



## **Re-accreditation Applicant Timeline**

<b>Core Phases: Reaccreditation</b> (Please note that the first four phases can be adjusted in their timing and order, if needed.)	<b>Target by Months in Process</b>	<b>Target by Calendar Month</b>
Applicant is notified 1 year before their current accreditation cycle expires, that they need to apply within one year.	12 months before Accreditation expiration date	
<b>Accreditation Packet Sent</b> – Emailed to applicant after Inform USA receives application AND payment to Inform USA. This starts your 12-month timeline.	6 months before Accreditation expiration date	
<b>Consultative Phase work begins by applicant:</b> 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	
<b>Call Review Phase begins:</b> Inform USA gathers necessary details and conducts call reviews	Start Date + 1 month	
Inform USA sends results of call review phase to applicant	Within one month of receipt	
<b>Resource Database Phase begins:</b> Inform USA connects applicant and database reviewer	Start Date + 2 months	
Inform USA conducts online review of resource database	Start Date + 3 months	

Inform USA sends Database Report #1 that outlines any corrections needed	Within one month of online review (pending receipt of documents from applicant)	
<b>Community Survey Phase begins:</b> Applicant receives information about how to send out Community Survey	Start Date + 4 months	
Inform USA sends results of Community Survey Phase to applicant	Within one month of receipt	
<b>Consultative Phase materials submitted:</b> Applicant has completed their “initial submission” and notifies Inform USA it is ready for review	Start Date + 6 months	
Inform USA sends Consultative Report #1 that outlines any corrections needed	Within one month of receipt of initial submission from applicant	
<b>“All Rounds Due Date” Deadline:</b> By this date, the applicant has completed the first four phases of the process (or requests an extension)	Start Date + 10 months	
<b>Virtual Site Visit Phase begins:</b> Applicant and accreditation director identify dates and format (1 day or 2 shorter days) for visit	Start Date + 10 months	
Inform USA conducts Virtual Site Visit	Start Date + 11 months	
<b>Inform USA makes award determination</b>	Start Date + 12 months	