



IABE

INTERNATIONAL ASSOCIATION
— FOR BIBLICAL EDUCATION —

MEMBERSHIP GUIDE

A Guide for Institutional Membership



ASSOCIATE
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INSTITUTION



ACCREDITED
MEMBER
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*Advancing Excellence in
Biblical and Theological Education Worldwide*

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iabeinternational.org



info@iabeinternational.org

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1. About IABE

1.1 About IABE

The **International Association for Biblical Education (IABE)** is an international, independent, nonprofit, Christian accrediting association committed to Advancing excellence in biblical and theological education worldwide.

Established in 2015, IABE was founded with the vision of fostering unity in the field of biblical education in order to effectively serve the Churches.

IABE seeks to bring together theological institutions that share a commitment to sound doctrine, academic integrity, spiritual formation, quality education, and faithful ministry preparation.

Through accreditation, quality assurance, institutional development, collaboration, and community building, IABE encourages theological institutions to pursue continuous improvement and accountability.

IABE serves theological institutions, Bible colleges, seminaries, and Christian leadership training institutions that seek to strengthen the quality and effectiveness of their educational ministries.

IABE's work is centered on the conviction that biblical education should prepare students to be biblically grounded, spiritually mature, academically prepared, and equipped for effective service to the Church and the fulfillment of the Great Commission.

Membership in IABE provides institutions with an opportunity to participate in a community committed to biblical education, institutional development, collaboration, quality improvement, and service to the global Church.

1.2 Mission, Vision & Core Values

Mission

IABE exists to foster unity in biblical and theological education by encouraging collaboration, upholding excellence in academic quality and spiritual formation, and empowering theological institutions to prepare graduates for the fulfillment of the Great Commission and effective service to the Church.

Vision

“We envision uniting in the field of biblical education to effectively serve the Churches.”

Core Values

Integrity

IABE upholds ethical standards through honesty, transparency, accountability, and responsible practice.

Scholarship

IABE promotes academic excellence, biblical truth, rigorous study, research, and continuing theological learning.

Inclusivity

IABE values diversity and welcomes institutions and individuals committed to advancing biblical and theological education.

Collaboration

IABE believes that cooperation among institutions, educators, and leaders strengthens biblical education and the global community of faith.

Respect

IABE honors the dignity, contributions, convictions, and experiences of institutions and individuals.

Innovation

IABE encourages appropriate creativity, adaptability, and new approaches to meet the changing needs of theological education.

Service

IABE is committed to serving Christ and His Church by strengthening institutions and equipping leaders for the fulfillment of the Great Commission.

2. Purpose of Membership

Membership in the **International Association for Biblical Education (IABE)** provides institutions with an opportunity to participate in an international community committed to strengthening biblical and theological education.

IABE membership is designed to encourage institutions to pursue **academic quality, biblical integrity, institutional development, spiritual formation, and continuous improvement** in their educational ministries.

Through membership, institutions are connected with an association that seeks to promote collaboration, encourage responsible educational practices, and support institutions in their commitment to effectively serve the Church.

Membership also provides an institutional foundation for continued growth and development. Institutions may use their membership experience to strengthen their educational programs, administrative practices, leadership, and commitment to quality as they serve students and the wider Christian community.

IABE membership is **distinct from accreditation**. Associate Membership does not constitute accreditation and does not guarantee future accreditation. Institutions that wish to pursue accreditation must meet the applicable requirements and follow the separate accreditation process established by IABE.

The purpose of IABE membership is therefore to encourage institutions to **connect, grow, serve, and pursue excellence in biblical and theological education** while remaining committed to their institutional mission and calling.

2.1 Why Become an IABE Member?

Becoming an **IABE member** connects your institution with an international community committed to strengthening biblical and theological education and serving the Church.

