Accreditation Readiness Checklist

Self-assess your program before you submit an AIOBP accreditation application. This mirrors the same psychological-competency standard our independent reviewers benchmark against — work through it honestly and you'll know exactly where you stand before you pay for a review.

STEP 1 · APPLIES TO EVERY PATHWAY

Universal eligibility

Every accreditation pathway — Training, Coaching, Consulting, and Psychometric Validation — is reviewed against this baseline first.

- ☐ Your methodology has a genuine **psychology foundation** — grounded in organizational psychology, behavioral science, or applied psychology, not just theory borrowed from elsewhere.
- ☐ Outcomes are **competency-based and measurable** — defined, observable behavioral change, not just knowledge transfer.
- ☐ You have a **systematic, documented methodology** that's reproducible across facilitators, coaches, or consultants and across locations.
- ☐ You are the (or one of the) **owner, creator, licensed user, or documented contributor** of the methodology or curriculum being submitted.
- ☐ You can demonstrate a **track record** — at minimum one class, cohort, or engagement is currently running or has been completed.
- ☐ No prior accreditation has been **withdrawn or revoked** by a recognized accrediting body within the past year (including a voluntary withdrawal under a show-cause action).
- ☐ You're ready to **agree to the AIOBP mission, code of ethics, and accreditation standards** as part of the application.
- ☐ You can show your **research base** — references, sources, or independent research — behind how the methodology was built.

STEP 2 · PICK YOUR PATHWAY

Pathway-specific criteria

Training accreditation

For programs that certify trainers, practitioners, or facilitators.

- ☐ Trainer/facilitator guides **and** participant manuals exist, in a consistent, prescribed learning format.
- ☐ The program has a clearly interactive component — not a passive lecture format.
- ☐ You have defined **assessment methods** that evaluate learners against named competencies.
- ☐ At least one class is running or has been completed.

Coaching accreditation

Two routes: accredit your own coaching methodology, or bring credentialed coaches in directly.

- ☐ **Methodology route** — your coaching curriculum meets the universal criteria above and has a documented competency framework.
- ☐ **Credential-recognition route** — your coaches hold current ICF or IIC credentials, coach-specific training, and logged the required experience hours.
- ☐ You know which route you're applying under before you submit (they use different paperwork).

Consulting accreditation

Reviewed on the strength and originality of your delivery process, not just your results.

- ☐ You can articulate the **unique process** by which your consulting strategy is carried out and implemented — not just the outcomes it produces.
- ☐ That process has a demonstrable **psychological foundation**.
- ☐ The methodology is **proprietary** — yours to submit, not a repackaged third-party framework.

Psychometric test validation

For assessment tools and instruments seeking independent validation.

- ☐ The instrument has a documented **scientific foundation** — not just face validity or user testimonials.
- ☐ You can show **reliability** evidence (the test produces consistent results).
- ☐ You can show **validity** evidence (it measures what it claims to measure).
- ☐ You have norming or benchmark data appropriate to the populations you assess.

STEP 3 · BEFORE YOU SUBMIT

Documents to have ready

- ☐ A one-page **program outline** — what it is, who it's for, what changes as a result.
- ☐ Your **training manual / coaching or consulting playbook** (PDF is fine).
- ☐ A **facilitator, trainer, or coach guide**, if others deliver the methodology besides you.
- ☐ Any proprietary **tools, exercises, or assessments** used, with a short note on how they're used.
- ☐ A short **delivery video** or recorded session — reviewers benchmark actual delivery, not just paperwork.
- ☐ Evidence the program is **actually running** — a schedule, enrollment numbers, or client list.

STEP 4 · WHAT IT COSTS

Transparent pricing

ONE-TIME	*ANNUAL*
US$2,000 per methodology / curriculum	**US$880/yr** Accredited Enterprise Membership
Independent accreditation review — application, benchmarking, delivery-video assessment, and written decision.	*Required to maintain accredited status — seal, directory listing, credentialing rights, journal promotion, and online testing.*

Payment is only requested after your application is accepted for review — you won't be asked to pay to find out whether you qualify.

Ready? If you checked every box above, you're in good shape to apply. Still missing a few? Send your program outline to **verification@aiobp.org** first — we'll tell you what's missing before you pay for a review.

Apply for accreditation: aiobp.org/apply-aiobp · Questions: info@aiobp.org