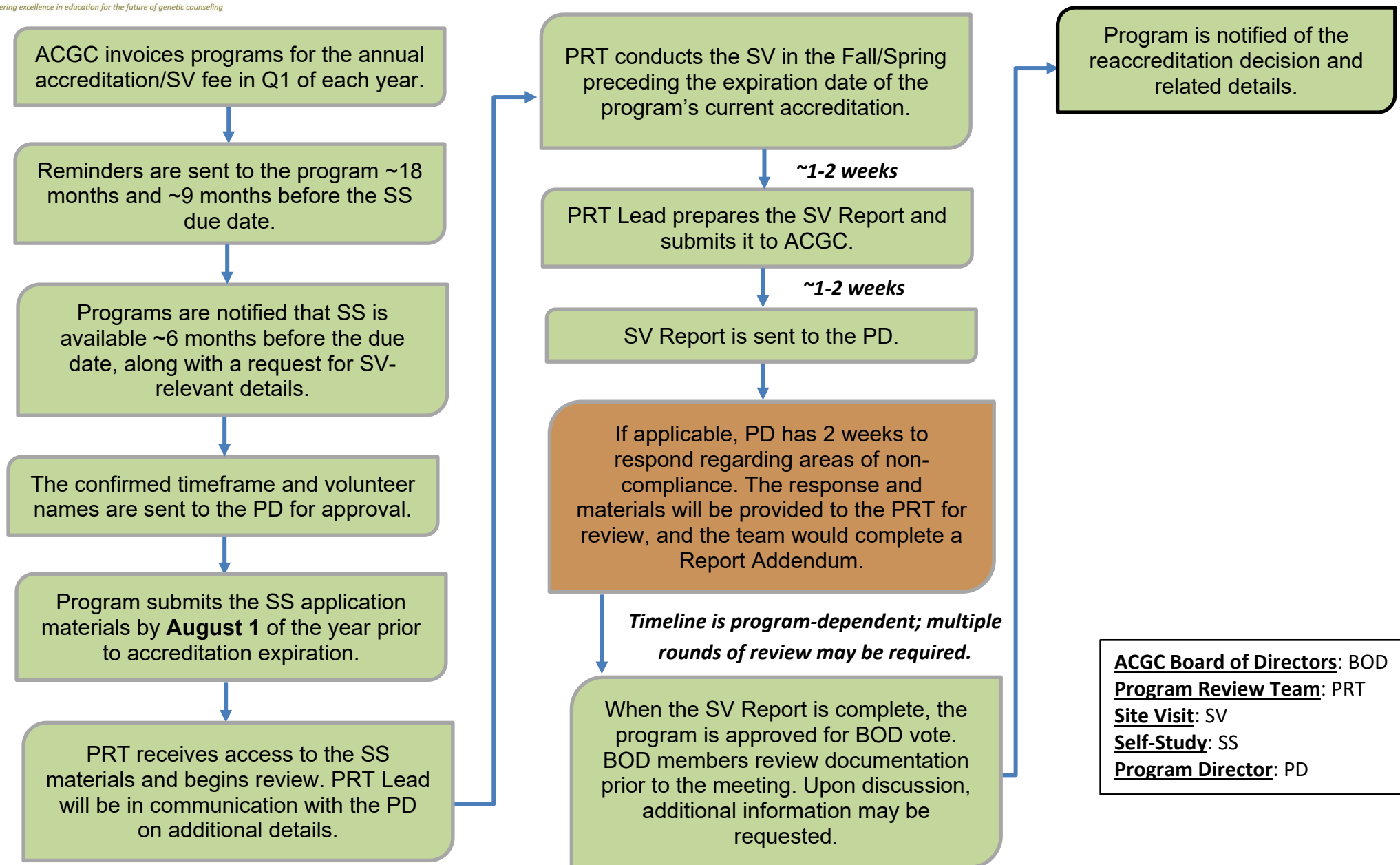


## ACGC Reaccreditation Process

*Times noted are approximate*



**ACGC Board of Directors:** BOD  
**Program Review Team:** PRT  
**Site Visit:** SV  
**Self-Study:** SS  
**Program Director:** PD

## **ACGC Reaccreditation Process**

- 1) The ACGC Executive Office (EO) invoices programs for the annual accreditation fees and the site visit fees in early Q1 of each year. All fees are due by June 30<sup>th</sup>.
- 2) Approximately 18 months prior to a program's Self-Study due date, the EO sends a reminder to each program of the upcoming re-accreditation process.
- 3) Approximately 9 months prior to a program's Self-Study due date, the EO will send the program a reminder notice of the upcoming re-accreditation process and an example timeline of the complete process.
- 4) Six months prior to a program's self-study due date, the EO will send to the program:
  - A notice that the Self-Study is now available on their profile within the database
  - A request for three possible date ranges of three days for the upcoming Site Visit
  - Three hotel recommendations
  - An airport recommendation if there are multiples in the area
  - General notes about the site visit.
    - Based on the provided dates ranges, the PRC Committee is surveyed for availability. The EO uses the information provided to create review teams for that year's review cycle.
- 5) Upon confirmation of participation from all members of each selected review team, the EO sends the confirmed timeframe and volunteer names to the Program Director for approval.
- 6) Programs submit the Self-Study application materials by August 1<sup>st</sup> of the year prior to the current accreditation expiration.
- 7) The EO assigns review access to the submitted Self-Study and supplemental materials to the Program Review Team.
- 8) The Program Review Team reviews the provided materials in preparation for their Site Visit. In the months preceding the Site Visit, the Program Review Team Lead will be in communication with the Program Director to plan the agenda for the visit, request additional documents for review, etc.
- 9) The Program Review Team conducts the Site Visit in the Fall/Spring preceding the expiration date of the current accreditation.
- 10) Within 1-2 weeks after the Site Visit, the Program Review Team Leader prepares the Site Visit report and forwards the report to the team's Board Liaison and the ACGC EO.
- 11) The EO sends the Site Visit report to the Program Director.
- 12) The Program Director has two weeks to respond to the Site Visit report, but a response is not required if there are no areas of non-compliance. If there are areas of non-compliance, the program will be asked to address these areas further.
  - Any additional materials provided to address areas of non-compliance by the program will be passed to the Review Team to determine if the new information changes the assessment. In these instances, the Team will be asked to write an addendum to the Site Visit Report.
- 13) When all members of the Review Team and the assigned Board Liaison feel the Site Visit Report is complete, this will be approved to go to the ACGC Board of Directors (BOD) for a vote of approval/denial or further discussion.
  - All materials will be provided to the BOD for review prior to the next scheduled meeting. If the Board has additional questions, a request for information will be sent to the program.

## **ACGC Reaccreditation Process**

- 14) Upon approval of re-accreditation, the EO sends a formal letter to the program to notify the leadership of the decision, including additional details in direct connection to the re-accreditation period.