ACGC Report of Current Status (RCS) Review Process
Times noted are approximate

ACGC
Accreditation Council
for Genetic Counseling
Fostering excellence in education for the future of genetic counseling

ACGC invoices programs for annual accreditation fee in Q1 of each year.

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~4 months prior to the deadline all programs are notified that the RCS is available. Programs are reminded to notify ACGC if a Remediation Plan is needed.

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Reminder email is sent to all programs about the RCS/fee deadline.

↓ *~1 month*

Programs submit the RCS by **June 30.**

↓ *~1.5 months*

Assigned team reviews the RCS and submits either a finding of full compliance or a request for additional information.

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PRC Chairs review all findings.

↓ *~2 weeks*

Programs in compliance are approved for BOD vote at the next meeting.

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Confirmation of compliance letter is sent to the program.

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Programs requiring additional information/clarification, are contacted by ACGC.

Timeline is program-dependent; multiple rounds of review may be required

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Additional materials are reviewed by the assigned team and all findings are provided to the PRC Chairs for review.

ACGC Board of Directors: BOD
Report of Current Status: RCS
Program Review Committee: PRC

ACGC Report of Current Status (RCS) Review Process - Expanded

1) The ACGC Executive Office (EO) invoices programs for the annual accreditation fees in early Q1 of each year. All fees are due by June 30th.

2) Approximately four months prior to the deadline (June 30th), all applicable programs are notified that the Report of Current Status (RCS) is now available on the program's profiles within the database. Programs are reminded to notify the EO as soon as possible in the submission window if a Remediation Plan will also be needed for that year, as this is a separate form that will need to be opened and added to the program's profile.

3) One month prior to the deadline of the RCS. Programs will receive a reminder email about this deadline, the accreditation fees, and Remediation Plan accessibility.

4) Programs submit the RCS by **June 30th**.

5) ACGC EO assigns access to the confirmed PRC Review Teams that have been assigned to program reviews based on availability and conflicts of interest. The teams have 1.5 months for the first review of all submissions and supplemental materials.

6) The Review Team provides findings on each assigned program review to the ACGC EO, whether this be a finding of full compliance or a request for additional information/clarification on the information provided.

7) All findings are reviewed by PRC chairs at the next scheduled meeting.

    a. If there are Standards noted as needing additional information/clarification, the ACGC EO will write a letter requesting the information from the program. Programs are asked to respond to this request within two weeks of receipt of the letter.

    b. Once received, the additional information will be provided to the Review Team. The process described above is repeated until such time it is felt all Standards are in compliance. The timeline for this process is program-dependent; multiple rounds of review may be required.

8) Programs found to be in full compliance are approved by Board vote at the next scheduled meeting.

    a. The ACGC EO will send a formal letter to each program to notify the leadership of the confirmation of compliance based on the materials provided.