Preparation Your IACET Accredited Provider (AP) Application

A Project Plan

Use this template to develop your organization’s plan for applying for AP status. Your organization may take a shorter or longer period of time to prepare the application depending on your current level of compliance with the ANSI/IACET Standard for Continuing Education and Training.

**Please note that the 18-month timeline is ONLY a suggestion**

<table>
<thead>
<tr>
<th>Suggested Timeline</th>
<th>Milestone</th>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
</table>
| **18 months** prior to application submittal | Determine AP expiration date (if applicable) | 1. Contact the IACET office  
2. Set date to complete and submit application | |
| *(For AP Renewals, the suggested submittal date is a minimum of 90 days prior to AP expiration date)* | Attend AP Workshop on ANSI/IACET Standard | 1. Determine responsibility for ensuring adherence to the ANSI/IACET Standard and developing the AP application  
2. Create a team responsible for developing AP application  
3. Individuals responsible for adherence to the Standard and completing the AP application register for AP workshop | |
| | Utilize AP application development resources | 1. Purchase the ANSI/IACET Standard and application  
2. Begin attending the free one hour, monthly AP Assistance webinars | |
| Beginning ~**17 months** prior to submittal and extending to ~16 months prior to submittal | Complete Self-Assessment Checklist of CE/T program | 1. Gather up all existing CE/T policies, processes and related documents  
2. Conduct an analysis of current practice and identified “gaps” by standard category | |
| Beginning ~**15 months** prior to submittal date and extending to ~14 months prior to submittal | Align CE/T program with ANSI/IACET Standard based on audit results | 1. Update policies, processes and related documents and course materials, as needed  
2. Review and approve updated documents  
3. Implement changes in CE/T Program  
4. Educate staff on changes to policies, process, etc.  
5. Update course materials, as needed  
6. Document task activities involving review and updates/changes | |
<table>
<thead>
<tr>
<th>Suggested Timeline</th>
<th>Milestone</th>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning ~7 months</strong>&lt;br&gt;prior to submittal date and extending to ~5 months prior to submittal</td>
<td>Develop AP application responses</td>
<td>1. Create narrative responses&lt;br&gt;2. Insert narrative responses into the AP application&lt;br&gt;3. Insert policies, and processes into the AP application</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning ~4 months</strong>&lt;br&gt;prior to submittal date and extending to ~3 month prior to submittal</td>
<td>Demonstrate compliance with ANSI/IACET Standard</td>
<td>1. Identify the evidence necessary to demonstrate compliance with the category element&lt;br&gt;2. Collect appropriate evidence, using completed (not blank) forms, templates and examples&lt;br&gt;3. Insert evidence into the AP application</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning ~2 months</strong>&lt;br&gt;prior to submittal date and extending to ~2 weeks prior to submittal</td>
<td>Finalize AP application</td>
<td>1. Identify AP application reviewers within organization&lt;br&gt;2. Develop a mechanism for the reviewers to provide feedback&lt;br&gt;3. Evaluate feedback&lt;br&gt;4. Edit AP application&lt;br&gt;5. Seek approval of final draft</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning 2 days</strong>&lt;br&gt;prior to application submittal date and extending to 1 day prior to application submittal date</td>
<td>Submit AP Application</td>
<td>1. Print final draft (2 spiral bound hard copies)&lt;br&gt;2. Ensure electronic PDF copy on CD-ROM or jump drive is bookmarked&lt;br&gt;3. Ship AP Application (including all copies, CD-ROM or jump drive and non-refundable application fee) to IACET HQ</td>
<td></td>
</tr>
</tbody>
</table>