

AIRC Agency Certification

STEP SIX – Certification Fee Payment and Process

Once an organization is approved to move to the next phase of certification it will be required to pay U.S. \$5,000 (non-refundable). This covers the cost of the self-evaluation and review of the agency by an external reviewer and must be paid prior to the commencement of certification review. Note that it is the responsibility of the agency to cover the external reviewer's round trip airfare (economy); airport transportation in country; and at least 3 nights' lodging and meals at an international hotel of 3 stars or above. An external review of one or more offices as determined are appropriate and necessary. [Read about our External Reviewers.](#)

After an agency is determined to be eligible to undergo certification it has one year from its notification of this eligibility to pay its certification fee and complete its Appendix B, Agency Self Evaluation Form. If an agency takes more than one year to pay the certification fee and complete the self evaluation form, it will be informed by email and certified post mail that it has exceeded the time within which to complete its self-evaluation. The agency will no longer be considered an active applicant. If the agency chooses to re-activate its application after this one-year period and gives notice to do so within the end of the second year after its initial notification of eligibility it must give email and written notice that it wishes to re-activate its application and pay a \$500 re-activation fee. If the agency chooses to re-activate its application but more than two years have lapsed from the initial notice of eligibility, it must re-apply for AIRC Certification and pay all associated fees for the AIRC Agency Application and certification.