



ACCET Document 1.2 – The Reaccreditation Process

The commitment to continue the institution's involvement in the accreditation and evaluation process will provide an opportunity to review current practices, consider new directions, and further improve the quality of the institution's continuing education and training program(s). This reaccreditation process requires the institution to complete an application, attend a workshop, develop an Analytic Self-Evaluation Report (ASER), and submit to an on-site evaluation by an evaluation team. If the institution operates any branch locations, a Branch Analytic Self-Evaluation Report (BASER) for each branch location must also be submitted, and each branch will also have an on-site evaluation in accordance with Document 1 – The Accreditation Process.

The following steps are provided to guide the institution through the reaccreditation process. Each of the steps must be followed for the institution to be eligible for consideration of reaccreditation by the Accrediting Commission. The timelines for submission and other pertinent information regarding reaccreditation will be forwarded to the institution via email approximately 16 months prior to the date the accreditation expires. Late submission of the application or the ASER/BASER will result in a late fee per Document 10 – Fee Schedule. If an application or ASER/BASER is more than 30 days late, ACCET will consider it a self-executed withdrawal of accreditation. Exceptions to the timelines for reaccreditation may be recognized following a formal request by the institution with a sound rationale for such an extension and written approval by ACCET.

Step 1 – Application for Accreditation

An institution applying for reaccreditation will complete and submit ACCET Document 4 – Application for Accreditation through the Accreditation Management System (AMS). The application must include supporting documentation for the main campus and all branches and auxiliary classrooms, as applicable. The application and required application fee must be submitted electronically by the designated due date consistent with the institution's reaccreditation timeline.

An application processing fee is due for the main campus, each branch campus, and each auxiliary classroom included in the application. The application fees are outlined in ACCET Document 10 – Fee Schedule.

Step 2 – Accreditation Workshop

Prior to the submission of the institution's ASER (Step 4), attendance at an Accreditation Workshop is required. This requirement must be fulfilled by at least one full-time employee of the organization and within the 12 months prior to the institution's ASER due date. Accreditation workshops are offered several times each year virtually and in person. Registration information is available on the ACCET website. The accreditation workshop fees are outlined in ACCET Document 10 – Fee Schedule.

Step 3 – ASER

The institution will develop an ASER for the main campus and the equivalent BASER for each branch, as applicable. The institution is directed to the appropriate version of the ASER (Document 3.1, 3.2, 3.3, or 3.4) and any templates applicable to the institution. These documents

are explained at length in the Accreditation Workshop, may be viewed/downloaded at the ACCET website, and must be completed and submitted electronically through AMS. In accordance with Document 11 – The Policies and Practices of the Accrediting Commission (hereinafter “the Commission”), institutions are restricted from making substantive changes after submission of the ASER until a final decision is made by the Commission.

Step 4 – Submission of ASER/BASER, Request for On-Site Visit, and Fees

The institution will submit an ASER for the main campus and a BASER for each branch campus through AMS. Concurrent with the submission of the ASER/BASER(s), the institution must complete ACCET Document 8 – Request for On-Site Evaluation Team Visit through AMS and pay the on-site visit fee outlined in ACCET Document 10 – Fee Schedule. Note that the reaccreditation visit will not be conducted to an institution that fails to timely submit the required on-site evaluation visit fee, thereby jeopardizing the accreditation status of the institution.

Step 5 – ACCET Review of ASER and Scheduling of On-Site Team Visit

After the ASER/BASER materials have been received, the assigned Commission Representative will contact the institution to set a date for the on-site visit and will forward specific information regarding the visit and team members when the final arrangements have been made. Ahead of the visit, the institution will provide additional documentation as outlined in Document 8.1 – Preparation Checklist for ACCET Evaluation Visits electronically.

Step 6 – On-Site Evaluation Team Visit

An on-site evaluation team will visit and conduct a review of the institution based on the ACCET Standards for Accreditation. The institution’s self-analysis (ASER/BASERs) will provide the framework for the team to evaluate operational activities/results in the context of ACCET’s standards, policies, and procedures. At the end of the on-site visit, the team will present a short exit briefing.

Note: For multi-site vocational institutions operating in the United States, on-site visits will be conducted to the main campus and to all branches. For other multi-site institutions, including vocational institutions operating outside of the United States and all avocational institutions, on-site visits will be conducted to the main campus and up to 15 branches as part of the reaccreditation review process, with additional locations scheduled for on-site visits as deemed necessary by the Commission.

Step 7 – On-site Evaluation Team Report and Institutional Response

Within approximately 30 calendar days from the date of the on-site evaluation team visit, a full team report will be made available to the institution in AMS. The institution will be given 14 calendar days from the date it receives the report to submit its electronic response to the On-site Evaluation Team Report in AMS. This response allows for the institution to provide clarification of and/or new information regarding the findings reflected in the team report.

Step 8 – Commission Deliberation and Action

Commission Decision: The Commission will review and make a decision to grant, deny, or defer accreditation. Information that will be available to the Commission for its deliberation and action include the Application for Accreditation, the ASER/BASER(s), the On-Site Evaluation Team Report(s), the institution's response(s) to the team report(s), financial statements, and any other information that might have a bearing on accreditation. ACCET Document 11 – Policies and Practices of the Commission describes the actions that may be taken by the Commission.

Notice of Commission Action: The institution will be notified in writing within 30 calendar days of the action taken by the Commission regarding the institution's accreditation.