

NATIONAL ACCREDITATION PROCEDURES

These procedures should be read in conjunction with the Accreditation Pathway document and the Accreditation Application form.

SCA accreditation is a national recognition of strata managers' expertise and is therefore managed under a standard set of criteria and procedures across the country. Please ensure that these procedures are followed for all applicants.

Step 1 – The Application

Intending applicants should be sent a copy of the Accreditation Pathway and the Application Form which is to be completed and returned to national office (admin@stratacommunity.org.au) along with all supporting documentation.

Step 2 – Recording of the Application

National office will record the receipt of the application including payment made by entering the name of the applicant into the national accreditation register with a status of "Application Level # received - date".

Step 3 – Processing of the Application

National office will ensure that all relevant sections of the application are completed, educational and experience qualifiers are met and all supporting documentation is correct and complete. Once this has been completed the status in the national accreditation register will be changed to "final endorsement pending". If the application is incomplete or incorrect national office will seek clarification from the applicant prior to further processing the application.

Step 4 – State/Chapter Endorsement

National office will send a copy of the checked and complete application to the applicant's state office for final endorsement by the State Board/Chapter Executive. The object of this stage is twofold;

1. to bring to light any negative factors known locally that may give rise to the application being denied or
2. to endorse the application and grant the accreditation being sought.

Step 5 – Granting of Accreditation

Once an application has been endorsed by the State Board/Chapter Executive that fact will then be communicated to National office (admin@stratacommunity.org.au) where the status of the application will be updated to "endorsed". SCA National will then produce the relevant certificate and forward it, along with a congratulatory letter, to the applicant. Status on the national accreditation register will then show "Endorsed – Level # - Expiry date".