**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