

Preparing 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****

Suggested Timeline	Milestone	Tasks	Status
18 months prior to application submittal <i>(For AP Renewals, the suggested submittal date is a minimum of 90 days prior to AP expiration date)</i>	Determine AP expiration date (if applicable) Attend AP Workshop on ANSI/IACET Standard	<ol style="list-style-type: none"> 1. Contact the IACET office 2. Set date to complete and submit application 	
		<ol style="list-style-type: none"> 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 	
Beginning ~ 17 months prior to submittal and extending to ~16 months prior to submittal	Utilize AP application development resources	<ol style="list-style-type: none"> 1. Purchase the ANSI/IACET Standard and application 2. Begin attending the free one hour, monthly AP Assistance webinars 	
Beginning ~ 15 months prior to submittal date and extending to ~14 months prior to submittal	Complete Self-Assessment Checklist of CE/T program	<ol style="list-style-type: none"> 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 ~ 13 months prior to submittal date and extending 8 months prior to submittal	Align CE/T program with ANSI/IACET Standard based on audit results	<ol style="list-style-type: none"> 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 	

Suggested Timeline	Milestone	Tasks	Status
Beginning ~ 7 months prior to submittal date and extending to ~5 months prior to submittal	Develop AP application responses	<ol style="list-style-type: none"> 1. Create narrative responses 2. Insert narrative responses into the AP application 3. Insert policies, and processes into the AP application 	
Beginning ~ 4 months prior to submittal date and extending to ~ 3 month prior to submittal	Demonstrate compliance with ANSI/IACET Standard	<ol style="list-style-type: none"> 1. Identify the evidence necessary to demonstrate compliance with the category element 2. Collect appropriate evidence, using completed (not blank) forms, templates and examples 3. Insert evidence into the AP application 	
Beginning ~ 2 months prior to submittal date and extending to ~2 weeks prior to submittal	Finalize AP application	<ol style="list-style-type: none"> 1. Identify AP application reviewers within organization 2. Develop a mechanism for the reviewers to provide feedback 3. Evaluate feedback 4. Edit AP application 5. Seek approval of final draft 	
Beginning 2 days prior to application submittal date and extending to 1 day prior to application submittal date	Submit AP Application	<ol style="list-style-type: none"> 1. Print final draft (2 spiral bound hard copies) 2. Ensure electronic PDF copy on CD-ROM or jump drive is bookmarked 3. Ship AP Application (including all copies, CD-ROM or jump drive and non-refundable application fee) to IACET HQ 	