

## FAQ: Annual Attestation of Substantial Compliance

- Where can I locate the form to complete my Annual Attestation of Substantial Compliance?

*The Annual Attestation form can be located on the IAAME website. Agencies/Persons must use the most current version of the form, which is located at the following link:*

<https://www.iaame.net/accreditation/monitoring-and-oversight/>

- How do I submit my Annual Attestation of Substantial Compliance?

1. *Download the Annual Attestation of Substantial Compliance from the IAAME website*
2. *Complete and obtain required signatures*
3. *Click on the pencil icon on the Annual Attestation activity. (This activity has been initiated in each Agency/Person's portal account)*
4. *Upload the completed Annual Attestation of Substantial Compliance*
5. *Fill in the "Date Annual Attestation of Substantial Compliance Uploaded"*
6. *Click "Submit to IAAME"*

- Who can sign and initial the Annual Attestation of Substantial Compliance?

*The form must be initialed and signed by an Authorized Signer. An Authorized Signer can be, but is not limited to, a Chief Executive Officer, Executive Director or President. The Authorized Signer must be listed as a Contact in the agency/person's IAAME portal account.*

- Does the Agency/Person's Governing Body Chair have to initial the form by each standard?

*No, the Agency/Person's Governing Body Chair has to sign the form, but does not have to initial each standard.*

- Can Initials be typed in the Annual Attestation of Substantial Compliance form?

*Yes, typed and hand-written initials are both acceptable.*

- If my agency is not a primary provider, do I need to attest to the standards regarding acting as a primary provider (i.e.: §96.44 – §96.47)?

*Yes. Agencies/Persons not acting as a primary provider must attest to compliance with the Standards that apply to the services provided and attest to the capacity to demonstrate compliance with the Standards that apply to acting as a primary provider.*

- When is it appropriate to mark an "N/A" next to a standard on the Annual Attestation form?

*It is only appropriate to mark "N/A" if a standard is not applicable to the Agency/Person's actual services provided and not applicable to the capacity the Agency/Person is required to demonstrate.*

*Agencies/Persons that do not provide outgoing cases may mark "N/A" for §96.53 – §96.55. Some other examples of standards that could be marked "N/A" include the following:*

1. 96.30 State licensing.

*(d) In the case of a person, the individual or for-profit entity is not prohibited by State law from providing adoption services in any State where it is providing adoption services, and does not provide adoption services in foreign countries that prohibit individuals or for-profit entities from providing adoption services. **(Could be marked N/A if the ASP is an Agency)***

2. 96.31 Corporate structure – **(One of the two options below could be marked N/A)**

*(a) The agency qualifies for nonprofit tax treatment under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or qualifies for nonprofit status under the laws of any State.*

OR

*(b) The person is an individual or is a for-profit entity organized as a corporation, company, association, firm, partnership, society, or joint stock company, or other legal entity under the laws of any State.*

3. §96.35 Suitability of agencies and persons to provide adoption services consistent with the Convention.

*(d) In order to permit the accrediting entity to evaluate the suitability of a person who is an individual practitioner for approval, the individual (for individuals, not agencies):*

*(3) If a lawyer, for every jurisdiction in which he or she has ever been admitted to the Bar, provides a certificate of good standing or an explanation of why he or she is not in good standing, accompanied by any relevant documentation and immediately reports to the accrediting entity any disciplinary action considered by a State bar association, regardless of whether the action relates to intercountry adoption; and **(Could be marked N/A if the Agency/Person is not a lawyer)***

*(4) If a social worker, for every jurisdiction in which he or she has been licensed, provides a certificate of good standing or an explanation of why he or she is not in good standing, accompanied by any relevant documentation. **(Could be marked N/A if the Agency/Person is not a social worker)***