Accreditation Steps Overview

Steps: Self-Study to Site Visit

Note: It is the applicant's responsibility to prepare a self-study based on the standards posted in the most recent version of the MPCAC manual.

STEPS	ACTIVITIES
1	Applicant notifies Executive Director by email that self-study is ready to be submitted.
2	Applicant sends application fee to MPCAC Central Office.
3	Upon receipt of the fee, Executive Director creates a Dropbox named for the institution with the following folders: self-study, faculty CVs, syllabi, institutional materials, other appendices, and other documents helpful to the self-study process. The Program Director receives an invitation to access the Dropbox folder.
4	Applicant uploads materials to Dropbox in the appropriate folders.
5	Accreditation Coordinator selects two site visitors and submits site visitors CVs to Applicant to ensure no conflicts of interest.
6	The Program Director notifies the Accreditation Coordinator if site visitors do or do not have conflicts of interests.
7	Site visitors, with access to the Dropbox materials begin the review process to be completed within 45 days. They identify questions and any clarifications which are needed before the site visit can be scheduled. The Accreditation Coordinator uploads the list of questions and requested information to Dropbox and sends them to the Program Director.
8	Within 45 days, the Applicant uploads responses to Dropbox folder with the label "Responses to ARC inquiries" and notifies Accreditation Coordinator.
9	Site visitors review responses within 30 days to determine whether the site visit can be scheduled. If necessary, the applicant can be sent requests for further information, and/or a new applicant can receive a postponement for a period of up to two years. The re-accreditation applicant follows a different postponed procedure.

| 10 | Accreditation Coordinator solicits potential availability from Applicant and site visitors (e.g., preferred months/days) and finalizes site visit dates, arrangements, and schedules. |