

# ACCSC SCHOOL GUIDE – MOVING FROM LICENSED TO ACCREDITED

## THE 4 MILESTONES INSTITUTIONS MUST ACCOMPLISH TO ACHIEVE ACCREDITATION

### Bayside Projects Consulting Free Download Reference Guide

Accreditation is probably the most challenging and rewarding experience your institution will ever go through. Are you an ACCSC new applicant? This chart will help you visualize the internal process institutions go through to move from licensed to accredited. The tasks to be accomplished are grouped into 4 distinctive milestones.

Each milestone builds the foundation for the next. No skipping!

MILESTONE 1 – ALIGNING YOUR INSTITUTION WITH ACCSC STANDARDS	
<ul style="list-style-type: none"> <li>Confirming your institution complies with ACCSC Eligibility requirements.</li> <li>Aligning your institution with ACCSC standards: Policies, Procedures, Student Files, Employee Files, Catalog, Employee Manual, Faculty Handbook.</li> </ul>	Free Reference Guides <a href="#">Eligibility Self-Assessment</a> <a href="#">Policies and Procedures</a> <a href="#">Operations Manual</a> <a href="#">Graduate File Documents</a> <a href="#">Withdraw File Documents</a> <a href="#">Employee File Documents</a>
MILESTONE 2 – IMPLEMENTING ANNUAL EVALUATIONS	
<ul style="list-style-type: none"> <li>Conducting meetings ACCSC compliant: staff, advisory committee, faculty, financial, institutional planning.</li> <li>Conducting surveys ACCSC complaint: graduates, students, end of course, employers, employees, policies and procedures.</li> <li>Conducting program reviews ACCSC compliant: reviews by advisory committee and faculty.</li> </ul>	Free Reference Guides <a href="#">Annual Meetings</a> <a href="#">Annual Surveys</a>
MILESTONE 3 – ISSUING YOUR ANNUAL ASSESSMENT PLAN	
<ul style="list-style-type: none"> <li>Publishing your first Institutional Assessment and Improvement Plan (IAIP).</li> <li>Conducting and documenting quarterly IAIP Plan reviews.</li> </ul>	Free Reference Guides <a href="#">Preparing the IAIP Report</a>
MILESTONE 4 – PREPARING THE ACCREDITATION APPLICATIONS, REQUIRED DOCUMENTS, AND VISIT	
<ul style="list-style-type: none"> <li>Understanding ACCSC’s Accreditation Process &amp; Standards.</li> <li>Issuing Your Institution’s Annual Operations Calendar.</li> <li>Confirming Accreditation Readiness.</li> <li>Preparing Applications and the Self Evaluation Report (SER).</li> <li>Preparing the Exhibits.</li> <li>Preparing for the Accreditation Visit.</li> <li>Responding to the On-Site Evaluation Report.</li> </ul>	Free Reference Guides <a href="#">Readiness Self-Assessment</a> <a href="#">Annual Operations Calendar Sample</a> <a href="#">Preparing the Self-Evaluation Report</a>

Requirements may vary depending on your institution’s scope and programs. This is a sample guide to help you get started. We recommend confirming current accreditation standards and requirements before starting the process.

Need assistance with your institution’s ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting.](#)