ELIGIBILITY CRITERIA TO BECOME A REGISTERED CONSULTANT

Details of how to apply to the Consultant Registry are available on SAI's website. Both applicants and other interested individuals can learn more here: SAI Consultant Registry.

Registered Consultant Criteria		
Category	**Criteria**	**When required**
Relevant Education	Post-Secondary Degree/Diploma	At time of application
Experience	• 5+ Years Relevant Experience[1] • **OR:** Experience implementing SA8000 in at least 10 organizations • **OR:** Experience implementing ISO in at least 10 organizations AND experience implementing applicable social standard systems in at least 10 organizations.	Within 2 years following application to achieve 'Registered' status (refer to Status Levels section below)
Training Successfully Completed[2]	1) Have passed the SA8000 Basic Course 2) Have passed the SAI Consultant Course	Within 2 years following application to achieve 'Registered' status

General Knowledge	• Understanding of management systems approach to social performance (and SA8000), including:
	    ○ Risk Assessments
	    ○ Worker-Manager Teams
	    ○ Root-Cause Analysis
	    ○ Corrective Action Planning
	    ○ Immediate Containment Actions
	    ○ Grievance Mechanisms
	    ○ Improvement Planning
	• Knowledge of local regulatory and statutory requirements
	• Knowledge of local social and labour issues
	• Deep knowledge of SA8000 requirements and processes
	• Knowledge of wider legislative framework, including international human rights instruments
		At time of application

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[1] 'Relevant experience' generally refers to experience providing services in a social compliance or management systems context. Determinations of relevant experience will be made on case-by-case basis.

[2] Courses must have been passed (or exam retaken) based on the latest edition of the SA8000 Standard.

Registered Consultant Criteria		
Category	**Criteria**	**When required**
	• Experience providing training on social/management systems related issues • Knowledge of local language and cultural context • Knowledge and application of change management and facilitation within an organization • Ability to work with managers and workers • Ability to facilitate dialogue between managers and workers • Knowledge and skill to facilitate and enhance worker voice and dialogue in an organization	
Professional Development	• 2+ education or training programs applicable to SA8000 consultancy • Completion of any new training requirements introduced by SAI following your registration • This information must be logged and updated every year	After registration to maintain status. SAI will publish more information about these requirements on an ongoing basis.
Code of Conduct	• All Registered Consultants (including Applicants) are required to adhere to the SAI Registered Consultant Code of Conduct (referencing ISO 10019:2005 Guidelines for the Selection of Quality Management System Consultants and Use of Their Services) • Consultants failing to adhere to SAI's Code of Conduct criteria are subject to censure, including, where appropriate, removal from the program.	During application process
Annual Renewal	• To maintain their place on the SAI/HAP Register, the consultant shall pay an annual renewal fee • Submit a log of all consultancies and capacity building projects performed on an annual basis • Submit a copy of their complaint log for review by SAI/HAP	After registration to maintain status. SAI will publish more information about these requirements on an ongoing basis.

Status Levels

In-Review
After you apply, until HAP approves your application, you are "In-Review" and cannot communicate about your status or involvement in the registry.

Applicant
Once HAP approves your application, you are given the status "Applicant," and will be listed as such in the public registry. At this point, you may communicate your status and your intent to reach full registration as an SAI Registered Consultant.

If your application is approved without all eligibility criteria (e.g., haven't taken SAI Consultant Course or

do not yet have required experience), you may choose to retain your Applicant status for up to two years, while you attempt to fulfill the remaining requirements. If you do not meet the criteria within two years, your profile will be removed from the platform and you will need to reapply once all requirements for Registered Consultant status are met.

Registered Consultant
To attain "Registered" status, you will need to: 1) have the necessary years of experience and/or projects (e.g. experience implementing SA8000 or ISO in multiple organizations over a period of time, other consultant projects), and 2) complete both the SA8000 Basic and SAI Consultant courses.

Completing all trainings does not guarantee status as a Registered Consultant.