

Initial Inquiry/Applicant Process

PHASE ONE:

- Institution/organization makes a Request for Information at AAHEA's website at www.aahea.org and/or by contacting AAHEA directly to discuss the accreditation process.
- Institution submits a completed Inquiry Questionnaire and processing fee for preliminary determination of eligibility; initial acceptance/rejection letter is forwarded to the institution; if eligible, the institution will be notified to download application packet from the website.
- Registration for the required Accreditation Workshop can be initialized on the AAHEA website and may be scheduled for attendance before or after submission of an application.

PHASE TWO:

- Institution completes the Application for Accreditation (AAHEA Document #) available in a fillable format on the website and forwards it to AAHEA with attachments and processing fee; application is reviewed with follow-up evaluation and request for additional information, clarification, and/or resolution, as appropriate; acceptance/rejection letter is forwarded to institution. Applications expire 12 months following date of receipt at AAHEA unless (1) the application is accepted and (2) eASER(s)/BASER(s), along with request for on-site visit(s) and fees are received within that timeframe. The rejection of an application is not subject to appeal but may be reviewed for reconsideration as determined by the Accreditation Body.

PHASE THREE:

- Institution initiates and completes the self-evaluation process (refer to Document 3 series).
- Institution may request to participate in the optional Preliminary Evaluation Assessment process by submitting Document # – “Request for Preliminary Evaluation Assessment Visit” and the on-site visit fee.
- Institution submits the Analytic Self-Evaluation Report(s) and Document # – “Request for On-Site Examination Team” and on-site fee, based upon the projected review cycle schedule to which the institution is assigned (March/July/November) or any other date as may be appropriate.
- On-site examination team visit(s) is scheduled.
- On-site team evaluation(s) is conducted and written team report(s) is sent to institution (within 45 calendar days of final visit) for review and response.
- Institutional response(s) to the on-site examination team report(s) is submitted to AAHEA (within 14 calendar days of receipt by institution).

PHASE FOUR:

- Accrediting Body reviews and makes decision regarding initial accreditation.
- Notification of Accrediting Body's decision is sent to the institution (within 30 calendar days following the conclusion of the Accreditation Body meeting). Refer to AAHEA Document # – “Policies and Practices of the Accrediting Body.”