IABE membership provides institutions with an opportunity to:

- **Demonstrate a Commitment to Quality:** Demonstrate a commitment to academic integrity, biblical education, institutional responsibility, and continuous improvement.
- **Join an International Community:** Connect with institutions and educational leaders who share a commitment to biblical and theological education.
- **Strengthen Institutional Development:** Access applicable IABE resources, information, and guidance that may support institutional development and quality improvement.
- **Encourage Collaboration:** Develop relationships with other member institutions and participate in opportunities for cooperation and shared learning.
- **Identify with IABE Membership:** Identify the institution as an IABE member in accordance with IABE policies and approved use of the IABE name and membership status.
- **Prepare for Future Growth:** Associate Member Institutions may use their membership experience to strengthen their institutional readiness if they choose to pursue IABE accreditation.

IABE membership represents an institutional commitment to **quality, integrity, continuous improvement, collaboration, and faithful service to the Church**.

2.2 Commitment to Excellence

IABE believes that excellence in biblical and theological education requires a continuing commitment to **academic quality, biblical integrity, institutional responsibility, and spiritual formation**. Membership in IABE reflects an institution's willingness to pursue these principles and to continually strengthen its educational ministry.

Member institutions are encouraged to pursue excellence by:

- **Upholding Biblical Integrity:** Maintaining a clear commitment to sound biblical and theological education consistent with the institution's stated mission and doctrinal position.

- **Promoting Academic Quality:** Providing educational programs that are appropriately designed, delivered, and supported to promote meaningful learning and effective preparation for Christian service.
- **Supporting Qualified Leadership and Faculty:** Maintaining appropriate leadership, faculty, and instructional personnel to support the institution's educational objectives.
- **Practicing Institutional Responsibility:** Establishing responsible administrative and governance practices that support the institution's mission and educational activities.
- **Encouraging Student Development:** Supporting students in their academic, spiritual, and ministry development.
- **Pursuing Continuous Improvement:** Regularly reviewing institutional practices and educational activities and taking appropriate steps to strengthen quality and effectiveness.
- **Maintaining Integrity and Accountability:** Conducting institutional activities with honesty, transparency, ethical responsibility, and accountability.

IABE encourages every member institution to view excellence as an **ongoing commitment rather than a one-time achievement**. Through continuous evaluation, responsible leadership, and a commitment to improvement, institutions can strengthen their contribution to biblical and theological education and more effectively serve the Church.

2.3 Benefits of Membership

Membership in the **International Association for Biblical Education (IABE)** provides institutions with opportunities to strengthen their educational ministry, connect with other institutions, and demonstrate their commitment to quality in biblical and theological education.

Key benefits of IABE membership include:

- **International Institutional Community:** Become part of an international community of institutions committed to biblical and theological education and the service of the Church.
- **Institutional Networking and Collaboration:** Develop relationships with other member institutions and educational leaders for cooperation, shared learning, and mutual encouragement.
- **Access to IABE Resources:** Access applicable IABE resources, forms, information, and guidance designed to support member institutions.
- **Support for Institutional Development:** Use membership as an opportunity to review and strengthen institutional practices, educational programs, leadership, and quality improvement initiatives.
- **Recognition of Membership:** An approved member institution may identify itself as an **IABE Member Institution** in accordance with IABE policies and guidelines governing the use of the IABE name and membership status.
- **Opportunities for Continuous Improvement:** Engage with a community that encourages institutions to evaluate their practices and pursue ongoing improvement in biblical and theological education.
- **Preparation for Accreditation:** Associate Member Institutions may use their membership period to strengthen institutional readiness if they later choose to pursue IABE accreditation.

- **Connection to the Global Church:** Strengthen the institution's contribution to biblical education and the preparation of students for Christian ministry and service.

IABE membership is intended to encourage **connection, collaboration, institutional development, quality improvement, and faithful service**. The benefits of membership should be understood as opportunities available within the scope of IABE's policies, resources, and programs.

3. Membership Categories

The **International Association for Biblical Education (IABE)** recognizes two institutional membership categories:

1. **Associate Member Institution**
2. **Accredited Member Institution**

Each category represents a distinct level of institutional relationship with IABE. Institutions are expected to understand the status and responsibilities associated with their respective membership category.

Membership status is granted by IABE following the applicable review and approval process. An institution may represent its IABE status only in accordance with IABE policies and guidelines.

