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## **NACEP 2019-20 Accreditation Cycle**

### **Accreditation Timeline**

**November 1:** Pre-application process opens

**January 21:** Pre-application window will close and Commission will review information submitted to determine readiness for moving forward.

**March 8:** If determined needed, an Accreditation Advisor will be assigned to the applicant at this point to work with them in preparing their application. The Accreditation Advisor will determine if the applicant is ready to submit by the deadline or if the applicant needs to wait and resubmit.

**July 15:** The Accreditation Advisor will determine if the applicant is ready to submit by the deadline or if the applicant needs to wait and resubmit.

**August 1:** Applications are submitted

#### **August-September 4: Application Screened**

A member of the NACEP Accreditation Commission who will serve as the Coordinator for your application will screen the application to ensure it is complete and ready for review. S/he may contact you if there are any missing documents, unreadable files, or other areas where organizational improvements will facilitate review.

#### **By September 6: Application Assigned**

Your application will be assigned a three-person Peer Review Team.

#### **By October 7: First Request for Additional Evidence**

You will receive initial feedback from your Peer Review Team requesting clarification and additional documentation.

#### **By October 21: Interview with Peer Review Team at the NACEP Conference or by Teleconference**

Applicants attending the NACEP National Conference are expected to participate in an interview with their Peer Review Team and Coordinating Commissioner to help the team gain a better understanding of the applicant's program and to clarify for the applicant what materials the review team is requesting. During the interview, applicants and peer reviewers discuss questions of clarification raised in the initial review and the additional evidence requested.

Individual Peer Reviewers and/or applicant representatives unable to attend may join the meeting by teleconference. If key representatives of the applicant or Peer Review Team do not attend the NACEP National Conference, the Peer Review Team and the Coordinating Commissioner will conduct a remote interview with the applicant.

#### **By November 19: First Response from Applicant**

Applicant uploads additional clarification and documentation in response to the Request for Additional

Evidence, even if that documentation was discussed during the interview.

**By January 10: Second and Final Request for Additional Evidence** (if necessary)

**By February 10: Second Response from Applicant** (if necessary)

**By March 6: Peer Review Team Submits Final Report to the Accreditation Commission**

**By May 1: Vote by the NACEP Accreditation Commission**

**\*Note later dates are subject to change if needed with the switch to the new application process**