



Basic Accreditation Steps

Step	Activity or Process Involved
1. Accreditation Readiness Assessment	The program prepares for accreditation by assessing its alignment with FETP Accreditation Standards. Programs can receive technical assistance to conduct the assessment or use the tool to conduct a self-assessment
2. Accreditation Intent to Apply	The program submits an LOI and certificate of eligibility
3. Accreditation Application	The program demonstrates its alignment with FETP accreditation standards completing a questionnaire and providing supporting documentation
4. Assessment of the FETP Accreditation Application	TEPHINET recruits volunteer peer reviewers to assess the information contained in the FETP Accreditation Application and conduct a site visit
5. Accreditation Site Visit	Site visit team members are the same individuals who reviewed the accreditation application ; however, if any or both of the report reviewers are unable to fulfill their commitment to travel, a new team will study the review of the application in order to prepare to conduct the accreditation site visit
6. Reviewers Site Visit Report	The site visit team presents the findings and also makes accreditation recommendations based on accreditation criteria. In addition, the team may also recommend the terms of accreditation
7. GAB Review	TEPHINET's accreditation decision-making body (GAB) reviews the program Accreditation Application and the Review Teams reports; issues accreditation decisions and quality improvement recommendations. Under special circumstances, the GAB may choose to request additional information from the FETP program