3.1 Associate Member Institution

An **Associate Member Institution** is an institution that has been approved for Associate Membership by IABE and has demonstrated its commitment to biblical and theological education and to the principles and objectives of IABE.

Associate Membership provides an institution with an opportunity to become part of the IABE community, strengthen its institutional practices, participate in applicable IABE activities and resources, and pursue continuous improvement.

Associate Member Institutions are expected to:

- maintain a genuine commitment to biblical and theological education;
- uphold academic integrity and institutional responsibility;
- comply with applicable IABE membership policies and requirements;
- maintain their membership in good standing;
- fulfill applicable annual requirements;
- pay applicable membership fees; and
- provide accurate and current institutional information when requested.

3.2 Accredited Member Institution

An **Accredited Member Institution** is an institution that has successfully completed the applicable IABE accreditation process and has been formally granted accreditation by IABE.

An Accredited Member Institution is both an IABE member and an institution holding IABE accreditation. It is expected to maintain its membership and comply with the applicable requirements associated with its accreditation status.

Accredited Member Institutions are expected to:

- maintain the quality and integrity of their educational programs and institutional operations;
- comply with applicable IABE policies and requirements;
- maintain their membership in good standing;
- fulfill applicable annual reporting and other requirements;
- pay applicable membership and accreditation-related fees;
- provide accurate and current institutional information;
- cooperate with applicable IABE monitoring, review, or evaluation requirements; and
- accurately represent the scope and status of their IABE accreditation.

Detailed accreditation standards, evaluation requirements, policies, and procedures are provided in the **IABE Accreditation Manual** and are not repeated in this Membership Guide.

4. Membership Eligibility

IABE membership is intended for institutions that are actively engaged in biblical and theological education and demonstrate a genuine commitment to academic quality, biblical integrity, institutional responsibility, and service to the Church.

Institutions seeking membership must provide accurate and complete information and demonstrate that they meet the applicable IABE membership requirements.

Membership eligibility is determined by IABE through its established application and review process. Meeting the basic eligibility requirements does not automatically guarantee membership.

4.1 Institutional Eligibility

An institution seeking IABE membership should be an established educational institution engaged in biblical, theological, ministry, or Christian leadership education.

The institution should demonstrate:

- a clearly defined institutional mission and educational purpose;
- an identifiable institutional leadership and administrative structure;

- established educational programs or activities consistent with its stated mission;
- appropriate faculty, instructors, or academic personnel to support its educational activities;
- a commitment to biblical and theological education;
- a commitment to academic integrity and responsible educational practices;
- appropriate institutional policies and administrative practices;
- a genuine commitment to serving the Church and preparing students for Christian service; and
- willingness to comply with applicable IABE membership policies and requirements.

IABE may consider the nature, purpose, structure, educational activities, and institutional documentation of each applicant when determining eligibility.

An institution may be asked to provide additional information or clarification when necessary.

4.2 Basic Membership Requirements

An institution applying for IABE membership is expected to:

1. Complete the appropriate IABE membership application.
2. Provide complete and accurate institutional information.
3. Clearly state its institutional mission and educational purpose.
4. Provide information concerning its leadership and governance.
5. Provide information about its educational programs and activities.
6. Provide appropriate information concerning faculty or instructional personnel.
7. Submit the required supporting documentation.
8. Demonstrate a commitment to biblical and theological education and academic integrity.
9. Agree to comply with applicable IABE policies, requirements, and responsibilities.
10. Pay the applicable membership fee according to the current IABE fee schedule.

IABE may request additional information or documentation when necessary to complete its review.

An application is considered complete only when the required information and documentation have been received and any applicable application requirements have been fulfilled.

4.3 Required Documentation

Applicants must submit the documentation requested by IABE as part of the membership application process.

Depending on the institution and the applicable application requirements, documentation may include:

- completed IABE membership application;

- institutional profile;
- institutional history;
- mission statement and educational purpose;
- statement of faith or doctrinal statement, where applicable;
- leadership and governance information;
- organizational structure;
- information about educational programs;
- faculty or instructional personnel information;
- applicable institutional policies or regulations;
- evidence of institutional registration or legal status, where applicable;
- current institutional contact information; and
- other supporting documentation requested by IABE.

