

# TRACS 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 a TRACS 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!

<b>MILESTONE 1 – ALIGNING YOUR INSTITUTION WITH TRACS STANDARDS</b>		
<ul style="list-style-type: none"> <li>Reviewing TRACS’s eligibility criteria and establishing a plan to address pending items necessary to qualify for application.</li> <li>Attending TRACS annual conference.</li> <li>Aligning your institution with TRACS standards: Policies, Procedures, Student Files, Employee Files, Catalog, Employee Manual, Faculty Handbook.</li> </ul>	Completed? <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	Free Reference Guides <a href="#">Eligibility Self-Assessment 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>
<b>MILESTONE 2 – IMPLEMENTING ANNUAL EVALUATIONS</b>		
<ul style="list-style-type: none"> <li>Issuing Your Institution’s Annual Operations Calendar.</li> <li>Conducting meetings TRACS compliant: staff, board, committee, faculty, financial, institutional planning.</li> <li>Conducting surveys TRACS complaint: graduates, students, end of course, employers, employees, policies and procedures.</li> <li>Conducting program reviews TRACS compliant.</li> </ul>	Completed? <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	Free Reference Guides <a href="#">Annual Meetings</a> <a href="#">Annual Surveys</a>
<b>MILESTONE 3 – ISSUING YOUR ANNUAL ASSESSMENT PLAN</b>		
<ul style="list-style-type: none"> <li>Publishing your first Strategic Plan.</li> <li>Publishing your first Institutional Assessment Plan.</li> <li>Conducting and documenting quarterly plan reviews.</li> </ul>	Completed? <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	Free Reference Guides <a href="#">Preparing the Assessment Plan</a> <a href="#">Preparing the Strategic Plan</a>
<b>MILESTONE 4 – PREPARING THE ACCREDITATION DOCUMENTS AND VISIT</b>		
<ul style="list-style-type: none"> <li>Confirming Accreditation Readiness.</li> <li>Preparing Applications and the Self-Study Report.</li> <li>Preparing the Exhibits.</li> <li>Preparing for Accreditation Visits.</li> <li>Responding to On-Site Visit Reports.</li> </ul>	Completed? <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	Free Reference Guides <a href="#">Readiness Self-Assessment</a> <a href="#">Annual Operations Calendar</a> <a href="#">Preparing the Self-Study</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 TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).