



ASSOCIATION OF INDEPENDENT CONSUMER
CREDIT COUNSELING AGENCIES
(A Non-Profit Corporation)

Dear AICCCA Member:

As you are aware, creditors are beginning to require accreditation of agencies as a condition for paying fair share. Our association has also adopted this requirement. We have been successful in our negotiations with creditors to allow an option of ISO or COA accreditation so that you can have a choice between the two. Currently, there are no other independent accrediting bodies for credit counseling. I have included with this letter the basic standards for both organizations. The basic costs for COA accreditation appear to be less for a small agency and the basic costs for ISO appear to be considerably less for a large agency. The AICCCA has received a discount from BSI for its members should you wish to use ISO accreditation. In addition, you should know that the COA re-audits only once every four years while the ISO audits annually. Detailed questions about these programs (including costs) should be addressed to the following:

BSI

(703) 464-1913

COA

(212) 797-3000

Sincerely,

David C. Jones, Ph.D.
President

COMPANY PROFILE INSTRUCTIONS for AICCCA

Company Details

This is the basic information of the business location you wish to have certified. If you are part of a larger organization or if you conduct business using more than one business name, we need to know those details to properly qualify the certification personnel. If your business conducts business from multiple locations, please provide those locations that will be included in the certification. Unrelated businesses do not need to be included.

Employee Details

To adequately quote and conduct your certification audit, BSI need to know the size and complexity of your organization. The total number of employees is the key number from which this is determined. If you can easily resolve the total number of employees into Service, Admin., etc., it will help to determine organizational complexity. NA may be used except for total employees. If you work shifts, it will affect the audit process.

Scope Statement

To provide Consumer Credit Counseling services.

Registration Requirements

If you provide services which are unrelated to consumer credit counseling, identify them and they will be excluded from the scope of registration and they will not require certification. Identify these unrelated services so that we can minimize audit time. You will want ISO 9002 certification.

Employee Numbers

This is for businesses which maintain separate business locations and want to have a single certificate. It does not apply to single-site certifications.

End of Form

General information and an opportunity to provide additional information if you believe it is necessary. The brochure and map to your location are helpful for the auditor to become familiar with your business.

