

Introduction to Standards, Guides, Policies, and Procedures

In order to implement the process of accreditation described in this book, the Accrediting Commission has approved and published “Accreditation Standards.” It is these Standards by which the Commission measures the educational quality, financial responsibility, administrative competency, and general worthiness of an institution for accreditation. They are the true core of the DETC accreditation process, the stated criteria signifying excellence in education or training. In addition, there are several Policies that supplement the Standards and contain required actions and information.

Several documents are available to assist the institutions in understanding the meaning of the standards and in preparing materials by which the Commissioners may assess the institution. They are:

Standards: **Appendix A:** *Accreditation Standards and Business Standards;*

Guides: **Appendix B:** *the Guide to Self-Evaluation and Guide to Self-Evaluation for 5-Year Review;*

Policies: **Appendix C:** *Policies that supplement the Standards and contain required actions and information;*

Procedures: **Appendix D:** *Procedures for handling various functions of Commission; and*

Forms: **Appendix E:** *Fees, Forms, Checklists, and Glossary.*

Policy and Procedure Indexes

There are several other tools that are used when preparing reports to the Commission. The tables on the following page are indexes that will assist institutions in referring to information on special circumstances.

Please Note: There are several additional documents on DETC’s web site for DETC Evaluators (see page 5) and institutions to use. To view these documents, go to DETC’s web site at www.detc.org and select “Membership Services” tab and “Evaluators Documents.” You must sign in using “guest” for your user name and password. Please note that the templates for writing reports are found under “Templates” under the “Membership Services” tab of the web site (www.detc.org). If you’re having problems with the forms, please contact Lissette Hubbard at Lissette@detc.org or 202-234-5100 ext. 105.

Policy Index

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Timeline for Accrediting Process (Initial Applicant)

| Steps | Activity | Time to Complete | Date |
|--------------|------------------------------------------------------------------------------------|---------------------------------------------------------|------|
| ONE | Review DETC Handbook and Application | 6 to 9 months | |
| | Key person enrolls and completes <i>DETC Course on Preparing for Accreditation</i> | | |
| | Begin writing the SER | | |
| TWO | Submit Application and Required Documents | | |
| THREE | Submit the SER | Within 60 days of submitting Application | |
| | Undergo Readiness Assessment and receive Report | 60 days from receiving draft of SER | |
| FOUR | If “ready”* submit course materials | Immediately after receiving Readiness Assessment Report | |
| | Schedule on-site visit | | |
| | Send revised SER | 4-6 weeks before visit | |
| FIVE | Receiving Subject Specialists Reports | 4-5 weeks before on-site visit | |
| | Respond to any “does not meet standard” ratings from Subject Specialists | 2 weeks after receiving | |
| SIX | Have on-site visit | 4-6 weeks after receiving SER | |
| SEVEN | Receive Chair’s Report | 4 weeks after visit | |
| | Respond to Chair’s Report | 2 weeks after receiving it | |
| EIGHT | Commission decides to accredit or not | January/June each year | |

Spring visits must take place before April 1st to be considered at the June AC Meeting.

Fall visits must take place before November 1st to be considered at the January AC Meeting.

*If Readiness Assessment Report states that an institution is not ready for a full on-site visit, the process stops until the institution documents to the satisfaction of the assessing evaluator that it has remedied the areas of concern in the Assessment Report before the courses will be reviewed and a full on-site visit scheduled (see C.12. Policy on Readiness Assessment).

Timeline for Accrediting Process (Reaccreditation)

| Steps | Activity | Time to Complete | Date |
|--------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------|
| ONE | Review DETC Handbook and Application | 6 to 9 months | |
| | Key person enrolls and completes <i>DETC Course on Preparing for Accreditation</i> | | |
| | Begin writing SER | | |
| TWO | Submit Application and Required Documents | November 1 st of the preceding year for Spring visit OR March 1 st of preceding year for Fall visits | |
| THREE | For Initial Applicants Only | | |
| FOUR | Schedule on-site visit | | |
| | Send revised SER | 4-6 weeks before visit | |
| FIVE | Receiving Subject Specialists Reports | 4-5 weeks before on-site visit | |
| | Respond to any “does not meet standard” ratings from Subject Specialists | 2 weeks after receiving | |
| SIX | Have on-site visit | 4-6 weeks after receiving SER | |
| SEVEN | Receive Chair’s Report | 4 weeks after visit | |
| | Respond to Chair’s Report | 2 weeks after receiving it | |
| EIGHT | Commission decides to accredit or not | January/June each year | |

Spring visits must take place before April 1st to be considered at the June AC Meeting.

Fall visits must take place before November 1st to be considered at the January AC Meeting.

If you are to be considered at the June AC meeting (Spring), your application is due November 1st the year before. If you are to be considered at the January AC meeting (Fall), your application is due March 1st of the preceding year.