All documents submitted to IABE should be **current, accurate, complete, and consistent** with the information provided in the application.

IABE reserves the right to request additional documentation or clarification when necessary to evaluate an application.

Documentation and Institutional Changes

Member institutions are responsible for keeping IABE informed of significant changes to their institutional information when required.

Such changes may include changes to:

- institutional name;
- leadership;
- governance or organizational structure;
- institutional location or contact information;
- educational programs;
- institutional status; or
- other significant matters affecting the institution.

Providing documentation does not itself constitute approval of membership. IABE will determine membership status following its applicable review and decision-making process.

5. Membership Application Process

IABE seeks to maintain a clear, consistent, and responsible process for reviewing institutional membership applications.

Institutions interested in becoming IABE members should complete the appropriate application, provide the required documentation, and fulfill the applicable membership requirements.

The membership application process consists of the following stages:

Application Submission → Application Review → Membership Decision → Membership Confirmation

IABE may request additional information or clarification at any stage of the process when necessary.

5.1 Application Submission

An institution seeking IABE membership should first review the current membership information, eligibility requirements, application instructions, and required documentation.

The institution should then:

1. Complete the appropriate IABE membership application.
2. Provide all required institutional information.
3. Submit the required supporting documentation.
4. Review the application carefully to ensure that the information provided is complete and accurate.
5. Submit the application through the approved IABE submission method.
6. Pay the applicable membership fee in accordance with the current IABE fee schedule.

The institution should retain a copy of the completed application and supporting documentation for its institutional records.

IABE may contact the institution if additional information, clarification, or documentation is required.

5.2 Application Review

Upon receipt of an application, IABE will review the submitted information and documentation to determine whether the institution meets the applicable membership requirements.

The review may include:

- examination of the completed application;
- review of supporting documentation;
- consideration of the institution's mission and educational purpose;
- review of institutional leadership and governance information;
- review of educational programs and activities;
- verification or clarification of information when necessary; and
- communication with institutional representatives regarding questions or additional information.

If an application is incomplete or additional information is required, IABE may request the institution to provide the missing information or documentation.

The institution is expected to respond accurately and within the timeframe communicated by IABE.

The time required for review may vary depending on the completeness of the application and the information required to complete the review.

5.3 Membership Decision

Following the review, IABE will make a decision regarding the institution's membership application.

The possible outcomes may include:

- **Approval:** The institution is approved for the applicable membership category.
- **Request for Additional Information:** IABE requires further information or clarification before a final decision can be made.
- **Non-Approval:** The institution does not meet the applicable requirements for membership at that time.

The membership decision is based on the information and documentation provided, the institution's eligibility, and applicable IABE policies and requirements.

Where additional information is requested, the institution may be given an opportunity to provide the requested information before a final decision is made.

IABE will communicate the membership decision to the institution through the appropriate official communication.

5.4 Membership Confirmation

When an institution is approved for membership, IABE will provide official confirmation of its membership status.

The confirmation may include:

- the institution's approved membership category;
- confirmation of membership status;
- applicable membership period or renewal information;
- membership documentation or certificate; and
- other information provided by IABE.

Following confirmation, the institution may identify itself as an **Associate Member Institution** in accordance with IABE policies and guidelines.

The institution is responsible for maintaining its membership in good standing by fulfilling applicable membership responsibilities, annual requirements, and financial obligations.

Membership Process Summary

1. Application Submission

The institution submits the completed application and required documentation.

2. Application Review

IABE reviews the application and may request additional information or clarification.

3. Membership Decision

IABE communicates the decision regarding the institution's membership application.

4. Membership Confirmation

Approved institutions receive official confirmation of their IABE membership.

6. Membership Responsibilities

Membership in the **International Association for Biblical Education (IABE)** carries both benefits and responsibilities. Member institutions are expected to maintain a genuine commitment to biblical and theological education, institutional integrity, quality improvement, and the policies and requirements applicable to IABE membership.

