

ACCREDITATION STEPS

1. **Registered Institution** submits 'LOI Package' (i.e. Letter Of Intent, Report of Eligibility, Ownership Disclosure Form, and Copy of the Institution's Business License)
2. Institution receives communication from NAECOB acknowledging submission; Institution acknowledges receipt of communication and information involving next steps.
3. On review of the Report of Eligibility, an Advisory Visit will be requested to validate the contents of the report. There after the institution will be advised on whether to begin the formal 'Application for Accreditation Candidacy' Process.
4. The Institution is invited to begin 'Application for Accreditation Candidacy' Process.
5. The Institution's *Accreditation Liaison Officer* attends NAECOB's Accreditation Candidacy Workshops.
6. The Institution submits completed 'Application for Accreditation Candidacy Form' along with the Accreditation Readiness Report and other accompanying documents.
7. A decision is made on the **Applicant Institution's** submission as to whether *Accreditation Candidacy Status* has been granted, denied, or deferred by NAECOB.
8. **Candidate Institution's** Accreditation Liaison Officer attends NAECOB's 'Self-Study Report' workshops.
9. **Candidate Institution** submits updated Accreditation Readiness Report(s) on a date determined by NAECOB.
10. Candidate Progress Visits by NAECOB Committee are scheduled for **Candidate Institution** on dates determined by NAECOB.
11. **Candidate Institution** invited to submit completed 'Self-Study Report' along with accompanying documents.
12. An On-Site Visit(s) by peer-review evaluators will be scheduled for the **Candidate Institution** on a date(s) determined by NAECOB.
13. **Candidate Institution's** On-Site Visitation Report is completed by NAECOB and communicated to the institution.
14. **Candidate Institution** prepares a formal response to the Candidate Institution On-Site Visitation Report, focusing primarily on compliance standards violations and other areas of concern, if any.
15. A decision is made on the **Candidate Institution's** submission as to whether *Initial Accreditation Status* has been granted, denied, or deferred by NAECOB **after** the Self-Study Report, the Candidate Institution's On-Site Team Visitation Report and the Candidate Institution's Response are reviewed.
16. Via meetings and workshops the newly **Accredited Institution** is informed about the expectations, periodic evaluations, visitations, and reports that will be scheduled on dates determined by NAECOB.