

CACREP Accreditation Timeline

step 1	step 2	step 3	step 4	step 5
Program submits self-study materials to the CACREP office. CACREP staff reviews materials for completeness.	Self-study materials are forwarded to CACREP Initial Reviewers for review. (Initial Review takes approximately 6-8 weeks).	Initial Review letter is drafted and forwarded to CACREP Liaison at the institution seeking accreditation.	If a site visit is recommended, the program is asked to propose a set of visit dates and nominate potential team visitors from a list of trained volunteers provided by CACREP. All proposed site visit dates must be at least 12 weeks ahead.	CACREP staff invites nominated individuals to participate in the site visit and sets the visit date and team. The program forwards 4 copies of an addendum to the CACREP office

step 6	step 7	step 8	step 9	step 10
Program prepares for a site visit. CACREP Liaison forwards self-study materials with any addenda to each team member and coordinates site visit arrangements with the Team Chair.	Visit occurs. (Site Visits generally begin on Sunday night and are completed by Wednesday morning).	Site Visit Team prepares Team Report and forwards the document to the CACREP office. (The Team Chair forwards the Report to the CACREP office within two weeks following the visit).	CACREP forwards the Team Report to the President/CEO of the institution with a copy to the Dean, Department Chair and CACREP Liaison.	Program prepares Institutional Response and forwards the document to the CACREP office (Program is allowed 30 days to prepare its Institutional Response).

step 11	step 12	step 13
CACREP prepares materials for program review at the Board of Directors meeting in January or July. All programs that wish to be reviewed at the meeting must submit their materials 45 days prior to the established meeting date.	CACREP Board of Directors renders accreditation decisions.	Final Decision letters are drafted and forwarded within 30 days of the decision date to the President/CEO of the institution with a copy to the Dean, Department Chair and CACREP Liaison.

The Accreditation process takes approximately one year. All requests for extensions must be made consistent with the policies and procedures established by the CACREP Board of Directors. The 2001 CACREP Accreditation Manual contains a detailed description of this process and all policies and procedures as they related to the process.