

IMA Accreditation Policy

POLICY

1. The IMA Board of Directors has agreed to engage in mentoring program accreditation, and will assess programs based on the following program components:
 - Program Summary
 - Personnel & Support Structure
 - Induction and Establishment of the Mentoring Relationships
 - Program Support and Monitoring
 - Mentoring Process
 - Program Evaluation

Refer to policy attachment A for further description of these components.

A. ACCREDITATION LEVELS

1. Silver accreditation (for programs with a score of 85-95) indicates that the program is fairly effective at accomplishing mentoring goals and objectives and that program implementation and design mostly aligns with IMA mentoring program standards. A program with Silver accreditation may have areas for improvement to strengthen the overall program design. Silver accreditation shall remain in effect for one year from the date of approval.
2. Gold accreditation (for programs with a score of 96-100) indicates that the program is high quality, well implemented, sustainable, and successful at accomplishing mentoring goals and objectives. Gold accreditation shall remain in effect for three years from the date of approval.

B. PROCEDURE

1. The Members Benefits Committee (MBC) will provide orientation and training to potential reviewers.
2. Promote IMA mentoring program accreditation
3. Application and fee will be submitted to the IMA office
4. The application will be forwarded to the chair of the Members Benefits Committee (MBC).
5. The MBC identifies a lead reviewer and a second reviewer to conduct the desktop reviews.
6. Reviewers score each item in the application as described in policy attachment A. If the two reviewers score the same item substantially differently, they will discuss those items and the lead reviewer will make a final determination regarding the score of that item.
7. The chair of the Membership Benefits Committee will review recommendations and findings with the IMA executive committee.
8. The executive committee may, by unanimous consent, reject the recommendation, in which case, the board president shall offer a written explanation of the decision to the full board.

9. The full board may overrule by 2/3 consent the executive committee's rejection of the recommendation and approve the original recommendation by the chairperson of the Membership Benefits Committee.
10. If the executive committee approves the recommended accreditation status, and if the recommended accreditation status is Silver accreditation, the IMA president shall issue a letter and certificate of Silver accreditation to the program contact.
11. If the executive committee approves the recommended accreditation status, and if the recommended accreditation status is Gold accreditation, the IMA president shall issue a letter stating the intent to issue Gold accreditation. The letter will be accompanied by an invoice for the balance of fees, to be paid in 45 days.
12. If the balance of fees is paid within 45 days, the IMA president shall issue a letter and certificate of Gold accreditation to the program contact. Otherwise, the IMA president shall issue a letter and certificate of Silver accreditation.

C. SCORING

1. If the average of the two scores is below 80, the IMA will refund the program \$1,000 and provide a rationale for the score. (End of process)
2. If the average of the two scores is 80-84, the lead reviewer will request additional information and clarification from the program contact.
3. If the average of the two scores after review of additional information is below 85, the IMA will refund the program \$1,000 and provide a rationale for the score.
4. If the program is seeking Silver accreditation and the two scores average at least 85, the lead reviewer will recommend to the Members Benefits Committee that the program be granted Silver accreditation.
5. If the two scores average 85-89, the lead reviewer will recommend to the Members Benefits Committee that the IMA board grant the program Silver accreditation.
6. If the two scores average 90-94, the lead reviewer may request additional information and clarification from the program contact and will schedule interviews with
 - a representative of program leadership,
 - two mentors, and
 - two mentees.
7. The lead reviewer may grant up to an additional 5 points based on the results of the interviews.
8. If the final score after review of the additional information and the interviews is under 96, the lead reviewer will recommend to the Members Benefits Committee that the program be granted Silver accreditation.
9. If the final score after review of additional information and the interviews is 96 - 100, the lead reviewer will recommend to the Membership Benefits Committee that the program be granted Gold accreditation.

D. ACCREDITATION FEES

1. The cost of Silver accreditation will be \$2,000, for 1 year.
2. Silver accreditation may be renewed annually for \$1,500.
2. The cost of Gold accreditation will be \$5,500, for 3 years
3. The cost to renew Gold accreditation will be \$5,500, for an additional 3-year period.

E. BENEFITS TO ACCREDITED MENTORING PROGRAMS

Accreditation status will confer the following benefits to the accredited organization during the period of accreditation.

1. Use of the IMA accreditation logo in all program documents and marketing materials, both electronic and tangible, such as program resources, brochures, reports, and websites.
2. A Corporate membership, with the number of included members from within the organization as specified in the IMA business plan.
3. A fifteen percent discount on all IMA publications.
4. A certificate of accreditation with an expiration date.

F. PROCESS TO CHANGE THIS POLICY

This policy may be reviewed by the IMA Board of Directors annually, at which time any changes to the policy may be approved by agreement by 2/3 of the board members.

ADOPTED: 4/1/2013