

The accreditation process

Step 1. Submit

Submit your accreditation application with all requested documentation to AIA.

Step 2. Review

If there is any question as to whether Core Member Services are met, an Accreditation Team will be designated to review the submission. The team will consist of one or more AIA members, a component executive and a National staff member who are qualified to assess component operations and services.

Step 3. Determination and Award

Components will achieve one of two levels of accreditation:

- Meets Core Member Services. Components that meet Core Member Services standards will be accredited for three years.
- Provisional. Components do not meet Core Member Services standards will have one year to improve services and are encouraged to work with other components in the state to bring their Core Member Services up to standard.

Step 4. Appeal

Components have 90 days after receiving a Provisional determination to ask for a review by the Institute Secretary. The affected component will be given an opportunity to respond and provide additional information. The Secretary will review the file and either affirm or change the original accreditor determination. The Secretary's decision is final.

Step 5. Follow-up Action

Components designated as Provisional will have one year after receiving that determination (or one year after a determination on appeal) to create and execute an improvement plan and to document that they meet Core Member Service standards. This documentation will be reviewed by an accreditation team as described above in part 2.

If a component receives another Provisional determination after that period, the Institute Secretary will recommend alternatives.