

# International Association for Intelligence Education Certification Program

## I. Goal, Purposes and Audience

**A. IAFIE Goal** - The goal of the International Association for Intelligence Education (IAFIE) is to advance research, knowledge and professional development in intelligence education. IAFIE strives to advance the intelligence profession by setting standards, building resources and sharing knowledge in intelligence studies.

**B. IAFIE Certification Program Purpose** - The purpose of the IAFIE Certification Program is to promote professional standards and ensure quality in intelligence education. Intelligence education includes both academic and training courses. The IAFIE Certification Program assists in ensuring courses and programs in intelligence education meet content standards established by IAFIE.

**C. Audience** - The target audience of the IAFIE Certification Program is individual members, institutional members and corporate members – both governmental and non-governmental – seeking an external validation of the content of their intelligence education efforts.

## II. Definitions

**A.** For the purposes of this document the following definitions are utilized:

(1) Academic Accreditation – A process of self-review and peer-review focused on improving academic quality and public accountability of higher education programs and institutions. IAFIE does not provide Academic Accreditation services.

(2) Applicant – The IAFIE member seeking certification of a course or program.

(3) Certification – A status granted to a course or program when it meets or exceeds IAFIE Standards.

(4) Course – A unit of instruction consisting of course learning outcomes, course learning activities and course assessment methods.

(5) Course Assessment Methods – Methods (writing or speaking assignments using rubric assessments, exercises, examinations, etc.) allowing the instructor to assess a student's mastery of the course content, writing or speaking skills, and/or other professional skills identified in the course learning outcomes.

- (6) Course Learning Activity – A learning activity facilitating student mastery of a given course learning outcome.
- (7) Course Learning Outcome – A stated proficiency standard for student learning or competency that serves as an objective for the course of instruction.
- (8) IAFIE Administrative Staff – The individuals responsible for day-to-day administrative tasks in support of the organization.
- (9) IAFIE Certification Panel – A panel that is subordinate to the IAFIE Educational Practices Committee and has the primary responsibility for reviewing and approving course and program certification applications for the association.
- (10) IAFIE Board of Directors – The presiding body of the association.
- (11) IAFIE Standards – Standards established by IAFIE and published on the IAFIE web site for the content of intelligence education courses and programs.
- (12) Instructor – An individual who is primarily responsible for the delivery of material and assessment of student performance in the course(s) under review.
- (13) Professional Certification – An individual's achievement of prescribed education, training and experience leading to certification of their professional abilities and skills. IAFIE does not provide Professional Certification services.
- (14) Program – A coherent program of instruction usually consisting of a series of courses and may include academic certificates, minors, associate's degrees, bachelor's degrees, master's degrees, doctoral degrees, other similar academic programs and training programs of instruction.

### **III. Course Certification**

#### **A. Course Materials**

- (1) Course Learning Outcomes - Courses submitted for IAFIE certification must provide a course syllabus or similar documentation demonstrating the course meets or exceeds the course learning outcomes as outlined in the appropriate IAFIE Standards.
- (2) Course Learning Activities
- (a) Courses submitted for IAFIE certification must provide a course syllabus or similar documentation demonstrating the course learning activities support the related course learning outcomes as outlined in the appropriate IAFIE standards.

(b) In addition to the course syllabus or similar documentation, applicants must provide a narrative discussing in greater detail the course learning activities identified in the syllabus and how they support the course learning outcomes.

### (3) Course Assessment Methods

(a) Courses submitted for IAFIE certification must provide a course syllabus or similar documentation demonstrating the course utilizes assessment methods which adequately assess student learning outcomes for the course.

(b) A narrative providing greater explanation of how the course assessment methods support the required learning outcomes must also be included.

(c) In addition to the course syllabus or similar documentation, applicants must provide samples of the assessment methods utilized in the course.

**B. Instructor Qualifications** – The qualification of instructors to deliver courses certified by IAFIE is not part of the IAFIE Certification Program. It is assumed organizations offering courses certified by IAFIE will employ instructors who possess the proper educational background and/or professional experience to ensure quality course delivery.

**C. IAFIE Membership** - In order for an individual or organization to submit a course to the IAFIE Certification Program the individual, institution or corporation must be a current member of IAFIE.

## IV. Program Certification

**A. Program Materials** – Programs submitted for IAFIE certification must provide the course learning outcomes for each course in the program. Additionally, the application must include the section III.A. course certification materials for a minimum of 25% of the program's courses with specific intelligence content.

**B. IAFIE Membership** - In order to submit a program for IAFIE certification the applicant must be an IAFIE institutional or corporate member.

