The Institute of Risk Management

Accreditation process flowchart

Training Provider (TP) approaches IRM with initial proposal

Training Provider downloads an Accreditation Proposal Form (APF) from the IRM website and returns it to the IRM with the initial fee.

IRM Training Committee reviews the completed APF against the initial accreditation criteria. (Appendix 2 of the Accreditation Policy)

APF stage – proposal accepted
IRM invites the TP to proceed to the detailed approval stage.

IRM, in agreement with the TP identify and suitable person to review the course material on behalf of the Training Committee.

TP submits the appropriate fee together with the detailed copy of the course material. (Full details of what to submit can be found in the Accreditation Policy.)

APF stage – proposal declined
IRM will write to the TP with the reasons for the decision.

Detailed course approved – model for the IRM and TP recompense agreed (see appendix 1).

IRM/TP sign agreement (model agreement set out in appendix 4)

Detailed course declined
IRM will write to the TP with the reasons for the decision.

Ongoing actions – annual review process (questionnaire), monitoring visits, annual licence payments and annual estimate of courses / delegate numbers (for budget)

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