



The Accreditation Process

Accreditation follows a continuous process. Transitions from step to step should flow smoothly if the proper course is taken. The accreditation process unfolds in a series of integrated steps, which are outlined below:

1. General Eligibility Criteria and Inquiry

Applicants should review several accrediting agencies and then assess if they meet the required general eligibility criteria. Once an agency is selected a formal inquiry must be made.

2. Accreditation Workshop

All applicants will attend an accreditation workshop, which generally last two days and covers the standards of accreditation.

3. Application for Accreditation

Application for accreditation requires submission of a wide array of information and supporting documentation.

4. Self-Study Report

The self-study report is also considered your institutional resume and it should be an accurate description of your training department. The report will include the mission, management, faculty and staff, record keeping, curriculum, methodology, enrollment procedures, advertising, and student satisfaction.

5. On-Site Evaluation

A team chair, curriculum specialist and an accrediting agency staff member will conduct a two-day on-site evaluation. The on-site evaluation team is responsible for reviewing the institution's self-study report and comparing its contents to the actual activities at the institution and preparing a team report.

6. Response to the Team Report

On the basis of this report, the Accrediting Commission makes a decision as to whether the institution should be accredited; therefore, all institutions are required to respond to the team report.

7. Commission Action

The Accrediting Commission is made up of both public and private members who meet several times a year to review candidates for accreditation. They will review all information and make a determination if the school has met the standards of accreditation.

8. Reporting

Institutions that obtain accreditation are required to report annually to their respective accrediting agency. Institutional accreditation means that the whole organization, not just one program will fall under the umbrella of accreditation. Therefore, any additions or revisions to program offerings, relocation, new sites, change in ownership, and/or closures must be reported throughout the period of accreditation.

Budgeting Time

In coordination with the Alhambra-U.S. Chamber of Commerce, the institution will establish an action plan for the implementation of accreditation requirements and determine which responsibilities will be assumed by internal resources and the Chamber. The budget should include, minimally, the commitment of one staff member at each campus. Alhambra and the institution will collectively spend on average:

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| • Preparing and Documenting the Application | 100 hours |
| • Drafting and Editing the Self-Study Report | 250 hours |
| • Developing Policies and Procedures | 100 hours |
| • Auditing Staff and preparing for the On-Site Evaluation | 100 hours |
| • Faculty and Staff Time during the On-Site Evaluation | 60 hours |
| • Post On-Site Evaluation Debriefing, Updates and Training | 40 hours |
| • Responding to the Team Report | 50 hours |
| • Responding to Commission Action Letter | 40 hours |

Accreditation Consulting & Deliverables

The process of accreditation poses complex challenges that require sound, decisive solutions. Alhambra will play a key role in preparing your training program for accreditation and work with management and staff to develop and define procedures

that encompass the major elements of accreditation. Our accreditation services include:

1. Preparation of Paperwork

The Chamber will assist in the dissemination and prepare all of the necessary paperwork, including applications, reporting, and responses to staff and commission actions. We will conduct a thorough review of all policies and procedures, advertising and marketing materials, records, and business planning documents to ensure compliance with the standards of accreditation.

2. Gap Analysis and Preparation for the On-Site Evaluation

Alhambra will conduct its own on-site visit preparing the institution for and accrediting agency team on-site evaluation. Upon conclusion, the Chamber will prepare a gap analysis report outlining any areas of noncompliance and will provide guidance and training for compliance.

3. Self-Study Report

The self-study report is also considered your institutional resume and it should be an accurate description of your training department. The report will include the mission, management, faculty and staff, record keeping, curriculum, methodology, enrollment procedures, advertising, and student satisfaction. Alhambra will conduct a complete review of the self-study report measuring your organizations performance against the standards of accreditation.

4. Preparation of Periodic and Annual Review Reports

The Chamber will assist the institution in the preparation of all required annual and reaccreditation requirements. All accrediting agencies require annual updates on financials and conduct periodic on-site evaluations to ascertain whether accreditation or reaccreditation is warranted.

5. Work with Accrediting Agency Staff to Answer Complex Questions

Alhambra may serve as the liaison with accrediting agency commission and staff to obtain answers to complex issues and questions that arise during the initial and reaccreditation process.