

# The accreditation process

## **Step 1. Submit**

Submit your accreditation application with all requested documentation to AIA.

## **Step 2. Review**

If there is any question as to whether Core Member Services are met, an Accreditation Team will be designated to review the submission. The team will consist of one or more AIA members, a component executive and a National staff member who are qualified to assess component operations and services.

## **Step 3. Determination and Award**

Components will achieve one of three levels of service:

- Exceeds Core Member Services. Components that document they meet Core Member Services standards and receive a sufficient score on Exceeds Core Member Services standards will be accredited for five years.
- Meets Core Member Services. Components that meet Core Member Services standards will be accredited for three years.
- Needs Improvement. Components do not meet Core Member Services standards will have one year to improve services and are encouraged to work with other components in the state to bring their Core Member Services up to standard.

## **Step 4. Appeal**

Components have 90 days after receiving a Needs Improvement determination to ask for a review by the Institute Secretary. The affected component will be given an opportunity to respond and provide additional information. The Secretary will review the file and either affirm or change the original accreditor determination. The Secretary's decision is final.

## **Step 5. Follow-up Action**

Components designated as Needs Improvement will have one year after receiving that determination (or one year after a determination on appeal) to create and execute an improvement plan and to document that they meet Core Member Service standards. This documentation will be reviewed by an accreditation team as described above in part 2.

If a component receives another Needs Improvement determination after that period, the Institute Secretary will recommend alternatives.