



# IMCC Accreditation Guide

**Building Global Standards for Quality and Ethical Mentoring**

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## 1. About IMCC Accreditation

The **International Mentoring Credentialing Council (IMCC)** accredits institutions that design, deliver, and evaluate mentoring programs with integrity, accountability, and measurable impact.

IMCC Accreditation is more than a symbol – it is an assurance that your mentoring practices meet globally benchmarked standards of quality, ethics, and inclusion.

Accreditation gives your institution formal recognition as a **trusted provider of structured, outcome-based mentoring**, aligned with international good practice and ethical frameworks.

## 2. Why Accreditation Matters

Mentoring has become an essential tool for leadership, learning, and inclusion. Yet, without structure or oversight, many mentoring programs fail to deliver consistent results.

IMCC Accreditation provides:

- **Credibility:** Validates that your mentoring programs meet international quality and ethical standards.
- **Accountability:** Ensures mentoring outcomes are measurable and transparent.
- **Recognition:** Positions your institution as a trusted global partner in mentoring.
- **Improvement:** Offers developmental feedback to strengthen your systems and outcomes.

Accreditation tells your learners, partners, and funders that you don't just run mentoring programs – you uphold mentoring excellence.

### 3. Who Can Apply

Accreditation is open to any organization delivering structured mentoring interventions, including:

- Corporates and leadership development programs
- Universities and academic mentoring cells
- NGOs and youth leadership initiatives
- Independent mentoring academies and training providers

Institutions at all stages of maturity are welcome to apply. IMCC's developmental approach supports you through each stage of the process.

### 4. Accreditation Scope and Validity

- Accreditation is granted for **three years**, subject to **annual Quality Assurance (QA) reviews**.
- Institutions are accredited for the mentoring programs, systems, and policies they submit for evaluation.
- The accreditation is institutional, not program-specific; however, major new program additions must be notified to IMCC for review.

### 5. The IMCC Accreditation Framework

IMCC evaluates institutions against six core dimensions of quality:

1. **Governance and Accountability** – Leadership oversight, learner protection, grievance handling, and policy transparency.
2. **Curriculum and Assessment Design** – Alignment with IMCC's mentoring competencies and measurable learning outcomes.
3. **Faculty and Mentor Qualification** – Evidence of trainer experience and continuing professional development.
4. **Ethics, Inclusion, and Safeguarding** – Integration of IMCC's Code of Ethics and inclusive practices across all operations.

5. **Outcomes and Data Quality** – Systems for tracking mentoring hours, completion, satisfaction, and impact.
6. **Continuous Improvement** – Use of feedback and data for program enhancement and innovation.

## 6. Accreditation Process Overview

IMCC follows a transparent five-step process:

### **Step 1 – Expression of Interest (EOI)**

Complete the online EOI form on the IMCC website. You'll receive the **Accreditation Handbook** and a readiness checklist outlining documentation requirements.

### **Step 2 – Application Submission**

Submit your official application with supporting evidence, including:

- Organizational profile
- Mentoring program structure and curriculum
- Trainer/mentor profiles
- Policies on ethics, inclusion, and evaluation
- Outcome data and participant feedback

A **non-refundable Application Fee** is payable at this stage.

### **Step 3 – Pre-Assessment Review**

IMCC reviewers conduct an initial documentation review and provide a **Pre-Assessment Report** highlighting strengths and any improvement areas before the full evaluation.

### **Step 4 – Evaluation and Audit**

A trained IMCC assessor panel conducts a detailed evaluation, which may include:

- Virtual or on-site observations
- Faculty or participant interviews
- Review of mentoring data, feedback systems, and outcomes

A **Quality Assurance (QA) Fee** applies for this stage to cover assessor honoraria and audit processes.

## Step 5 - Accreditation Decision

Based on the assessor report, the **IMCC Accreditation Board** issues one of the following outcomes:

- **Accredited Institution (Valid for 3 Years)**
- **Accredited with Recommendations** (conditional approval with improvement plan)
- **Re-submission Required** (additional evidence needed)

Successful institutions receive:

- An official **IMCC Accreditation Certificate and Digital Seal**
- Access to the **Accredited Partner Portal** for QA submissions and renewals
- Listing in the **IMCC Global Directory of Accredited Institutions**

## 7. Annual Quality Assurance (QA) Review

To maintain credibility and active listing, accredited institutions must complete an annual QA submission.

The QA process includes:

- Updated mentoring data (hours, reach, completion rates, outcomes)
- Evidence of ethics compliance and feedback collection
- Reporting on corrective actions (if any) from previous audits
- Notification of any major organizational or curriculum changes

IMCC may conduct random sampling audits or virtual QA discussions to verify submissions.

Continued listing in the global directory depends on QA compliance.

## 8. Renewal and Continuous Accreditation

Accreditation is renewable every **three years**.

**Renewal Requirements:**

- Updated outcome and ethics reports
- Verification of mentor/trainer credentials
- Submission of a self-assessment report
- Payment of Renewal and QA fees

Renewal applications open 90 days before expiry.

Institutions that consistently meet QA requirements receive expedited renewal processing.

## 9. Governance and Appeals

- All accreditation decisions are governed by the **IMCC Accreditation Board**, ensuring impartiality and transparency.
- **Assessors** follow strict confidentiality and conflict-of-interest policies.
- **Appeals:** Institutions may appeal a decision within 30 days. Appeals are reviewed by an independent panel not involved in the initial evaluation.
- **Complaints:** Learners or stakeholders may submit ethics or quality complaints through the IMCC portal. Every complaint is acknowledged and investigated within defined timelines.

## 10. Branding and Use of the IMCC Seal

Accredited institutions receive:

- A digital accreditation seal and certificate.
- Official branding guidelines outlining approved usage.

**Misuse of the IMCC seal**, false claims, or expired status may result in suspension or delisting from the IMCC directory.

## 11. Recognition for Excellence

Institutions that have maintained accreditation for at least one full cycle may be considered for **IMCC Recognition for Excellence**, highlighting outstanding mentoring impact, innovation, or sector leadership.

This is an additional acknowledgment – not a separate accreditation level – and is awarded through independent evaluation.

## 12. Directory Listing

All accredited institutions appear in the **IMCC Global Directory of Accredited Mentoring Institutions**, which includes:

- Institution name and country
- Accreditation validity period
- Mentoring specialization areas
- Contact information and website

The directory is publicly accessible to learners, governments, and corporate partners seeking verified centers of excellence.

## 13. Fees and Timelines

IMCC uses a transparent, tier-free fee model applicable to all applicants. While specific amounts are published separately, institutions should plan for:

- **Application Fee** – Covers document review and administration
- **Quality Assurance Fee** – Covers assessor evaluation and audit
- **Renewal Fee** – Payable every 3 years upon re-accreditation

Typical timeline from application to decision: **8-12 weeks**, depending on submission completeness and scheduling.

## 14. Key Dates and Contact

- Accreditation Validity: 3 Years
- QA Review: Annually (Month 11 of each year)
- Renewal Application: Opens 90 Days Before Expiry

For support during your application or renewal:

**Email:**

**Phone:**

**Website:**

## 15. Final Note

IMCC Accreditation is a partnership in quality – not a one-time approval. By pursuing accreditation, your institution joins a global movement dedicated to advancing mentoring as a professional, ethical, and transformative practice.

**Start your journey today.**