



REGISTRATION FEES

For Individuals with Certified Competence

As of 01/17/2012

REGISTRATION TYPES

ROLES	LEVELS	DISCIPLINES
<ul style="list-style-type: none"> ✓ Auditor/Assessor ✓ Consultant ✓ Instructor ✓ Manager ✓ Technical Expert* ✓ Other (Industry-Defined) Roles 	<p>Level 1 – Registered Assistant</p> <p>Level 2 – Registered Professional</p> <p>Level 3 – Registered Expert/Lead</p>	<ul style="list-style-type: none"> — Quality Management — Laboratory Quality Management — Environmental Management — Health & Safety Management — Food Safety Management — Information Security Management — Energy Management — Risk Management — Social Responsibility — IAF Sector Codes (Technical Experts only) — Other (Industry-Defined) Subject Matter

*Technical Experts roles are only eligible for Levels 1 and 2

NOTE: As an Accreditation Body IAR does not itself certify personnel competence. IAR offers a listing and credentialing service for the benefit of all relevant stakeholders. For this purpose IAR relies on information provided by personnel certification bodies, certified employers and notarized self declarations. See the *Acceptable Certifications* criteria for more details.

ACCEPTABLE CERTIFICATIONS

THIRD-PARTY	EMPLOYER	SELF-DECLARATION
<ul style="list-style-type: none"> — The applicant must provide a certificate issued by a Personnel Certification Body that operates in accordance with ISO/IEC 17024 or similar standards. — The certificate must indicate that the individual meets the criteria for the corresponding roles, levels and disciplines. 	<ul style="list-style-type: none"> — Provide a letter from an employer organization who's Quality Management System is certified to ISO 9001 or compatible quality management system standard, or from employers that are conformity assessment organizations that are accredited or operate based on ISO/IEC 17021, ISO 17011 or similar standards. — The letter must indicate that the individual (a) is employed by the organization and (b) meets the IAR criteria for the corresponding roles, levels and disciplines. 	<ul style="list-style-type: none"> — The individual must provide a notarized affidavit indicating that he/she meets the IAR criteria for the corresponding roles, levels and disciplines. — Provide the evidence of training certifications and experience certifications required by the IAR criteria for the corresponding roles, levels and disciplines.

INITIAL FEES

SERVICE	EACH ROLE <i>(Auditor, Consultant, Instructor, etc.)</i>	EACH DISCIPLINE <i>(QMS, EMS, OHSMS, etc.)</i>
APPLICATION Includes verification of certificates, letters and references, as applicable	US\$50	US\$10
INITIAL REGISTRATION	US\$50	US\$10

— Total initial registration fees would be quoted after reviewing the merits of registration under the roles, levels and disciplines applied for. After the review process (which takes approximately 30 days to complete), IAR would issue a formal quotation. If the applicant accepts and pays they fees, then they would be included in the registry.

ON-GOING FEES

SERVICE	EACH ROLE <i>(Auditor, Consultant, Instructor, etc.)</i>	EACH DISCIPLINE <i>(QMS, EMS, OHSMS, etc.)</i>
ANNUAL MAINTENANCE	US\$25	US\$5
LEVEL UPGRADE <i>(i.e. going from IAR Registered Practitioner to IAR Registered Expert in any role)</i>	US\$25	
TECHNICAL UPDATE <i>(Review of qualifications in light of changes in technical criteria such as new versions of ISO 9001, ISO 19011, etc.)</i>	US\$25	

REGISTRATION RULES, REQUIREMENTS AND PROCEDURES

Upon receiving a formally completed application signed by the Certified Individual, IAR staff would proceed to invoice the Certified Individual for the corresponding application fees. Upon receiving the said fees the review processes would initiate. Upon successfully completing the review process, if there are no open non-conformities to the corresponding registration criteria, the Certified Individual would be recommended for a Registration Level for the roles and disciplines applied for and a registration offer would be extended to the individual. Once the initial registration fees are received IAR staff would proceed to include the individual in the registry and publically indicate the individual's areas of certified competence. Issuance of physical credentials such as a certificate and/or id requires additional an additional fee of US\$75 plus postage. Any certificate or ID would be property of IAR Accreditation Services, LLC must be returned to upon request. Upon being registered the applicant agrees to abide the accreditation criteria and any related IAR advisories. The applicant Certified Individual is hereby advised that under no circumstance is IAR obligated to refund any of the fees herein cited. Except in the case of self declarations, any complaints received against the Certified Individual shall be referred back to the certification body or employer for investigation. Complaints against self-declared Certified Individual registrants shall be investigated by IAR. Corrective action shall be requested and verified when warranted, as a condition to remain in the registry. By submitting an application and corresponding P.O. the Certified Individual agrees to amicably resolve any disputes with IAR via arbitration. The venue for such cases shall be Orange County, Florida, USA. In these instances IAR and Certified Individual agree to first giving thirty (30) calendar days of written notice of such party's intention to pursue any legal action. By submitting an application and corresponding fees the applicant Certified Individual hereby releases and agrees to indemnify and hold harmless IAR and its directors, employees, and agents from any losses, damages, claims, liability, causes of actions or demands, and all costs and expenses incidental thereto (including costs of defense, settlement, and reasonable attorney's fees) made at any time by any party arising out of, resulting from, or in any way relating to the registration services provided by IAR to the Certified Individual, except such losses, damages, claims, liability, or causes of actions or demands arising exclusively from the gross negligence or willful misconduct of IAR or its directors, officers, employees, or agents. The Certified Individual shall have arrangements (i.e. professional liability insurance) to cover liabilities arising from his or her services and should be prepared to demonstrate evidence of such arrangements upon request. Employer-based arrangements are acceptable.