All member institutions are responsible for maintaining accurate institutional information, fulfilling applicable membership obligations, and conducting themselves in a manner consistent with the purposes and values of IABE.

6.1 Maintaining Good Standing

A member institution is expected to maintain its membership in good standing throughout its membership period.

To maintain good standing, an institution should:

- maintain a genuine commitment to biblical and theological education;
- uphold academic integrity and responsible institutional practices;
- provide accurate and current institutional information to IABE;
- fulfill applicable membership requirements and annual obligations;
- pay applicable membership fees within the required period;
- respond appropriately to official communications from IABE;
- submit required reports, forms, or information when requested;
- comply with applicable IABE policies and guidelines;
- use the IABE name, logo, and membership designation appropriately; and
- promptly inform IABE of significant institutional changes when required.

Failure to maintain good standing may result in appropriate action by IABE in accordance with its applicable policies.

6.2 Compliance with IABE Policies

Member institutions are expected to comply with the policies, procedures, guidelines, and requirements applicable to their IABE membership category.

This includes, as applicable:

- membership requirements;
- financial obligations;
- annual reporting requirements;
- institutional information requirements;
- communication requirements;
- appropriate use of IABE's name and logo;
- membership status representation; and
- other requirements communicated by IABE.

Member institutions are responsible for reviewing official IABE communications and remaining informed about applicable policies and requirements.

IABE may revise its policies, procedures, forms, requirements, or guidelines from time to time. Updated requirements communicated through official IABE channels become applicable in accordance with the relevant policy or communication.

Where a member institution has questions concerning an IABE requirement, it should contact IABE at info@iabeinternational.org for clarification.

6.3 Annual Requirements

Member institutions are expected to complete applicable annual requirements necessary to maintain active membership.

Annual requirements may include:

Annual Membership Fee

Member institutions must pay the applicable **Annual Membership Fee** within the required period.

Annual Information or Reporting

Institutions may be required to submit an annual report or other information requested by IABE.

Associate Member Institutions should complete the applicable **Annual Report Form for Associate Members**, where required.

Accredited Institutions should fulfill the annual reporting and other requirements applicable to their accreditation status.

Institutional Information

Member institutions should keep their institutional information current and notify IABE of significant changes when required.

Continued Compliance

Member institutions should continue to meet the applicable membership requirements and comply with IABE policies throughout their membership.

Failure to fulfill applicable annual requirements may affect an institution's membership status and may result in suspension, non-renewal, or termination in accordance with IABE policies.

Annual Responsibility Summary

Each member institution should ensure that it:

1. Pays the applicable annual membership fee.
2. Completes required annual forms or reports.
3. Provides updated institutional information when required.
4. Responds to official IABE communications.
5. Maintains compliance with applicable IABE policies.
6. Accurately represents its IABE membership and accreditation status.
7. Maintains its institutional commitment to quality biblical and theological education.

Important: Annual membership requirements are separate from the detailed requirements for maintaining IABE accreditation. Accredited Member Institutions must also comply with the applicable accreditation standards, reporting, monitoring, and other requirements contained in the **IABE Accreditation Manual**.

7. Membership Fees

IABE membership fees support the administration and ongoing activities of the Association and help member institutions maintain their active membership status.

All institutions are responsible for paying the applicable fees within the required period and in accordance with the current IABE fee schedule.

Membership fees are separate from any fees associated with the IABE accreditation process.

7.1 Membership Fees

The current IABE membership fee structure is as follows:

Membership Fee	Amount	Description
Associate Membership Fee	USD \$100	One-time fee for Associate Membership
Annual Membership Fee	USD \$50	Annual fee for Associate Member Institutions and Accredited Member Institutions

Associate Membership Fee

The **Associate Membership Fee of USD \$100** is a one-time fee applicable to an institution applying for Associate Membership.

The payment of the Associate Membership Fee does not by itself constitute or guarantee membership. Membership is granted only after IABE has completed the applicable application review and formally confirms the institution's membership.

