



To: ACSCI Member Organizations
From: Scott Gillie, Chair, ACSCI Standards Committee
Re: Procedures for Standards Implementation
Date: February 1, 2009

On behalf of the ACSCI Standards Committee, I commend you for taking up the challenge of meeting ACSCI standards. In order to assess your product(s) for standards compliance, you will require the [Standards Implementation Handbook](#) and [ACSCI Standards Checklists](#). Printed copies of the handbook, which includes the checklists, may be ordered for \$5 each, plus shipping. Contact [Carri Hoffman](#) to order.

The procedure for assessing compliance with ACSCI standards is to apply the four checklists in succeeding order, as applicable, to the product for which you seek designation. Checklists are available on the ACSCI website. Click on a link below to go to the checklist within this online document:

1. [Core Standards Checklist](#)
2. [Component Standards Checklist](#)
3. [Integration Standards Checklist](#)
4. [Comprehensive System Standards Checklist](#)
5. [National Comprehensive System Standards Checklist](#)

Additional information about the process follows on page 2 of this memo and is titled, "Meeting ACSCI Standards."

Submitting Compliance Checklists

Checklists for ACSCI standards compliance may be submitted at any time. When you complete the checklist process, send the checklists to ACSCI, c/o Carri Hoffman, MJK Creative Solutions, Inc., 3009 S. Union Rd., Stillwater OK 74074. You will receive a written confirmation of receipt. We recommend keeping a copy of the completed checklists for your records.

Assertion of Compliance

Meeting ACSCI Standards is a voluntary act and self-assertion by the developer or owner of a particular product. Neither the Standards Committee nor ACSCI places its seal of approval on products that assert compliance.

Upon assertion of compliance with a particular level of ACSCI standards, you will be entitled to use the ACSCI logo (with verbiage indicating that the product meets ACSCI Standards) until the certification period expires or until such time that the product developer is no longer a member of ACSCI.

Your checklist information will be public information, subject to review by members of the organization, prospective consumers, and other audiences. The Standards Committee posts on the ACSCI website a listing of standards-compliant products.

The Standards Committee will receive any standards-related dispute or challenge. The committee will review such challenge or dispute and recommend resolution to the ACSCI Board of Directors, which will have final disposition of these matters.

Assistance and Support

Please direct any question or request for assistance to Scott Gillie, Standards Committee Chair, at scott@esi.cc.

Again, on behalf of the Standards Committee, thank you for your commitment to high quality career information.

Meeting the ACSCI Standards

How do products and services meet the ACSCI Standards?

Products and services may meet one of four levels of standards. Those that meet one of these four levels may indicate compliance with ACSCI standards by displaying an ACSCI Standards logo with text stating, "Meets ACSCI Standards." On websites, this logo will hyperlink with a description of the highest level of standards met by the entity. For example, if a product meets the core, component, and integration standards, the logo statement would hyperlink with the description for **INTEGRATION STANDARDS**.

The component and integration standards are subject to a phase-in period in which organizations may assert compliance for meeting 70, 80, and 90 percent of the applicable standards during years 1, 2, and 3 respectively (of the standards process). During the phase-in period, entities must indicate that they support ("subscribe") to those applicable standards that aren't met.

Note: Only ACSCI organizational members in good standing (for the entire duration of the approval period) may assert compliance with ACSCI Standards.

Core Standards - These apply to all career information products and services. For products and services to meet the Core Standards, all of the standards in the checklist must be rated with an M for "Meets standard." The formal indicator is the ACSCI Standards Logo with a hyperlink to the definition of Core Standards.

Component Standards - These apply to specific process or content components in career information products and services. Entities identify components of their product or service that are subject to the standards. They must evaluate all components for which there are related standards. In order to assert compliance with component standards, products and services must achieve the rating levels required in all components evaluated. For example, if a product or service meets Content Standards for Occupational Information but does not meet the Content Standards for Education/Training information, which is also part of the product or service, the product or service does not meet Component Standards. Products and services must meet the Core Standards to be eligible to meet the Component Standards.

For products and services to meet the Component Standards during the first submission year, all of the standards in the checklist must be rated with an M for "Meets standard," an S for "Subscribes to standard," or an NA for "Does not apply." For the first submission year at least 70 percent of the applicable standards must be rated with an "M" and the remaining 30 percent with an "S." For the second submission year, at least 80 percent of the applicable standards must be rated with an "M" and the remaining 20 percent with an "S," indicating progress toward full compliance. For the third submission year, at least 90 percent of the applicable standards must be rated with an "M" and the remaining 10 percent with an "S," indicating additional progress toward full compliance. After the third year, 100 percent must be rated with an "M". The formal indicator is the ACSCI Standards Logo with a hyperlink to the definition of Component Standards.

Integration Standards - These standards apply to products and services with interrelated components, for example, an assessment instrument that links to occupational information or occupational information that links to education and training information. To comply with Integration Standards, products and services must first meet Core and Component Standards. Entities must evaluate all of the product's or service's interrelated components for which there are standards. To comply with Integration Standards, products and services must apply the standards to *all* interrelated components.

For products and services to meet the Integration Standards during the first submission year, all of the standards in the checklist must be rated with an M for "Meets standard," an S for "Subscribes to standard," or an NA for "Does not apply." For the first submission year, at least 70 percent of the applicable standards must be rated with an "M" and the remaining 30 percent with an "S." For the second submission year, at least 80 percent of the applicable standards must be rated with an "M" and the remaining 20 percent with an "S," indicating progress toward full compliance. For the third submission year, at least 90 percent of the applicable standards must be rated with an "M" and the remaining 10 percent with an "S," indicating additional progress toward full compliance. After the third year, 100 percent must be rated with an "M". The formal indicator is the ACSCI Standards Logo with a hyperlink to the definition of Integration Standards.

Comprehensive System Standards - These standards apply to those systems that seek the comprehensive level of standards recognition. In order to assert compliance with Comprehensive System Standards, an entity must first meet Core Standards, Component Standards, and Integration Standards. To assert compliance with Comprehensive System Standards, entities must meet *all* Comprehensive Systems Standards. The formal indicator is the ACSCI Standards Logo with a hyperlink to the definition of Comprehensive System Standards.

National Comprehensive Standards - These standards apply to those systems that serve a national audience and which seek the comprehensive level of standards recognition. In order to assert compliance with National Comprehensive System Standards, an entity must first meet Core Standards, Component Standards, and Integration Standards. To assert compliance with Comprehensive System Standards, entities must meet *all* National Comprehensive Systems Standards. The formal indicator is the ACSCI Standards Logo with a hyperlink to the definition of Comprehensive System Standards.

How often must an entity review its product for compliance?

During the phase-in period, entities review their products annually for compliance. Once a product meets all ACSCI standards (100 percent of all applicable sets of standards), the review cycle is every three years.