

GATEWAY®
ACCREDITATION PROCESS
GTW-10

APPLICATION FOR ACCREDITATION

Training Provider submits details on curriculum, content delivery, equipment, instructors, and procedures to IADC. IADC staff performs initial screening for completion of required documents, payment of fees, and sufficiency of evidence provided.



TECHNICAL REVIEW PANEL

Application is provided to a qualified Technical Review Panel. Reviewers gauge application materials, curriculum documents, assessments, and other related materials against GTW requirements. Review Panel may require additional material or seek clarification from Provider prior to making recommendation for proceeding to audit.



AUDIT

An audit is required for Full Accreditation. IADC Quality Assurance/Quality Control Division will arrange for a qualified Auditor to visit Provider's facility. Audit may also be conducted at a third-party facility in the case of a specialized type of instruction offered by the Provider.



CORRECTIVE ACTION (if applicable)

Issued when non-conformities are noted through an audit or through other means. Company is requested to identify cause and extent of non-conformities and provide response to IADC. IADC staff verifies actions noted in response through documentation provided or through subsequent audits.



FINAL REVIEW

IADC staff will confirm that Company is clear of all non-conformities and that all conditions are met by the Company.



ACCREDITATION DECISION

IADC Staff reviews audit report, makes accreditation decision, and sends an official notice to the Company.



ACCREDITATION NOT GRANTED

Accreditation may be denied or deferred when there are major deficiencies in Company application or program. Company may appeal decision to the Appeals Panel for review or submit a revised application for reconsideration.



FULL ACCREDITATION

Valid for 3 years after successful completion of initial audit. After successful audit at year 3, accreditation will remain on the 3-year cycle.