Annual Membership Fee

The **Annual Membership Fee of USD \$50** applies to Associate Member Institutions and Accredited Member Institutions.

The Annual Membership Fee is required to maintain active membership in IABE and is separate from any accreditation-related fees.

IABE may revise its membership fees from time to time. Institutions should refer to the current IABE fee schedule and official communications for the applicable fees.

Accreditation Fees

Accreditation fees are separate from membership fees.

Fees associated with accreditation, including accreditation application, evaluation, or renewal/reaccreditation, are governed by the applicable IABE accreditation policies and current fee schedule.

Accreditation fees should therefore not be considered part of the membership fee structure.

7.2 Payment Procedures

Membership fees should be paid through the payment method or process provided by IABE.

Institutions should ensure that:

- the correct applicable fee is paid;
- the payment is made using the approved payment method;
- the institution's name and relevant payment information are accurately provided;
- payment records or confirmations are retained for institutional records; and

- any payment confirmation requested by IABE is submitted promptly.

IABE may provide payment instructions to institutions during the application or renewal process.

Where an institution requires clarification concerning a fee or payment, it should contact IABE before making payment.

Refunds

Any refund of membership fees will be handled according to the applicable IABE fee and refund policy.

Where applicable, IABE will communicate the relevant refund provisions to the institution.

7.3 Annual Membership Renewal

Membership must be renewed in accordance with IABE's applicable annual requirements.

To maintain active membership, an institution should:

1. Pay the applicable **Annual Membership Fee of USD \$50** within the required period.
2. Complete any required annual membership or institutional report.
3. Provide updated institutional information when requested.
4. Continue to comply with applicable IABE policies and requirements.
5. Maintain the institution's membership in good standing.

IABE may communicate renewal information and payment instructions to member institutions before the applicable renewal period.

Institutions are responsible for ensuring that their membership remains current and that all applicable annual obligations are fulfilled.

Failure to complete the required renewal obligations may result in the institution's membership becoming inactive and may lead to suspension, non-renewal, or termination in accordance with applicable IABE policies.

Important Note

Membership fees and accreditation fees serve different purposes.

Membership Fee: Supports the institution's membership and participation in IABE.

Accreditation Fee: Relates to the separate IABE accreditation process and its applicable evaluation and accreditation requirements.

Institutions should always consult the **current IABE fee schedule** and official IABE communications for the most up-to-date fee amounts, payment instructions, and applicable policies.

8. Transition to Accreditation

Associate Membership provides institutions with an opportunity to develop their educational and institutional practices while participating in the IABE community. An Associate Member Institution that wishes to pursue IABE accreditation may apply through the separate IABE accreditation process, provided that it meets the applicable eligibility requirements.

Membership and accreditation are **separate institutional statuses**. Associate Membership does not constitute accreditation and does not guarantee that an institution will receive accreditation.

Institutions considering accreditation should carefully review the current IABE accreditation requirements before beginning the accreditation application process.

8.1 Preparing for Accreditation

An Associate Member Institution considering IABE accreditation should begin by evaluating its readiness to undertake the accreditation process.

Preparation may include:

- reviewing the current IABE accreditation standards;
- becoming familiar with the IABE accreditation requirements and procedures;
- reviewing the institution's mission, governance, and administrative practices;
- evaluating the quality and effectiveness of its educational programs;
- reviewing faculty qualifications and instructional practices;
- evaluating student services and academic support;
- reviewing institutional policies and procedures;
- maintaining accurate institutional records and documentation;
- identifying areas requiring improvement; and
- developing a plan for continuous institutional improvement.

Institutions should allow sufficient time for internal preparation and institutional self-evaluation before submitting an accreditation application.

Associate Membership may provide an institution with an opportunity to strengthen its institutional practices; however, **membership itself does not establish eligibility for accreditation**.

The institution must meet the applicable accreditation eligibility requirements established by IABE.

8.2 Applying for Accreditation

An Associate Member Institution that is ready to pursue accreditation may submit an accreditation application in accordance with the current IABE accreditation requirements.