## V. Application and Approval Process

**A. Structure** – The IAFIE Certification Panel will be composed of three members selected for each application for course or program certification. The panel chair will be permanently appointed by the IAFIE Board of Directors. The other two panel members will be selected by the chair for each course or program application from a pool of volunteer IAFIE members. The panel chair will attempt to select members for each panel who possess the educational and professional experience required for a rigorous review of the application.

## **B. Process**

(1) Individual, institutional or corporate members seeking IAFIE certification must submit a complete application package to IAFIE. Submissions must be submitted electronically (e.g., e-mail) to the IAFIE Administrative Staff. Incomplete applications will not be considered for certification.

(2) A complete application will be composed of the following elements:

(a) Application Cover Sheet (see Appendix A).

(b) Letter of Application for a course or program certification. This document should include a narrative summarizing the purpose for the course or program, its general content and the intended audience.

(c) Program certification applications must include a listing of all program courses and their course learning outcomes.

(d) Individual course certification applications, and for a minimum of 25% of the courses in a program certification application, must include a course syllabus or similar documents detailing:

1) The course learning outcomes.

2) Descriptions of course learning activities.

3) Descriptions of course assessment methods (include copies of assessment materials).

(3) Applicants may check with the IAFIE Administrative Staff to determine if the IAFIE Certification Panel pool has members qualified to review applications in languages other than English. If appropriate language qualified panel members are not available, the entire application package will be submitted in English. The applicant is responsible for translation of packages into English when appropriate language qualified panel members are not available.

(4) Applicants may check with the IAFIE Administrative Staff to determine if the IAFIE Certification Panel has members who may receive classified applications. If panel members are not available who may receive classified applications, the application must be submitted unclassified. When there are panel members who may receive classified applications, the IAFIE Administrative Staff will notify the Chair of the IAFIE Certification Panel who will coordinate the application submission.

(5) All applications will be submitted in a single file format (e.g., pdf or .docx). The file name should include the applicant's name, title of the course and month/year of submission (e.g., SmithJ\_IntelligenceAnalysis\_July\_2013 or CollegeName\_IntelligenceMinor\_July\_2013).

(6) Application packages will be submitted to the IAFIE Administrative Staff. Individual IAFIE members may submit one individual course certification application at no cost each year. Additional individual course certification applications in the same year must be accompanied by \$200 for each course. Institutional and corporate IAFIE members may submit one program certification application at no cost each year. Additional program certification applications in the same year must be accompanied by \$500 for each program. The fees cover both original applications and a resubmission, if required. No more than one resubmission will be allowed, whether the application is no cost or subject to additional fees.

(7) Once the completed application and additional fees (as required) are received, the IAFIE Administrative Staff will record the submission date, send a confirmation to the applicant and forward the application package to the chair of the IAFIE Certification Panel. The chair will select the additional panel members for the specific application and forward the application package to them.

(8) The IAFIE Certification Panel will review the application and make a determination if the application should be approved. The panel should complete their review within 30 days of their receipt of the application.

(9) The chair of the IAFIE Certification Panel, after receiving input from other panel members, will notify the IAFIE Administrative Staff of the approval or denial of the application. The IAFIE Administrative Staff will issue an approval or denial letter to the applicant.

### **C. Evaluation Standards**

(1) General Evaluation – The IAFIE Certification Panel will use the IAFIE Standards and this document in reviewing all applications. Panel members will be flexible in adapting the IAFIE Standards to the purpose and audience of the course and/or program application.

(2) Program Evaluation – Program certification applications will be evaluated using the appropriate IAFIE Standards. Additionally, a minimum of 25% of the program courses will be reviewed using the Course Evaluation process detailed in section **V.C. (3)**. Successful program certification applications must substantially meet the IAFIE Standards, allowing for program purpose and audience. For approved programs, the Chair of the IAFIE Certification Panel will provide comments on the application evaluation for inclusion in the approval letter. For programs denied approval, the chair of the IAFIE Certification Panel will provide comments for the denial letter on the

application evaluation, in addition to specific details on recommended actions for the program to obtain IAFIE certification.

(3) Course Evaluation – Course certification applications will be evaluated using the appropriate IAFIE Standards and the following rubric.

|                                   | <b>Unsatisfactory</b>  | <b>Adequate</b>   | <b>Exemplary</b>   |
|-----------------------------------|--|---|--|
| <b>Course Learning Outcomes</b>   | The course does not address the minimum requirements for learning outcomes in the IAFIE Standards                        | The minimum required learning outcomes in the IAFIE Standards are addressed in the course | The learning outcomes exceed the IAFIE Standards                                     |
| <b>Course Learning Activities</b> | Learning activities do not support each learning outcome   | Each learning outcome is supported by at least 1 learning activity                        | Each learning outcome is supported by more than 1 learning activity                  |
| <b>Course Assessment Methods</b>  | Assessment methods do not address the required learning outcomes or are inadequate/incomplete measures of those outcomes | Assessment methods are acceptable for assessing the required learning outcomes            | Assessment methods are highly effective for assessing the required learning outcomes |

Successful course certification applications must achieve at least an “adequate” rating in all of the above categories. For approved courses, the chair of the IAFIE Certification Panel will provide comments on how the application scored on the course learning outcomes, learning activities and assessment methods for inclusion in the approval letter. For courses denied approval, the Chair of the IAFIE Certification Panel will provide comments for the denial letter on how the application scored on the course learning outcomes, learning activities and assessment methods, in addition to specific details on recommended actions for the course to obtain IAFIE certification.

