

## CTS Development or Revision Second Level Review Checklist

<b>CTS:</b>		
<b>Status of CTS:</b>	<b>New:</b>	<b>Revision:</b>

### Initial request for development of a new or revised CTS

Item	Comment (or N/A)	Attachment Y/N
Was the request considered by the Standards Council?		
Was the submitter contacted with a response to their request?		
If denied, was a rationale provided?		
Does the documentation support this?		

### Announcement

Item	Comment (or N/A)	Attachment Y/N
Was the announcement made to stakeholders?		
Were expressions of interest to join the committee received?		
Were applicants considered and informed of the decision?		
Does the documentation support this?		

### Establishment of Development Committee

Item	Comment (or N/A)	Attachment Y/N
Was a Development Committee established by The Standards Council?		

Does the Development Committee have multiple stakeholder representation?	<i>If no, provide rationale</i>	
Was a Chair appointed?		
Does the documentation support this?		

### Agreement or consensus

Item	Comment (or N/A)	Attachment Y/N
Did the Committee agree to post the final draft for public review?		
Does the documentation support this?		

### Stakeholder Review

Item	Comment (or N/A)	Attachment Y/N
Was the draft posted with request for stakeholder comment?		
Was there an announcement to stakeholders that the document was available for review and comment?		
Was the period for comment 60 days or greater?		
Does the documentation support this?		

### Handling of Comments

Item	Comment (or N/A)	Attachment Y/N
Did the Committee consider all comments received during the public review period?		
Was there a response to the commenter with rationale where the comments were not incorporated?		

Does the documentation support this?		
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**Approval**

Item	Comment (or N/A)	Attachment Y/N
Were all Committee members in agreement that the document should move forward as a formal set of criteria for accreditation?		
Were any negative votes revoked or deemed non-relevant by the Chair and Committee?		
Did the Standards Council approve the Committee's recommendation?		
Does the documentation support this?		

**We confirm that we have reviewed the Standards Development Committee documentation and that the requirements for all stages in the CTS Development or Revision Policy have been met.**

<b>Reviewers Signatures:</b>	
<b>Reviewers Positions:</b>	
<b>Date:</b>	