Preparing Your IACET Accredited Provider (AP) Application

A Project Plan for <u>Re-Accreditation</u>

Use this template to develop your organization's plan for applying for AP status. Your organization may take a shorter or longer period of time to prepare the application depending on your current level of compliance with the ANSI/IACET Standard for Continuing Education and Training.

Please note that the 9 to 12 month timeline is <u>ONLY</u> a suggestion.*

The application must be submitted within 12 months of purchase.

Suggested Timeline	Milestone	Tasks	Status
9 - 12 months prior to IACET Accreditation expiration	Determine AP expiration date	1. Contact the IACET office if you have any questions. 2. Set an internal date to complete application.	
For AP Renewals, the suggested submittal date is a minimum of 90 days prior to AP expiration date. If there have not been significant organizational changes, 9 months should be enough time to complete the re-accreditation process	Attend AP Workshop on the current ANSI/IACET Standard	1. Determine responsibility for ensuring adherence to the ANSI/IACET Standard and developing the AP re-application 2. Create a team responsible for developing AP re-application 3. Individuals responsible for adherence to the Standard and completing the AP re-application should register for AP workshop.	
~8 months prior to submittal	Utilize AP application development resources	1. Purchase and download re-application 2. Review the current ANSI/IACET Standard 3. Begin attending the free one hour, monthly AP Assistance webinars	
~7 months prior to submittal date	Complete Self-Assessment Checklist of CE/T program Collect all previous audit reports	1. Gather up all existing CE/T policies, processes and related documents 2. Review past accreditation reports and suggestions given by site reviewer 3. Conduct an analysis of current practice and identified "gaps" by standard category	

Rev 11.10.2020

~**6 months** prior to submittal date	Ensure continued alignment of CE/T program with ANSI/IACET Standard based on past 3 years of audit results	1. Update policies, processes and related documents and course materials, as needed 2. Review and approve updated documents 3. Implement changes in CE/T Program (any changes must be in effect for 3 months prior to re-accreditation deadline 4. Educate staff on changes to policies, process, etc. 5. Update course materials, as needed 6. Document task activities involving review and updates/changes	
~**5 months** prior to submittal date	Develop AP application responses	1. Create narrative responses 2. Insert narrative responses into the AP application 3. Insert policies, and processes into the AP application	
~ **3 months** prior to submittal date	Demonstrate compliance with ANSI/IACET Standard	1. Identify the evidence necessary to demonstrate compliance with the narratives 2. Collect appropriate evidence, using completed (not blank) forms, templates and examples 3. Write the narratives needed for the re-application	
~**2 months** prior to submittal date	Finalize AP application	1. Identify AP re-application reviewers within organization 2. Develop a mechanism for the reviewers to provide feedback 3. Evaluate feedback 4. Edit AP application 5. Seek approval of final draft	
2 days prior to application submittal date	Submit AP Application	1. Submit narrative online	