

## INITIAL ACCREDITATION PROCESS

### PHASE ONE:

- Information Request: An institution requests information regarding the accreditation process through the ACCET website at [www.accet.org](http://www.accet.org) and/or by contacting ACCET directly.
- Inquiry Questionnaire: An institution submits a completed Inquiry Questionnaire and processing fee to obtain a preliminary determination of whether the institution is eligible for accreditation. [Note: An institution will use the Accreditation Management System (AMS) to complete and submit the Inquiry Questionnaire and subsequent documents electronically to ACCET through a password protected log-in on the ACCET website.] Following a review of the questionnaire, notification of acceptance or rejection is forwarded to the institution. If eligible, the institution is notified to proceed by completing Document 4 - Application for Accreditation.
- Accreditation Workshop: An institution registers for the required Accreditation Workshop on the ACCET website. Upon acceptance of the Inquiry Questionnaire, an institution may attend a workshop either before or after submission of the Application for Accreditation.

### PHASE TWO:

- Application for Accreditation: An institution completes Document 4 - Application for Accreditation through AMS and submits it to ACCET along with exhibits and the required processing fee. An application is reviewed, with follow-up evaluation and request for additional information, clarification, and/or resolution, as appropriate. Upon review, an acceptance/rejection letter is forwarded to institution. Note: An application expires 12 months following date of receipt at ACCET unless (1) the application is accepted and (2)ASER(s)/BASER(s), along with a request for the on-site visit(s) and fees are received within that timeframe. A rejection of an application is not subject to appeal, but may be reviewed for reconsideration as determined by the Commission.

### PHASE THREE:

- Analytic Self-Evaluation Report: An institution initiates the self-evaluation process by completing and submitting the appropriate version of Document 3 - Analytic Self-Evaluation Report (ASER).
- Preliminary Assessment Visit: An institution is encouraged to request an optional one-day Preliminary Evaluation Assessment Visit (PEAV) by submitting Document 8 – Request for an On-Site Evaluation Team Visit and the on-site visit fee.
- Request for On-Site Visit: An institution submits the Analytic Self-Evaluation Report(s) (ASER), Document 8 – Request for On-Site Examination Team Visits, and the on-site fee,

based upon the schedule for the projected review cycle in which the institution is assigned (April, August, or December).

- On-Site Visit: An on-site examination team visit(s) is scheduled and conducted to verify the information reported in the ASER and determine whether the institution meets ACCET Standards.
- Team Report: Within 30 calendar days of the on-site visit, a written follow-up Team Report(s) is sent to institution for its review and response.
- Response to Team Report: Within 14 calendar days of receipt of the Team Report(s), an institutional submits its response(s) to the Team Report(s) to ACCET.

#### **PHASE FOUR:**

- Commission Decision: The Accrediting Commission reviews and makes a decision to grant, deny, or defer initial accreditation.
- Notice of Commission Decision: A notification of the Accrediting Commission's decision is sent to the institution within 30 calendar days following the conclusion of the Commission meeting. (Refer to ACCET Document 11 – Policies and Practices of the Accrediting Commission.)