \$4,000 - Large Agencies (Placing 3000 or more students globally annually)

Agencies must continue to comply with AIRC standards during their membership. Failure to do so may result in probationary action or revoking of certification. Both of these actions are made public. AIRC Certified agencies must also complete an annual report for AIRC each year which includes agency updates and institutional and student client surveys results.

Upon applying for Certification the agency will need to confirm that its representative has read and acknowledge all of the above steps including the standards and fee structure, and wish to continue the application process.

For Questions about the process, email Certification@airc-education.org