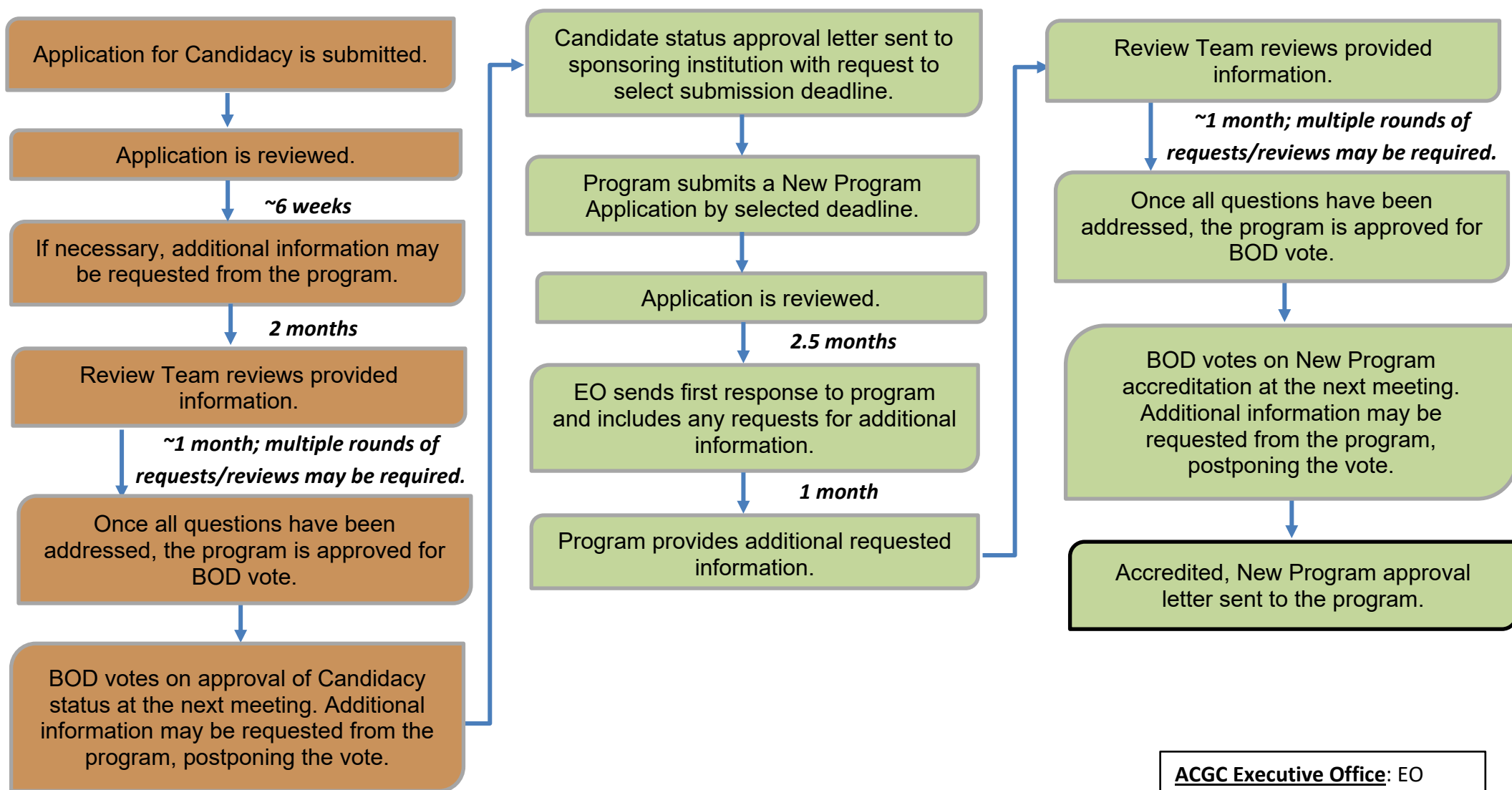


## ACGC New Program Accreditation Process

*Times noted are approximate*



ACGC Executive Office: EO

ACGC Board of Directors: BOD

## **ACGC New Program Accreditation Process – Expanded**

### **Candidacy Application Stage**

- 1) A sponsoring institution/program can submit an Application for Candidacy, along with the required fee, to the ACGC Executive Office (EO) at any time.
- 2) Assigned reviewers will review the application within six weeks from the date of receipt.
- 3) If the review team has questions, ACGC will request additional information from the program to be submitted within 60 days.
- 4) The review team is then given one month to review the additional provided information and make a determination. Any additional requests for information and subsequent reviews will each have 30-day response periods.
- 5) Once the review team and PRC liaison feel all questions/clarification have been addressed, approval is given for the application to be presented to the Board of Directors (BOD) for a vote of approval of Candidacy to move to the New Program stage. At this time, all provided documentation, and the application, is provided to the BOD for review.
- 6) The BOD votes on the approval or denial of Candidacy status at the next scheduled BOD meeting. If the BOD has additional questions, the same request for information process and timing is followed.

### **New Program Application Stage**

- 1) The ACGC EO will send the approval of Candidacy status letter to the sponsoring institution/program and request that the leadership choose from a submission date of January 15th, May 15th, or January 15th/May 15th of the following year depending on the timing of the approval. At this time, the EO will also open a New Program application.
- 2) The program will submit the New Program application on or before their selected date. Early submission will not result in the review process beginning early.
- 3) The review team and PRC liaison will review the application, then provides a list of questions/points of clarification to the EO to request additional information from the program.
- 4) The EO will send the first response to the program by either April 1<sup>st</sup> (January 15th review cycle) or August 1<sup>st</sup> (May 15th review cycle), including any requests for information.
- 5) The program is given one month to provide the requested clarification/materials to ACGC, which is then passed to the review team.
- 6) The review team is given one month to review the provided information. Any additional requests and subsequent reviews are given one month response periods. The timeline of this process is program-dependent; multiple rounds of review may be required.
- 7) Once the review team and PRC liaison feel that all questions/clarification have been addressed, approval is given for the application to be presented to the BOD for a vote of accreditation. At this time, all provided documentation, and the application, is provided to the BOD for review.
- 8) The BOD votes on the approval or denial of the accreditation status of the program at the next scheduled BOD meeting. If the BOD has additional questions, the same request for information process and timing is followed.
- 9) If the program is granted Accredited, New Program status, the ACGC EO will send the approval letter which includes dates on next steps, the date of the next reaccreditation review, and the general timeframe of the program's first site visit.