DATE: April 2016

SUBJECT: Entry of newly qualified auditors (auditors with a 3-XX certificate number) into the IATF ADP for training and development purposes

The purpose of this communique is to advise all IATF certification bodies of a process change for newly qualified auditors (auditors with a 3-XX certificate number). The IATF introduces a mandatory early registration into the IATF ADP for newly qualified auditors to allow online IATF ADP training and further auditor development before undertaking the initial Knowledge and Application Assessments.

IATF ADP Training opportunities
As more training opportunities become available within the IATF ADP for existing credentialed auditors, the IATF is making the same training and quiz opportunities available to all auditors, including those auditors who have recently passed their initial auditor qualification (3-XX certificates) at one of the global IATF-approved training providers.

Fee restructuring for new auditor entry into the IATF ADP:
Formerly, auditor sponsorship in the IATF ADP required an initial Entry Fee payment (Sponsorship Fee) of $1500 USD for each sponsoring certification body, per auditor. Every year thereafter, an Annual Fee of $250 USD was charged on the anniversary date of the Sponsorship Fee payment (for each sponsoring certification body, per auditor).

Effective 15th June 2016, to accommodate the new training and auditor development opportunity for newly qualified auditors (3-XX certificates), the IATF has approved a fee restructuring for these auditors to enter early into the IATF ADP for training and development purposes. This revised fee structure only applies to the initial primary sponsoring certification body for 3-XX auditors.

Please note that the overall cost to sponsor an auditor in the IATF ADP has not increased since October 2009 and this fee restructuring remains at the same total net cost for auditor sponsorship in the IATF ADP (per sponsoring certification body, per auditor).

For all 3-XX auditors, within 60 calendar days of being a newly qualified IATF auditor, the auditor shall register in the IATF ADP, be approved by their initial primary sponsoring CB, and be paid for in the IATF ADP.
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The following steps are required to obtain access to the IATF ADP for the auditor’s initial primary sponsoring certification body:

1) Auditor must register at:  https://register.iatfadp.com/
2) Upon registration in the IATF ADP, then the certification body contact approves the auditor
3) The Annual Fee of $250 USD must be paid.
   a. The fee can be paid by the CB; or
   b. The fee can be forwarded by the CB to the auditor for payment

The $250 USD fee allows the auditor’s use of online training materials (including quizzes that are taken in an unproctored environment), and any pre-study materials.

If the auditor wishes to add additional sponsoring certification bodies to their IATF ADP account, they may do so by following these steps:

1) Log in to the IATF ADP website:  https://www.iatfadp.com/
2) Access the “Account” link in the upper-right hand corner of the IATF ADP auditor dashboard
3) Click on “Organization Assignments”
4) Then select from the drop-down menu the certification body to add
5) Click “Request Sponsorship” button
6) Then the CB contact must approve the auditor’s sponsorship in the IATF ADP
7) Payment of the $1500 USD fee can be made by either the CB or the auditor

NOTE: If paying via bank/wire transfer, please allow adequate time for processing (approximately 2 weeks).

As always, certification bodies may also sponsor auditors via the IATF ADP Admin site.

Scheduling Initial Knowledge and Application Assessments in the IATF ADP:
Before the new auditor’s 3-XX credentials expire (2 years after issuance), the 3-XX auditor must take their initial Knowledge and Application Assessments in the IATF ADP at a proctored location.

At that time, the balance of the remaining Sponsorship Fee ($1250 USD) would be required to be paid for the initial primary sponsoring CB to cover the assessment fees. After the $1250 USD balance is paid, then the auditor will be granted access to the IATF ADP scheduling system to schedule their proctored assessment testing for their initial Knowledge and Application Assessments.

If you have any questions, please contact your respective Oversight Office representative or the IATF ADP Program Manager, Cherie Reiche creiche@iaob.org at +1 (248) 358-9793.