#### **D. Dispute Resolution and Resubmission**

(1) If an applicant objects to the results of their certification application, an appeal may be made directly to the IAFIE Board of Directors. The decision of the Board of Directors is the final determination on IAFIE certification applications. All appeals will be sent to the IAFIE Administrative Staff who will forward them to the IAFIE Board of Directors.

(2) If an application has been denied, a revised application for certification may be submitted one additional time.

## **E. Course Revalidation and Revisions**

(1) Courses and/or programs successfully completing the IAFIE course certification process must be revalidated not less than every five years. Revalidation submission requirements are identical to those for original applications.

(2) If a course or program is not revalidated with IAFIE within six (6) years of its last approval, IAFIE's certification will be cancelled. When cancellation occurs, the institution should cease any further advertising which indicates IAFIE certification.

(3) Individual, institutional or corporate members with courses or programs certified by IAFIE must remain a current IAFIE member for the certification to remain valid.

(3) When substantial revisions are made to an approved program's structure or an approved course's learning outcomes, learning activities or assessment methods (for example—if 25% or more of the program or course is revised), a new application package must be submitted to obtain revalidation before the institution may advertise the revised course as being certified by IAFIE.

## **VI. Records Management**

**A. Database** - The IAFIE Administrative Staff will maintain a listing of all applications for certification. At a minimum, this database will include the following:

- Applicant (Individuals/Institutions/Corporations)
- Title of Course or Program
- Contact Information
- Date of Application
- Status of Application
- Date of Original Approval
- Date of Revalidation (if appropriate)
- Reasons for Denial (if appropriate)

### **B. Confidentiality**

(1) The information in applicant packages and in the database of applications will not be made public. The only persons allowed access will be members of the IAFIE Board of Directors, the IAFIE Certification Panel and the IAFIE Administrative Staff.

(2) The information included in the database may not be used for any purpose other than the execution, monitoring and maintenance of the IAFIE Certification Program.

## **VII. Award**

**A. Rights of Successful Applicants** - Applicants successfully completing the IAFIE certification process may document this fact on the approved course or program and the

organization's promotional materials and may utilize the IAFIE logo in association with such materials. With the IAFIE logo the following wording is prescribed "This course (or program) is certified to meet the content standards of the International Association for Intelligence Education." No other claims concerning the course or program's certification or the role of IAFIE are authorized. Violations of these rights could result in the removal of the course from the list of IAFIE certified courses and/or programs.

**B. Responsibility of IAFIE** - As the awarding organization, IAFIE will maintain a listing on the association web site in an area open to the public of courses and programs which have successfully completed the certification process.



Appendix A

IAFIE CERTIFICATION PROGRAM APPLICATION COVER SHEET

Applicant Name \_\_\_\_\_

Applicant Organization \_\_\_\_\_

Course or Program Title \_\_\_\_\_

Applicant Contact Information:

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant is a Current IAFIE Member \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Course/Program Certification Packages Submitted this Calendar Year \_\_\_\_\_

Additional Fees Required with this Submission (if applicable) \_\_\_\_\_

Application Includes:

Letter of Application \_\_\_\_\_ Learning Outcomes for All Program Courses (if applicable) \_\_\_\_\_  
Syllabus or Other Documents with: Course Learning Outcomes \_\_\_\_\_ Course Learning  
Activities \_\_\_\_\_ Course Assessments Narrative \_\_\_\_\_ Samples of Assessments \_\_\_\_\_

**For IAFIE Administrative Staff Use Only**

Date Received \_\_\_\_\_

Date of Resubmission (if applicable) \_\_\_\_\_

Date Receipt Sent to Applicant \_\_\_\_\_

Date Resubmission Sent to Cert. Panel \_\_\_\_\_

Date Sent to Certification Panel \_\_\_\_\_

Date Resubmission Approval/Denial  
Letter \_\_\_\_\_

Date of Original Approval/Denial \_\_\_\_\_

Date Recertification Required \_\_\_\_\_

Date Approval/Denial Letter Sent \_\_\_\_\_