

# Accreditation Timetable and Fees

The accreditation process (from submission of application through to Association action) usually takes between 12 and 24 months. See “Accreditation Timetable” below. New programs should note that the accreditation process must be completed **with** Association action prior to graduation of the first class of students in order for the graduates to be eligible to apply to sit for the Association Certification Examination.

The accreditation timetable may be lengthened due to institutional program problems, extenuating circumstances, failure to observe deadlines, submission of incomplete or inadequate applications or Self Study Report, or failure to establish the ability to comply with the “Competencies in Athletic Therapy” in the Self Study Report (see #5-40). The Program Accreditation Committee (PAC) makes every effort to assist the program in expediting the process; however, the responsibility for achieving accreditation rests with the program.

The PAC welcomes participation in the Association accreditation program. Programs are encouraged to keep the PAC informed of their plans and to contact the Association office for assistance at any time.

## ACCREDITATION TIMETABLE

1. The program application is completed and returned to PAC along with the application fee. (For programs applying for "continuing" accreditation, the application must be completed and returned within two months of receipt from the PAC).
2. Site visit is normally conducted within three months of the receipt of the Self Study Report by the PAC except upon written specific agreement of the post-secondary institution or in instances for which the PAC has documented concerns about compliance with the Competencies in Athletic Therapy.
3. Site visit report is returned by PAC to the program director of the post-secondary institution within one month of the site visit.
4. Program's response to the site visit report returned to the PAC within one month after receipt of the report.
5. Site visit's report is considered by the PAC at the next scheduled semi-annual or annual meeting which, depending upon the date of submission of a program's response to the site visit report, may be from two to six months after the PAC receives the response.
6. The PAC recommendation is developed and forwarded to Association Board of Directors within one month of a PAC regular meeting.

7. Association decision making and action takes place at the next regularly scheduled meetings. The PAC Chair of the Association action notifies the sponsoring institution promptly after the Board adjudication meeting.

### FEES

| Fee                              | Amount        | Explanation   |
|----------------------------------|---------------|---|
| Application Fee (non-refundable) | \$500         | <ul style="list-style-type: none"> <li>• a one-time fee that is submitted with the application for accreditation</li> <li>• there is no additional application fee for re-accreditation</li> </ul>                |
| Annual Program Fee               | \$750         | <ul style="list-style-type: none"> <li>• billed to each program to help defray costs of the Program Accreditation Committee operations</li> <li>• payment is due 30 days after the invoice is received</li> </ul> |
| Late Fee                         | \$100         | <ul style="list-style-type: none"> <li>• fee is assessed if the annual fee is not submitted prior to the deadline indicated on the invoice</li> </ul>   |
| Site Visit Team Expenses         | expenses vary | <ul style="list-style-type: none"> <li>• expenses of the PAC site visitation team are the responsibility of the applying institution/program</li> </ul>   |