

Outline of the AEE Accreditation Process

Application

- Organization submits application and application fee
- AEE Director of Standards Development and Accreditation (Director) determines eligibility and, if eligible, sends letter of acceptance and materials
- Director designates Council Liaison

Self-Assessment Study (SAS)

- Organization conducts Self-assessment Study (SAS)
- Organization works with Council Liaison to complete SAS (i.e., submitting sections of SAS to get feedback from Council Liaison), making necessary improvements to meet AEE Accreditation standards
- Organization submits completed SAS to Council Liaison for approval (at least 90 days prior to site visit)
- Council Liaison reviews SAS within 21 days of receipt of formal submission
- Council Liaison approves site visit when SAS is deemed adequate

Site Visit

- The site visit process must be completed within 6 months of approval of the SAS
- Director and organization schedule site visit (must have date set within 21 days of approval of the SAS)
- Director forms review team
- Organization prepares for site visit
- Site visit is conducted
- Lead Reviewer submits Site Visit Report to Council Liaison within 14 days of site visit completion
- Council Liaison approves final report
- Director provides report to organization within 30 days of the site visit
- Organization submits Program Response to Site Visit Report within 60 days of receiving Site Visit Report
- Council Liaison reviews the Program Response to Site Visit Report

Evaluation by Accreditation Council

- Council Liaison writes Liaison Report within 14 days of receiving the Program Response to Site Visit Report
- Council Liaison provides Liaison Report to Council within 14 days of the next scheduled deliberation
- Accreditation Council votes on Accreditation
- Director notifies organization of results within 7 days of the deliberation (if status is conditional or deferred, the program responds within the timeframe designated by the Council)
- If Accredited, congrats! Director sends Certificate of Accreditation and invoice for Accredited Organization Membership
- Organization submits Program Evaluation and pays Accredited Organization membership fee within 30 days of Council vote

Maintenance

- Organization notifies Director of incidents, new activities, major changes, etc., as they occur
- The AEE office sends the organization the Annual Report Form and an invoice at least 45 days prior to the due date, either May 1 or October 1 depending on which billing cycle the program is assigned to
- Director sends notice 12 months prior to the expiration of accreditation
- Organization informs Director in writing of their intent to pursue Continuing Accreditation within 30 days of receiving notice
- Organization submits SAS at least 6 months prior to expiration of accreditation