The accreditation application is separate from the membership application and requires the institution to provide the information and documentation specified by IABE.

An institution seeking accreditation should:

1. Review the current IABE Accreditation Manual.
2. Review the applicable accreditation eligibility requirements.
3. Assess institutional readiness for accreditation.
4. Complete the appropriate accreditation application.
5. Prepare and submit the required institutional documentation.
6. Complete the required self-study or institutional evaluation activities.
7. Participate in the applicable evaluation and review process.
8. Respond to any requests for additional information or clarification.
9. Comply with the applicable accreditation requirements throughout the process.
10. Await the formal accreditation decision by IABE.

The accreditation process, evaluation, and final decision are governed by the applicable IABE accreditation policies, standards, and procedures.

An institution must demonstrate that it meets the applicable IABE accreditation requirements before accreditation can be granted.

8.3 Reference to the IABE Accreditation Manual

The Membership Guide provides only a general explanation of the relationship between IABE membership and accreditation.

Institutions seeking accreditation should consult the current:

IABE Accreditation Manual

The Accreditation Manual is the primary reference for information concerning IABE accreditation standards, eligibility requirements, institutional self-study, evaluation, review, accreditation decisions, and other accreditation-related matters.

Associate Member Institutions are required to use the current version of the IABE Accreditation Manual when preparing for or applying for accreditation. The latest Accreditation Manual is available for download on the official IABE website.

9. Membership Administration

The International Association for Biblical Education (IABE) maintains appropriate administrative procedures to support the effective management of institutional membership.

Membership administration includes maintaining accurate institutional records, monitoring membership status, communicating applicable requirements, and addressing matters that may affect an institution's membership.

IABE seeks to administer membership matters with **fairness, consistency, transparency, and respect** for member institutions.

9.1 Membership Records

IABE maintains appropriate records for institutions that apply for or hold IABE membership.

Membership records may include:

- institutional name and contact information;
- institutional history and profile;
- membership category;
- application and supporting documentation;
- membership approval and confirmation;
- membership fees and payment records;
- annual reports and required submissions;
- official correspondence;
- membership status; and
- other information necessary for the administration of membership.

Member institutions are responsible for providing accurate and current information to IABE.

Institutions should promptly notify IABE of significant changes to institutional information when required, including changes to:

- institutional name;
- principal or authorized leadership;
- institutional address or contact information;
- governance or organizational structure;
- educational programs;
- institutional status; or
- other significant matters that may affect the institution's membership.

IABE may request updated information or documentation when necessary to maintain accurate membership records.

Membership records are maintained and used for legitimate institutional and administrative purposes in accordance with applicable IABE policies.

9.2 Suspension or Termination

IABE membership is subject to the institution's continued fulfillment of applicable membership requirements and responsibilities.

Membership may be subject to **suspension, non-renewal, or termination** when an institution fails to meet applicable requirements or engages in conduct that materially conflicts with IABE policies.

Circumstances that may result in administrative action may include:

- failure to pay applicable membership fees;
- failure to fulfill required annual obligations;
- failure to provide required information or documentation;
- submission of materially false or misleading information;
- serious or repeated violation of applicable IABE policies;
- misuse of the IABE name, logo, or membership status;
- misrepresentation of IABE membership or accreditation status;
- conduct that materially conflicts with the purposes or policies of IABE; or
- other circumstances established under applicable IABE policies.

Where appropriate, IABE may notify the institution of the concern and provide an opportunity to respond, clarify the matter, or take corrective action.

The nature and timing of any administrative action will depend on the circumstances and applicable IABE policies.

Suspension

During a period of suspension, an institution may be required to discontinue representing itself as an active IABE member until its membership status has been restored.

Termination

When membership is terminated, the institution is no longer authorized to represent itself as an active IABE member.

An institution whose membership has been suspended or terminated must remove or discontinue any representation that inaccurately indicates active IABE membership.

For an **Accredited Member Institution**, any action affecting accreditation status will be governed by the applicable IABE accreditation policies and procedures.

