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IAF Endorsed™ Facilitation Training Programs Decision-making framework

The IAF decision-making framework for the Endorsed™ Facilitation Training Program (EFTP) outlines the parameters used by IAF to determine endorsement decisions for comprehensive and focused facilitation training programs.

To reflect the full scope of the training program, the framework takes into account both quantitative and qualitative components. Qualitative components consist of comments and recommendations submitted by assessors, interviews with program staff and participants, and participant and instructor surveys. The quantitative component is the summation of the ratings provided by assessors.

Four steps to achieve IAF Endorsement

Step 1

The facilitation training program assesses its program against each criterion in the EFTP standards and submits evidence showing its compliance..

Step 2

IAF assigns two assessors who are qualified Certified™ Professional Facilitators to prepare initial ratings for each criterion, based on the evidence submitted by the program..

Step 3

To validate their ratings, the two assessors conduct online structured interviews and focus group discussions with facilitation training program staff and participants.

Step 4

The two assessors work together to finalize the rating for each criterion, based on their initial review of the evidence submitted and the results of the structured interviews.

Ratings and points

IAF rates a training program's compliance with the criteria in the EFTP standards as met, partially met, or unmet. Once the ratings are finalized, a point value is assigned as follows, and the total points are calculated.

- Met: Four points
- Partially met: Two points
- Unmet: Zero points

A maximum of 88 points is available if all criteria are met.

Endorsement decisions

A note about required criteria:

- Criterion 1.1 (for comprehensive programs) **or** 1.2 (for focused programs), criterion 4.2, and criterion 4.3 are designated as required criteria that must be met or partially met for a program to be eligible for endorsement. These criteria are considered fundamental to the delivery of an effective program.

Decision	Decision guidelines <i>NOTE: Required criteria are 1.1 (comprehensive) or 1.2 (focused), plus 4.2 and 4.3</i>
Endorsed Three-year	• All required criteria are met and the score is 71 points or higher
Endorsed One-year	• All required criteria are met and the score is between 60 and 70 points. OR • One or more required criteria are partially met and the score is 60 points or higher.
Not Endorsed	• One or more required criteria are unmet. OR • The total score is below 60 points.

Rating definitions

- **Met:** The requirement has been in place and operational for at least six months.
- **Partially met:** The program is taking steps to meet the requirement, but it is not yet fully implemented. For example, the requirement may be in the initial stages, and evidence shows how it will be fully embedded over time. Or perhaps the overall intent of the requirement is in place, but some aspects are still inconsistent, incomplete, or unclear. Any practice that poses a safety or ethical risk to instructors or participants is never rated as partially met.
- **Unmet:** The requirement is not in place. While plans may have been developed, the program has not moved beyond the planning stage.

Assessor recommendations and comments

For every partially met or unmet rating, the assessors provide recommendations and comments to help the training program understand what improvements are needed and how it might further develop its quality improvement plans and decide on future directions.

As part of the endorsement process, IAF promises to protect confidentiality in return for participants' honesty and openness. To that end, assessors are trained to be discreet when making recommendations and comments. They do their best to ensure their findings cannot be attributed to an individual by not using names, titles, course names, or anything that might identify the source, with the understanding that endorsement is a quality improvement process focused on the facilitation training program as a whole rather than individual people.