

Appendix A

Sample Timeline for Accreditation

Steps Toward Accreditation	First Year												Second Year												Third Year											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>CORRESPONDING TO APPLICANT</b> (Progression from 1. to 2. depends upon when institution reaches <i>Basic Compliance</i> )																																				
1. Initial Communication and Orientation	X																																			
2. Institutional Submissions (Application and materials submitted)		X																																		
3. Application Review Committee (ARC) Procedures			X																																	
4. Staff Visit, Review, And Report				X																																
5. Review Committee Determination					X																															
<b>APPLICANT TO CANDIDATE STATUS</b> (Institution has up to 5 years to become Candidate - actual time depends on institution)																																				
1. Initial Communication (Institution notified of Applicant Status)					X																															
2. Institutional Review by TRACS staff - Initial (Includes approval of self-study proposal)						X																														
3. Self-Study Process (Six months to one year depending on institution)							X																													
4. On-Site Evaluation Team Visit								X																												
5. Post Visit Follow-up											X																									
6. Institution Appears before the Accreditation Commission											X																									
<b>CANDIDATE TO ACCREDITED STATUS</b> (Institution has up to 5 years to become accredited - actual time depends on institution)																																				
1. Initial Communication (Institution approved to proceed to Accreditation process)																						X														
2. Institutional Review by TRACS staff - Initial (Includes approval of self-study proposal)																							X													
3. Self-Study Process (Six months to one year depending on institution)																							X													
4. On-Site Evaluation Team Visit																							X													
5. Post Visit Follow-up																																	X			
6. Institution Appears before the Accreditation Commission																																			X	
<p><b>This Sample Timeline for Accreditation is a best case scenario and should be used in conjunction with the publication <i>Steps Toward Accreditation</i> which is available on the TRACS website. (www.tracs.org) The pace of progression through this process will vary based on the differing levels of compliance among institutions at each stage through the process and the ability of an institution to devote resources to the process.</b></p> <p><b>NOTE:</b> The TRACS Accreditation Commission meets in October and April of each year. This Sample Timeline reflects appearance before the commission at the October meeting. All dates should be adjusted forward or backward by 6 months for appearance at the April meeting.</p>																																				