9.3 Appeals

IABE seeks to provide member institutions with an appropriate opportunity to raise concerns regarding membership decisions.

An institution wishing to appeal a membership decision should submit a written appeal to IABE in accordance with the applicable IABE procedures.

An appeal should clearly state:

- the decision being appealed;
- the reason for the appeal;
- the specific concerns or grounds on which the appeal is based; and
- any relevant supporting information or documentation.

The appeal should be submitted within the timeframe communicated by IABE.

IABE may review the appeal and any relevant information or documentation before communicating its decision to the institution.

The appeal process is intended to provide an opportunity for the institution to present relevant information and for IABE to review the matter fairly and appropriately.

The decision following an appeal will be communicated to the institution through the appropriate official channel.

Accreditation Appeals

Appeals concerning **IABE accreditation decisions** are separate from general membership appeals and are governed by the applicable accreditation policies and procedures.

Institutions should therefore consult the **IABE Accreditation Manual** for detailed information regarding accreditation-related appeals.

10. Appendices

The appendices provide practical reference materials to assist institutions in preparing and maintaining their IABE membership.

Appendix A: Membership Application Checklist

Institutions may use this checklist to help ensure that their membership application is complete before submission.

Before Applying

- Review the IABE Membership Guide.
- Review the current membership eligibility requirements.
- Confirm that the institution meets the applicable membership requirements.
- Identify the appropriate institutional representative for the application.
- Gather the required institutional information and documentation.

Application Preparation

- Complete the IABE Membership Application.
- Provide the official name and contact information of the institution.
- Provide institutional history and background information.
- Provide the institutional mission and educational purpose.
- Provide leadership and governance information.
- Provide information about educational programs.

- Provide faculty or instructional personnel information, where requested.
- Provide applicable doctrinal or statement of faith information.
- Provide applicable institutional registration or legal documentation.
- Attach all required supporting documents.

Before Submission

- Review all information for accuracy and completeness.
- Ensure that all required documents are attached.
- Ensure that the information provided is consistent across all submitted documents.
- Pay the applicable membership fee according to the current IABE fee schedule.
- Submit the completed application through the approved IABE submission method.
- Retain a complete copy of the application and supporting documents for institutional records.

After Submission

- Monitor official communication from IABE.
- Respond promptly to requests for additional information or clarification.
- Provide additional documentation when requested.
- Await official membership confirmation from IABE.

Appendix B: Required Documents

The documents required for membership may vary according to the institution and the current IABE application requirements.

Applicants should always consult the **current IABE Membership Application and application instructions** for the most up-to-date documentation requirements.

Documents that may be requested include:

Institutional Information

- Institutional profile
- Institutional history
- Mission statement
- Educational purpose
- Institutional contact information

Leadership and Governance

- Leadership information
- Governance information
- Organizational structure
- Information concerning the authorized institutional representative

Educational Information

- List of educational programs
- Program information or descriptions
- Faculty or instructor information
- Student information, where requested

Institutional and Legal Documentation

- Applicable institutional registration or legal documentation
- Institutional policies or regulations, where requested
- Statement of faith or doctrinal statement
- Other institutional documents requested by IABE

Application Documents

- Completed IABE Membership Application
- Required declarations or confirmations
- Supporting documentation
- Applicable membership fee payment

Document Submission

All documents submitted to IABE should be:

- current;
- accurate;
- complete;
- clearly identified; and
- consistent with the information provided in the membership application.

IABE may request additional documentation or clarification when necessary to complete its review.

Appendix C: IABE Contact Information

IABE

International Association for Biblical Education

Website:

iabeinternational.org

Email:

info@iabeinternational.org

Phone:

(800) 704-7215

Mailing Address:

1177 Louisiana Ave, Suite 214

Winter Park, Florida 32789

USA

Membership Inquiries

Institutions may contact IABE at info@iabeinternational.org for questions concerning:

- Membership applications
- Membership eligibility
- Required documentation
- Membership fees and payments
- Annual membership renewal
- Membership status
- Institutional information updates
- Other membership-related matters