



First Time Accreditation Applicant Timeline

Core Phases: First Time Accreditation (Please note that the first four phases can be adjusted in their timing and order, if needed.)	Target by Months in Process	Target by Calendar Month
Accreditation Packet sent - Emailed to applicant after Inform USA receives application AND payment to Inform USA. This starts your 12-month timeline.	Start Date	
Consultative Phase work begins by applicant: Applicant begins working on their narrative responses and documentation for their "initial submission" of consultative materials (targeted for completion in 6th month)	Start Date + 1 day	
Call Review Phase begins: Inform USA gathers necessary details and conducts call reviews	Start Date + 1 month	
Inform USA sends results of call review phase to applicant	Within 2 months of receipt	
Community Survey Phase begins: Applicant receives information about how to send out Community Survey	Start Date + 3 months	
Inform USA sends results of community survey phase to applicant	Within one month of receipt	
Resource Database Phase begins: Inform USA connects applicant and database reviewer	Start Date + 5 months	

Inform USA conducts online review of resource database	Start Date + 6 months	
Inform USA sends Database Report #1 that outlines any corrections needed	Within one month of online review (pending receipt of documents from applicant)	
Consultative Phase materials submitted: Applicant has completed their "initial submission" and notifies Inform USA it is ready for review	Start Date + 8 months	
Inform USA sends Consultative Report #1 that outlines any corrections needed	Within one month of receipt of initial submission from applicant	
"All Rounds Due Date" Deadline: By this date, the applicant has the first four phases completed (or they will need to request an extension)	Start Date + 16 months	
Virtual Site Visit Phase begins: Applicant and accreditation director identify dates and format (1 day or 2 shorter days) for visit	Start Date + 16 months	
Inform USA conducts Virtual Site Visit	Start Date + 17 months	
Inform USA makes award determination	Start Date + 18 months	