

## **AIRC Agency Certification**

### **STEP FIVE – Approval to Undergo Certification**

AIRC staff conducts a preliminary review of each applicant agency's eligibility based on eligibility criteria established by the Board of Directors (described above). Staff may request additional information from applicants before ordering a background check, including but not limited to clarification regarding years in business, scope, sub-agent use, ownership and contact information. The background check report is conducted by Thomson Reuters risk analysis FCPA report (Foreign Corrupt Practices Act) and will include a search on the applicant's principal officers and persons or entities with a 20% or greater ownership interest.

All materials gathered by AIRC Staff in the conduct of the preliminary eligibility review are shared with the Review Sub-committee of the AIRC Certification Commission together with the Staff analysis as to the compliance of the applicant with AIRC eligibility criteria.

The Review Sub-committee of the AIRC Certification Commission will advance an applicant to the next stage of certification if the applicant 1) demonstrates that it meets the established eligibility requirements and 2) is in compliance with local laws and regulations. The review is based on the information provided in the application and additional information secured from the public record and such additional background checks into prior business practice and ethical behavior as the Board deems appropriate and are conducted in accordance with AIRC requirements.

**The decision to permit an applicant to advance to the next stage of the certification process does not in any way suggest that certification of an agency is guaranteed. An organization that has been advanced to undergo certification is notified that they are not permitted to publicize such status in any manner.**

The Review Sub-committee of the AIRC Certification Commission may vote on whether to advance an application in the following ways:

#### A) Advance the Applicant

The Review Sub-committee votes to advance the applicant to enter the next phase of the certification process without additional questions or concerns.

#### B) Advance with Clarification

The Review Sub-committee votes to advance the applicant to the next phase of certification but conveys questions, concerns, or observations about the applicant to the Chair of the Certification Commission with the recommendation that they be resolved in the course of the further review in the course of Certification.

#### C) Defer

The Review Sub-committee requests AIRC staff to secure further clarification from the organization respecting any issues the Board considers germane to making its decision. Once the sufficient and appropriate information is received, the review sub-committee will resume the eligibility review process.

#### E) Deny

If the Review Sub-committee is not satisfied that the organization has the requisite experience in recruitment or has not otherwise demonstrated that it meets AIRC eligibility requirements, it may choose to deny the applicant's advancement to the next phase of the certification process.

A decision to deny the applicant from progressing to the next phase of certification will be conveyed to the applicant agency in confidence. The application fee is not refundable.

### **The Reconsideration Process**

Agencies not determined to be eligible for consideration for certification may request a reconsideration of the decision of the Review Sub-Committee. Upon such request the AIRC Board of Directors will form an ad hoc committee to reconsider the agency's application. The ad hoc committee shall be comprised of an institutional member of the Board of Directors, a former institutional member of the Board of Directors and a third member drawn from AIRC institutional membership in good standing. No one on the reconsideration committee may have an active contract with the applicant agency.

- The request for reconsideration must be made in writing to AIRC within ten (10) days of the date of receipt of written notice advising the recruitment agency of the decision to deny the advancement of the agency's application to the next phase of certification.
- The agency must file within thirty (30) days of receipt of the initial decision a written statement of the grounds for its request for reconsideration. Grounds for reconsideration may include failure of the Review Sub-Committee to properly consider certain factual evidence, and the agency may supplement the record to support its assertion.
- The grounds for a request of reconsideration may not include material not considered by the Review Sub-Committee unless the applicant demonstrates that the Review Sub-Committee failed to reasonably seek to secure such material.

In reconsidering its decision to deny eligibility for certification, the ad-hoc committee may either

- 1) set aside the decision of the Review Sub-Committee and allow the agency's application for certification to progress.
- 2) return the agency's application to the Review Sub-committee for reconsideration in accordance with specific direction;
- 3) sustain the Review Sub-committee's original decision.