

ACTS Accreditation Process At A Glance

Step 1:

- **Member Schools:** Ensure School Membership is active, Review Accreditation Handbook/Eligibility Checklist for potential enhancements from last self-study and site visit
- **Non-Member Schools:** Apply for Membership with ACTS then review Accreditation Handbook and Eligibility Checklist

Step 2:

- Submit Completed Accreditation Application and Fees to ACTS Office
- ACTS Office will schedule a video meeting/phone conference to discuss the process
- If school wishes for Co-accreditation with a National accreditor, school must complete application process with that association (Cognia, MSA-CESS, NEASC, WASC)

Step 3:

- Candidacy Visit Questionnaire Packet uploaded to G Suite Portal/Access Granted
- Team Chair Assigned and Candidacy Visit Scheduled (on site or online)
- In most cases, Readiness Visit not required for school renewing Accreditation

Step 4:

- Accreditation Commission Review and Approval of Candidacy Visit Report
- ACTS Board of Directors Affirmation of Accreditation Commission Decision
- Once approved, School becomes Candidate for Accreditation

Step 5:

- Self-Study Process begins, through ACTS Online G Suite Portal as Candidacy Questionnaire
- Team Chairperson will schedule the Site Visit and assist with the Self-Study process

Step 6:

- Site Visit to school is conducted
- Team Report Completed and submitted to Accreditation Commission

Step 7:

- Accreditation Commission Reviews Team Report for Decision
- Accreditation Commission meets three times per school year - October, February and May
- ACTS Board of Directors Affirmation of Accreditation Commission Decision

Step 8:

- School awarded Accredited Status
- Valid for Six Years (Schools in New Mexico will receive Five Year Term as approved by NMDOE)
- Potential for Mid-Cycle Review during Year Three (Type of Review determined by Commission)

Step 9:

- Complete Annual Continuous Accreditation Report - Due July 1 each year
- Maintain Annual Membership status - Due September 1 each year
- Sixth Year Accreditation Renewal - Refer to Step 2 - Apply for re-accreditation during Spring of Year Five to ensure no lapse in status