Employer approaches IRM with an initial enquiry.

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

IRM reviews the completed APF against the initial accreditation criteria (Appendix 2 of Guidance).

IRM invites the employer to proceed to stage 2 – the detailed review of course materials.

IRM appoints a suitably qualified and experienced person as the Reviewer.

The employer submits the relevant course materials together with the fee for stage 2.

IRM offers an Accreditation Agreement and confirms accreditation will be granted upon signature and return thereof.

IRM will write to the employer with the reasons for the decision.

IRM will write to the employer explaining what changes would be required to the course before accreditation can be granted.

Annual review process (questionnaire), monitoring visits (if required), annual licence and delegate certification fees.