Sample Timelines for FEM Candidacy for Accreditation

The timeline for the candidacy process is approximately 18-24 months from the time the Eligibility Application is submitted. The tables below are intended as guides only; actual timelines may vary depending upon when materials are received, scheduling of subsequent steps in the process (including mandatory attendance at the Competency-Based Education training prior to program start) and the availability of site visitors for a review.

Table 1: Progression of activities for Candidacy for accreditation

Eligibility application submitted

ACEND staff reviews the materials- approximately six weeks and notifies program whether the application has been approved or not

Program Director must attend Competency-Based Education training prior to program starting (held twice per year)

Program submits potential dates to schedule site visit- within three weeks of receiving notification of approval

ACEND staff identifies review team for on-site visit within four weeks

Self-study report submitted- approximately 12 weeks prior to on-site visit

On-site visit for candidacy conducted- approximately 12 weeks after self-study report submission

ACEND submits site visit report to the program- approximately seven weeks post on-site visit

Program submits response to the site visit report- within 30 days of receipt of site visit report

Program response reviewed by review team

Program materials are presented at the next scheduled board meeting when applications are considered

Table 2: Estimated timeline based on eligibility application submission date (dates subject to change)

Program receives board decision letter-within two weeks of board meeting

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Eligibility Requirements Submitted by:	CBE Training	Curriculum Development and Approval*	Self-Study Report Due	Site Visit Scheduled	ACEND Board Meeting When Application Will Be Considered	If Candidacy is Granted, Students Admitted [†]
December 16 – March 31	Fall	Fall/Winter	Winter/early spring	April – June	January (after site visit)	Summer/Fall term
April 1 – June 30	Fall	Fall - Spring	Spring	July – October	April (after site visit)	Summer/Fall term

July 1 – September 30	Spring (following year)	Spring/Summer	Summer	November- December	July (after site visit)	Fall/winter term
October 1 – December 15 (ACEND offices are closed last week of the year)	Spring	Spring – Fall	Fall	January-March	October (after site visit)	Winter or spring term

^{*}Programs going through the process should consult with the appropriate stakeholders when determining the time needed for approval of the program at the university, state and institutional level.

[†]When determining when to schedule the site visit, programs may wish to consider advertising and recruitment before the start of the program.