

GETTING STARTED WITH ACCREDITATION

Bayside Projects Consulting Free Download Reference Guide

Accreditation may feel like an impossible task beyond your reach. Learn the basic steps that will help you get organized and steadily move toward your institution's accreditation success.

THE STARTING POINT

After assisting client schools with accreditation for many years, we can attest this list will definitely show you the way. Once the accreditation process is started, you will be able to customize the steps included below to accommodate your institution's specifics.

- **Conduct a planning session** with key personnel and revise your institution's vision. Prepare a list of the programs you would like to add to your current offering in the short and long term.
- **Review** the [list of approved accrediting agencies by the U.S. Department of Education](#), and study in detail the eligibility requirements and process for the ones that you consider are a good match.
- **Choose an accrediting agency** that will accommodate your institution's growth. Review the accreditor's scope and make sure it will still be the best choice when looking at future programs and vision for your institution.
- **Present research results** to the school stakeholders.
- **Study all resources available** on the chosen accrediting agency's website.
- **Designate a minimum of three employees** at your institution to drive the accreditation project. It is critical that the President and Director of Education understand the requirements, process, manpower, and financial resources this project will demand.
- **Attend the workshop(s)** offered by the chosen accrediting agency.
- **Study the standards** of your chosen accrediting agency.
- **Revise your institution's policies and procedures manual** to comply with the accrediting agency standards.
- **Prepare a plan** to drive this initiative from beginning to end. The process usually takes between 18 to 24 months.
- **Meet weekly** to confirm progress and make any adjustments to the plan as needed.
- **Involve all personnel of the institution:** faculty and administrative staff.
- **Start operating your institution as if it was accredited** at least 12 months prior to applying. This is a very important and critical element usually overseen. Have in mind the institution will be required to demonstrate its compliance with all accreditation standards. The only way to do so is to operate as per the accrediting agency standards for a long enough period to collect all necessary evidence. Institutions demonstrate compliance by preparing exhibits for an onsite visit that should include minutes of conducted meetings, surveys, reports, curriculum, and assessments conducted during the year prior to the accreditation visit.
- **Submit the initial application** and follow your chosen accrediting agency's guide.
- **Buckle up and keep going until the job gets done!**

CONFIRMING ELIGIBILITY AND LEARNING ABOUT ADDITIONAL RESOURCES

Visit our [School and College Eligibility Requirements](#) page for a starter list to help you evaluate your institution's readiness. Visit our dedicated accreditation pages with downloadable eligibility assessments and free reference guides if you are considering starting the accreditation process with ACCSC, ABHES, COE, or TRACS.

- [ACCSC Accreditation Resources](#)
- [ABHES Accreditation Resources](#)
- [COE Accreditation Resources](#)
- [TRACS Accreditation Resources](#)
- [ACCSC Consulting Services](#)
- [ABHES Consulting Services](#)
- [COE Consulting Services](#)
- [TRACS Consulting Services](#)

Need assistance with your institution's initial accreditation? We are glad to help. Visit our [School Accreditation Page](#) for additional resources and free reference guides. Request a complimentary Consultation. [Bayside Projects Consulting](#)