



Steps to AdvancED Accreditation for Schools

Thank you for your interest in pursuing AdvancED accreditation.

AdvancED School Accreditation provides a national protocol for schools committed to systemic, systematic, and sustainable continuous improvement. The process invites school personnel to collaborate in reviewing the quality and impact of the organization's operational systems and their contributions to teaching and learning. The process supports, enhances, and stimulates growth and improvement throughout the school.

This document outlines the steps of the AdvancED School Accreditation process. As you progress through this process, your NCA CASI/ NWAC/SACS CASI/ state office is available to assist you. You can obtain contact information for your managing office by visiting www.advanced.org/locations, then selecting the office closest to your location.

Applicant

Step 1: Submit Application.

- Complete and submit an application and appropriate fees to AdvancED.
- When your application is received and processed, your AdvancED office will send you a *Readiness Letter* describing the expectations for the Readiness Visit, along with a *Self Assessment of Readiness for Accreditation* tool.
- Your AdvancED office will assign a contact person to provide support and assistance to your school as needed.

Step 2: Host a Readiness Visit.

- The AdvancED managing office works with your school to coordinate the Readiness Visit. The purpose of the visit is to determine the system's capacity to pursue System Accreditation.
- Complete and submit the *Self Assessment of Readiness for Accreditation*.
- Your school will host a Readiness Visit.
- Your AdvancED managing office will communicate the findings of the visit to the school.
- If your Readiness Visit is successful, your school will achieve Candidate status.
- You can begin preparation for your External Review which should take place within two years of the Readiness Visit.

Candidate

Step 3: Schedule the External Review.

- At least six months prior to the desired timeframe for the review, you will identify up to three dates (in preferred order) for hosting the External Review.
- Your AdvancED managing office will select and confirm with you the dates for the External Review. AdvancED will also provide detailed instructions for preparing for the review, including an access code to access ASSIST®, AdvancED's Adaptive System of School Improvement Support Tools.

Step 4: Complete the Internal Review and Accreditation Report

- To fulfill AdvancED's philosophy of continuous improvement, the personnel at your school will engage in a reflective self-study process that AdvancED calls the Internal Review.
- Ensure that all components of the Internal Review are completed and Accreditation Report is submitted at least four weeks prior to hosting the External Review.

Step 5: Work with the AdvancED Lead Evaluator.

- AdvancED appoints an AdvancED Lead Evaluator approximately three to six months prior to your External Review review. External Review team members also are appointed.
- AdvancED provides you with the names and contact information for all team members.
- The Lead Evaluator will work with you to prepare the agenda for the External Review.

Step 6: Prepare for the review.

- Your school prepares for the review by
 - notifying your community
 - collecting evidence to share with the External Review Team to demonstrate adherence to the Standards
 - coordinating individuals to be interviewed by the Team
 - making appropriate logistical arrangements for the team members, and
 - coordinating the review schedule with the AdvancED Lead Evaluator.

Step 7: Host the External Review team and receive the team report.

- Your school hosts the External Review.
- The Lead Evaluator delivers the exit report at the end of the on-site External Review.
- The Lead Evaluator prepares the written report of the review.
- The External Review team's recommended accreditation status is submitted to AdvancED for state and national review and action.

Step 8: Communicate the External Review team's findings to the community.

- Upon receipt of the written report, communicate the team's findings to your stakeholders and community.
- When your school's accreditation status is reviewed and acted upon by the AdvancED State Council and Accreditation Commission, you should communicate your school's final accreditation status to the community.

***Congratulations on becoming part of AdvancED's
network of Accredited Institutions!***