

# Journey to Accreditation

## A how-to guide



### 1 FAMILIARIZE YOURSELF WITH STANDARDS & CRITERIA.

Not sure where to start? We recommend doing some reading on [our website](#) or chatting with the [Director of Accreditation](#) at AEE to get initial questions answered. Organizations that provide experiential education services and adventure activities are eligible to apply for accreditation.

### 2 APPLY TO BE ACCREDITED BY AEE



When you're ready to start the process, [submit the electronic application](#) on our website. AEE will determine whether your organization qualifies as an Adventure Program (AP) or an Outdoor Behavioral Healthcare (OBH) Program. Some organizations offer both types of programs and are eligible to apply for dual accreditation.

*"While the accreditation process is a significant undertaking, it is well worth the investment and takeaways."*  
Colorado Rocky Mountain School,  
Accredited since 2003

### 3 SELF-ASSESSMENT STUDY



Next, your organization is sent a letter of acceptance, an invoice for the application fee, and the materials necessary to complete the Self-Assessment Study (SAS). The SAS is an internal review process that helps your organization to know itself better, evaluate its operations, and make necessary improvements to meet accreditation standards. You'll also be assigned a Liaison from the Accreditation Council to work with.

*"It is truly an exercise in making your organization the absolute best it could be."*  
Breckenridge Outdoor Education Center,  
Accredited since 1996

### 4 SITE VISIT



The Accreditation review team conducts the site visit and writes a Site Visit Report noting compliance with standards, a list of review activities completed, strengths of your organization, and other observations of note. If some of the standards are found to be unmet, your program is allowed 60 days to design and communicate corrective actions to meet them.

### 5 EVALUATION



The Accreditation Council meets, deliberates and votes on whether or not your program will be granted Initial Accreditation. If Accredited, congratulations! The AEE Director sends the Certificate of Accreditation and invoice for the Accredited Membership.

*"Gaining accreditation has been a valuable tool to help inform stakeholders we strive to be a high quality organization."*  
Outward Bound Hong Kong,  
Accredited since 2011

### 6 MAINTENANCE



Maintaining accreditation is contingent on continuing to meet the accreditation standards, the submission of Annual Reports and payment of annual fees. Your organization will notify AEE of serious incidents, new activities, major organizational changes as they occur.